

Helena College Quality of Work Life Committee (QWL)

Meeting Minutes

February 12, 2019 / 2:00 p.m. / DON 202

**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, Kylie Parker, Mary Twardos, Christy Stergar, Cari Schwen, Rick Henry, Phillip Sawatzki, Melanie Heinitz

**Review of Minutes**

Members reviewed the notes from the December meeting. Minutes approved from December meeting.

**Budget FY 20**

- a. QWL has about 1900 left for the spring luncheon.

**Ongoing Business**

- a. Employee Satisfaction Survey Review and Recommendations
  - i. Review feedback from stakeholders
  - ii. Next stop, Dean's Cabinet
  
- b. Wellness Grant Applications
  - i. Healthy Snacks – have started
  - ii. Tai Chi in February/March/April
    - 1. Have a schedule but need to wait for money to pay instructor

**New Business**

- c. Spring Semester
  - i. Gift for Glen
    - 1. Bridget proposed getting Glen a gift since he makes everyone else's gift.
    - 2. We possibly can give Glen an honorarium award of \$50 or merit pay
    - 3. Motion to move \$50 to honorarium speaker line item for Glen's recognition gift. Bridget motioned, Philip seconded. The motion passed.
    - 4. Mary Ann will submit a budget modification request
  - ii. Social Event?
  - iii. Service date
    - 1. Mary Ann will ask about having a service day on Helena College day
    - 2. Need to be thinking of what type of service we want to do, send ideas to Mary Ann
  - iv. Luncheon
  - v. Employee recognition stipend

- vi. QWL was tasked with taking over the birthday cards. Mary Ann will take over them for the time.

**Ongoing Ideas for Consideration**

- d. Movie / Potluck Social
- e. Social Event or Community Service Ideas
  - i. Pot Luck
  - ii. Field Day/ Outdoor Event
  - iii. Cooking Demo
  - iv. Wellness Grant Ideas

**General Discussion**

Mary Ann will be stepping down as chair next year.

**Adjournment**

Meeting adjourned at 2:42 pm.