

Helena College Quality of Work Life Committee (QWL)

Meeting Minutes

September, 10 2019 / 2:00 p.m. / DON 120

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, Bridget Guerin, Mary Twardos, Therese Collette

Review of Minutes

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

Ongoing Business

- a. Employee Satisfaction Survey
 - i. Review items of concern at beginning of year to guide areas to focus on.
 - ii. Wrap up of work plan/goals for FY19
 - iii. Reviewed work plan from last year
- b. Hiring process
 - i. Therese explained that the hiring manager is in charge of making decision of the hiring committee.
 - ii. Goal: communicate how the hiring process works

Spring Semester Employee Appreciation Luncheon

- a. Quick recap and any recommendations for this year
 - a. Catering-everyone like the caterer
 - iii. Format- Less talking before food is served, watch time of speakers
 - iv. Awards – Spring 2020 is last year for Glen, then Seth will be asked to take over

FY 20 Budget

- a. 1,000 dollars added in for professional development

Report from AIMA committee (Kylie Parker)

- a. Mike Jetty is coming in to bless the flags
- b. Need to get more people to go to events on campus
- c. Goal: Need to brainstorm ways to incentivize employees, raffle tickets for events

Wellness Champions FY 20

- a. Support wellness activities on campus

New Chair for QWL

- a. Conversation on committee membership requirement
- b. Therese and Mary will check will follow up on committee information

Adjournment

Meeting adjourned at 3:06 pm.

Ongoing Ideas for Consideration – Tabled till next meeting

- d. Movie / Potluck Social
- e. Social Event or Community Service Ideas
 - v. Pot Luck
 - vi. Field Day/ Outdoor Event
 - vii. Cooking Demo
 - viii. Wellness Grant Ideas

Action Items:

1. Mary Ann will send out work plan to review.
2. Brainstorm was to track attendance at events.
3. Check on hiring process comments