

Helena College Quality of Work Life Committee (QWL)

Meeting Minutes

March 10, 2021/ 2:00 p.m. / TEAMS

The meeting was called to order at 2:01 pm by Chair Melanie. Those present were: Melanie Heinitz (Chair), Mary Ann George, Christy Stergar, Mary Twardos, Cari Schwen, Phil Sawatzki, Bridget Guerin, Rick Henry.

Review of Minutes

Meeting minutes from February meeting were reviewed; approval of minutes was unanimously passed. Bridget motion, Cari seconded.

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)
S'more subscription: \$79.00
Wellness shipping overage: \$93.67
Balance of Budget: \$3223.67

Old Business/Ongoing Business

Department Highlighting Update.

We're moving along. Will get close but may not highlight every department by the end of the semester. We may double up departments. Melanie says we set a 70% goal and we'll get there.

Winter Giving Baskets Event February 2021

Recipient for the money raised is Prickly Pear Land Trust - \$720.00 was raised.
Christy will find out who to send the Payment Works information too.
PO is submitted and Melanie will figure out how to get it to PPLT. (Get a picture, if possible, for the MMM)
Alcohol in baskets. Ages checked and signed off by recipient.

Update Mission Statement and Webpage

New Mission Statement was approved by members via Teams poll. This was added to the QWL webpage.

Social Activity in March: Movie Night at Cinemark

Discussion about number of guests, dates, charge or not to charge.

Movie dates/times

Friday March 19, 8:15, The Courier PG-13

Sunday March 22, 3:15, The Croods 2: A New Age PG

Mary Ann will purchase events, create a sign-up sheet in Qualtrics and a poster to put in the MMM on Monday March 15.

Employee Excellence Award

- Distribute first week on April and nominations need to be returned by Friday April 16.
- Form is updated with FY21 dates.
- Melanie will be the contact person to receive nominations.

Longevity Awards 2021

Phil will ask Seth Roby if he has any ideas about creating awards for us.
Seth has too many projects on his plate the semester
Skilled Trades won't be able to create something for us this year.
We have money to purchase this year. Send ideas for award gifts to Melanie
Would be nice to give options to recipients.
Would like to give something practical and/or useable.

- Adjuncts should be recognized. QWL not best group to do that. Division Chairs (Directors?) would have a better relationship with adjuncts to recognize

New Business

Budget Review with Dean

Our Budget was increased by \$20.00 due to increase in cost of linens for luncheons.

Campus Cleanup

ASHC wants a partner for a Campus Clean Up/Community Project. We no longer sponsor a Highway Cleanup location anymore. Staff Senate will partner with them on this event.

End of Semester Food Trucks

In April with ASHC.

Suggested Trucks

Cheddars

Mission Taco

Rock Star BBQ

Additional Items

Persist Art Show continues in the Donaldson main hallway.

Meeting Adjourned at 2:55

ACTION ITEMS:

- Melanie will coordinate awarding the check to PPL. Phil and Christy have a connection.
- Mary Ann will purchase movie Private Watch Parties (done), create a poster and sign-up sheet for the MMM on Monday March 15.
- Melanie will be the point person for accepting Employee Excellence Award nominations.
- Melanie will coordinate with ASHC for Food Truck Event in late April.