

Helena College Quality of Work Life Committee (QWL)

Meeting Minutes

April 9, 2019 / 2:00 p.m. / DON 202

**Call to Order/Introductions**

Chair, Mary Ann George called the meeting to order at 2:10 pm.

**Attendance**

The following persons were present: Mary Ann George (Chair), Monica Latham, Kylie Parker, Cari Schwen, Mary Twardos, Melanie Heinitz, Therese Collette, Christy Stergar, Philip Sawatzki

**Review of Minutes**

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

**Ongoing Business**

- a. Dean's Cabinet
  - i. Employee Satisfaction Survey Review and Recommendations
    1. Take a mini survey at the beginning of the school year to work on then
  - ii. If Budget didn't change much then it will be the same as last year
- b. Professional Development
  - i. QWL possible promoters and cheerleaders for events. Employees want professional development but when events are scheduled there is low attendance. Need to get buy-in from supervisors. Need to figure out how to get better coverage in certain departments. Professional development being put into budgets.
- c. Wellness Grant Applications
  - i. Tai Chi-one more session in the semester.
    1. Mary Ann working on schedule for fall and possibility of opening it up to students and all employee
    2. Therese checked on half work time policy for Wellness Tai Chi – Cannot make it a policy
- d. Helena College Day Friday, April 26, 2019
  1. Committee will get together after survey closes. Will send out more information.
- e. Spring Employee Appreciation Luncheon Monday, May 13, 2019
  1. Nomination for the employee excellence award
    - a. Might be able to get check sooner or print a big check
  2. Longevity awards sent to Glen
  3. Phil & Rick:
    - a. Steaks for Glen - \$50
  4. Phil and Rick will sit on the committee for the employee excellence award. Will invite Della to be on the committee.
  5. Cari will do the centerpieces. Fresh flowers.
  6. Catering-need to decide on and schedule the caterer

- a. Bad Betty's unable to cater due to the grill master will be on vacation. Will save for the fall.
  - b. Back to Sodexo and Chili O'Brien's. Mary Ann will check if Sodexo can meet our price range.
- 7. Linens are ordered

**Ongoing Ideas for Consideration –** Tabled till next meeting

- f. Movie / Potluck Social
- g. Social Event or Community Service Ideas
  - i. Pot Luck                               Cooking Demo
  - ii. Field Day/ Outdoor Event      Wellness Grant Ideas

**General Discussion**

**Adjournment**

Meeting adjourned at 2:48 pm.

**Action Items:**

1. Mary Ann will check if Sodexo can meet our price range.
2. Phil and Rick will purchase steaks for Glen.