

Helena College Quality of Work Life Committee (QWL)

Meeting Minutes

November 13, 2019 / 2:00 p.m. / DON 120

Call to Order/Introductions

The meeting was called to order at 2:05 pm. Those present were: M.A. George (chair), Latham, Twardos, Guerin, Schwen, and Heinitz

Past meeting minutes were reviewed, moved to be approved by Bridget Guerin, and seconded by Cari Schwen. Approval was unanimously passed.

Discussion of the 2019-20 Goals

3rd Goal – Committee continued to discuss the desire to support HR/Wellness/Professional Development in increasing campus participation in enrichment opportunities.

- How to increase participation
- Barriers to participation
- Successes and areas of improvement for events
- Communication about events
- Discrepancies in the allowed time for participation
- Will come back to this discussion in January

Winter Luncheon logistics discussion:

Chili O'Brien's has been chosen as the caterer and booked. We will decide the entrée by email vote.

Melanie –has booked Chili O'Brien's, written letter confirming the date, time, and the 1.00 increase in menu pricing. Will have numbers by Dec. 9th. Need to decide menu. Melanie will send the top choices to narrow the menu.

Mary Ann- calendar invite, RSVP/charity survey, 3M, will make sure the introduction is brief so people can get there food. Check for cups under sink.

Christy- venue is secured

Parker-will set up audio visual

Twardos – table cloths are ordered, will be delivered Dec. 13th

Schwen – centerpieces, need to do a call for props, photo booth check with Amy Kong about updated selfie booth, Cari will get candy and drinks.

- Display baskets beginning Wednesday Dec. 11th, display in student center on 10:30 day of luncheon.
- Ticket deals (1 for \$1, 6 for \$5, and 30 for \$20)
- IT ticket to get slide show of last year's photos
- Poster for basket will go out the next two Mondays
- ASHC decorations might be up (will check)

HC Service day – would like to get on the calendar for next semester.

The meeting was adjourned at 2:57 pm.