

Helena College Quality of Work Life Committee (QWL)

Meeting Minutes

May 12 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, Mary Twardos, Bridget Guerin, Rick Henry.

Review of Minutes

Meeting minutes from March meeting were reviewed; approval of minutes was unanimously passed. Mary Ann motion/Bridget 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
Cinemark Tickets \$308.00
Spring Food Trucks: &868.69 (&754.86 Meals & \$113.83 Tip)

Amount Available: \$2,146.98

Costs still outstanding:

Employee Excellence Award
Employee Excellence Award Plaque
Engraving of Wall Plaque
Glassware for Longevity Awards

Old Business/Ongoing Business

Department Highlighting Update.

We're moving along. Melanie asked Mary Ann and Bridget to quantify the number of employees highlighted this year so we can compare to our goal of 70%.

Report on Food Trucks

Melanie reported that 70 employees participated in the Food Truck event. This number was up from the fall. Melanie discussed the possibility of making the food truck event an annual event and the possibility of replacing the spring luncheon with a food truck, picnic. Further discussion will happen.

\$720.00 presentation to Prickly Pear Land Trust

Melanie delivered the check to PPLT on Friday.

Employee Excellence Award

- Recipient announced at the State of the College on May 11. Total nominees: 10. Award committee discussed need for guidelines or a rubric to better assist in the selection. Melanie asked all to send ideas about guidelines for future nominating and awarding. Robyn suggested that a link be available year round for nominations.
- Some suggestions for the Award
 - Nominating Committee is past recipients
 - Link on our QWL website for nominations year round
 - Rubric for committee to use

- Recognizing all nominees with notification and copy of their nomination letter or letters (Nomination form needs to note this so nominators will know).
- Melanie suggested we have a picture of the perpetual plaque on our QWL webpage and update annually when new recipient is awarded and/or list previous recipients on the webpage.
- Melanie recognized and thanked Bridget for her work as Employee Excellence Award Chair and for all she does to connect QWL to the Airport Campus.

Longevity Awards 2021

- Mary Ann made a motion that QWL Committee can spend up to \$1400 toward purchasing glassware for the longevity awards. Rick seconded. The motion passed unanimously. This purchase is intended to cover awards for the next five year cycle of longevity awards.
- Mary will work on letters for recipients. Mary Ann will work with Crown Trophy.
- Minutes with purchase approval needed for PO.

New Business

Thank You Notes from QWL

Melanie sent thank you notes to the individuals and departments who helped QWL this year.

- Cashiers: Laura Gifreda and Amanda Zigan for their help with the Food Truck Events
- Shelby Zander for her help distributing vouchers at the APC
- Maintenance for their help with parking for the Food Truck Event
- Tammy Burke and Larry Taylor for their help on the Employee Excellence Award Committee.

Meeting Adjourned at 2:55

ACTION ITEMS:

- Mary Ann will work with Crown Trophy for glassware for Longevity Awards.
- Mary Twardos will send letters to Longevity Award recipients so they can choose award.
- All will contribute ideas to Melanie about the following:
 - Food Truck future ideas
 - Employee Excellence Award nomination forms updates and changes.