

Helena College Quality of Worklife Committee (QWL)

Meeting Minutes

November 13, 2018 / 2:00 p.m. / DON 123

Call to Order/Introductions

Chair, Mary Ann George called the meeting to order at 2:05 pm.

Attendance

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

Review of Minutes

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

Ongoing Business

1. Employee Appreciation Luncheon
 - a. Verify Date – Done
 - b. Linens - Done
 - c. Centerpieces – Cari is working on.
 - d. Caterer – Chili O’Brien’s scheduled - need to pick menu items
 - e. Charitable giving event
 - i. Christy said she would take the lead. Discussion on the logistics
 - ii. When individuals pick their meal option they will pick the charity to receive donation
 - f. Room set up
2. Helena College Day
 - a. QWL has suggested a community service day
 - b. Cabinet will decide

New Business

1. Wellness Grant Applications
 - a. Fitbits – Library has them
 - b. SWAG for the Great Montana Race
 - c. Healthy Snacks
 - d. Tai Chi in February/March

Employee Satisfaction Survey Review and Recommendations Part 2

1. Checked on funds for
 - a. Professional development speakers
 1. Currently, groups can request funds for specific training

- b. There is no fund for pay increases

Categorized and narrowed the list from the September meeting

1. Employee Retention and Growth
 - a. Recognize the efforts that are ongoing, employee recognition
 - b. Supervisor's role in promoting professional development.
 - c. Exploring the one-time bonus or other incentives
 - d. Continuing professional development and ongoing training
 - e. Brown bag lunches to share what people are learning
 - f. Hub that houses training information
2. Leadership and Communication
 - a. Recognize that there has been an effort to increase communication between the administration and faculty/staff
 - b. Advocating for supervisors to get better knowledge on professional development opportunities
 - c. Request that HR or the appropriate entity perform a comparative report on wages earned on similar campuses.

General Discussion

General discussion was focused on the employee satisfaction survey.

Adjournment

Meeting adjourned at 2:59 pm.