

Helena College Quality of Worklife Committee (QWL)

Meeting Minutes

October 09, 2018 / 2:00 p.m. / DON 123

Call to Order/Introductions

Chair, Mary Ann George called the meeting to order at 2:02 pm.

Attendance

The following persons were present: Mary Ann George (Chair), Mary Twardos, Monica Latham, Bridget Guerin, Christy Stergar, Rick Henry, Jennifer Bergner, Phillip Sawatzki, Melanie Heinitz

Review of Minutes

Members reviewed the notes from the September meeting. Minutes approved from the September meeting with one correction.

Old Business

1. Program Plan was due October 1. Reviewed submitted draft.

Staff Satisfaction Survey Review and Recommendations

1. Reviewed key points from survey. The committee had a general discussion about survey.
 - a. Communication, transparency, and decision making is a major, reoccurring theme
2. Action items
 - a. Will check to see if there is a fund for pay increases.
 - b. Will check on the fund for professional development, training, and bringing speakers to Helena College
3. Recommendations/Suggestions
 - a. Recommendation to provide opportunities for professional development and advancement
 - b. We would like the recent offering of trainings videos to continue, serving a broad campus audience. We recommend a central portal or access point, Moodle or Libguide, to house training information.
 - c. We recommend that supervisors encourage training and opportunities for employees to enable their growth and/or advancement.
 - d. QWL would like to see the co-worker appreciation program continue and funding be provided. QWL would like to partner to support this cause.
 - e. We would like information and training on requesting pay increases, in-range progression, and role classification to be provided for all employees.
 - f. We would like more information and transparency on the budget.

10/16/2018 Addendum. Brown bag lunches for exchanging information about training, workshops and conferences people have attended.

Ongoing ideas for communication

- I. Social Event or Community Service Ideas
 - a. Potluck – Thanksgiving potluck, Monica will work will Mary Twardos
 - b. Movie
 - c. Field Day/Outdoor Event
 - d. Trash Mob

- e. Cooking Demo

New Business

- 4. Employee Appreciation Luncheon
 - a. Verify Date - Christy
 - b. Caterer – Monica will check with Smokejumper
 - c. Charitable giving event – raffle with baskets

General Discussion

General discussion was focused on the employee satisfaction survey.

Adjournment

Meeting adjourned at 3:07 pm.