

Helena College Quality of Work Life Committee (QWL)

Meeting Minutes

November 18, 2020/ 2:00 p.m. / TEAMS

The meeting was called to order at 2:00 pm by Chair Melanie. Those present were: Melanie Heinitz (Chair), M.A. George, Christy Stergar, Mary Twardos, Cari Schwen.

Review of Minutes

Meeting minutes from October meeting were reviewed; approval of minutes was unanimously passed.

Treasurer's Report

Treasurer Report: \$4,260.00 Budget

Department Highlighting snacks: \$81.16

Food Trucks plus tip: \$682.50 (\$600.00 Meals & \$82.50 Tip)

Amount available \$3,496.34

Old Business

1. **Ongoing Business**

Department Highlighting Update.

Bridget and Mary Ann were unable to add content to the MMM or HR Updates so they created a document in Smore, and online newsletter, and sent the link to Mary T to include in the HR Updates. Mary Ann will check with Donna to see about using Mail Chimp for our publication and if not has asked QWL to purchase a one year subscription to Smore for \$79.00.

Motion to purchase subscription to Smore for \$79 if unable to use HC platform. Melanie made motion and Mary seconded. Motion passed unanimously.

Longevity Awards from Spring 2020 Update

Glen is working on the awards. We don't have a timeline. Mary contacted all recipients with an update.

Perpetual Plaque Update

The plaque is in place.

Online Trivia Night Update

HC owns a license that was purchased for Admissions use. Mike Hausler says we can use. Need to coordinate with Admissions to be sure we don't pick a time that they will need. Tentative late January (maybe a back to semester event?).

Movie Night

Mary Ann suggested we have a movie night at Cinemark. Theater rental, 20 people per theater. Charge \$5.00 per person and QWL makes up the difference.

Develop Free Personal Enrichment Class with Ryan Loomis.

QWL is being asked to support this effort by submitting any names of employees who have skills and hobbies to share. Christy says that details are still being worked out. Payment for instructors, time off guidelines, venues for instruction (online or in person). Melanie asked us all to send Ryan any perspective names and spread the word on campus.

Chocolate Giving Baskets (Timeline Needed). Event Friday, February 12, 2021.

- Cari will set up raffle purchase options: In person or on the phone.
- Have everything in place by January 12. Launch week of January 25. Baskets due by Friday February 5. Bidding during week of February 8. Baskets awarded Friday February 12.
- Money raised will be donated to an educational entity.

New Business

Update Mission Statement

Melanie would like us to review our mission statement and come to December meeting with ideas for updating.

Purchase Smore subscription for Department Highlights and newsletters.

See above. Motion passed.

Additional Items

Mary Ann reported that the Employee Care Packages ran over the granted amount by \$93.67 and asked if QWL could make up the difference.

Motion to cover Employee Care Package overage for \$93.67. Cari / Christy. Motion passed unanimously.

The meeting was adjourned at 2:50 pm.