

Helena College Quality of Work Life Committee (QWL)

Meeting Minutes

November 12, 2021/ 1:00 p.m. / TEAMS

The meeting was called to order at 1:04 by Chair Melanie. Those present were: Melanie Heinitz (Chair), Mary Ann George, Cari Schwen, Bridget Guerin, Robyn Kiesling and Mary Twardos.

**Review of Minutes**

Meeting minutes from October meeting were reviewed; approval of minutes was unanimously passed. Mary Ann motion/Cari seconded.

**Treasurer’s Report**

Treasurer’s Report Melanie

- Beginning Budget \$4280
- Fall Food Truck Vouchers and tip for employees \$946.96  
(We split the tip with ASHC)
- Remaining Balance available 3.333.04

**Old Business/Ongoing Business**

**Department Highlighting Update.**

- Fresh Snacks: The candy bars/granola bars that we have been giving out as a “thank you” for participating in the Department Highlights expired. We will need to purchase replacements if we want to continue to distribute.
- \*\* Cari reported that at the BOR meeting next week there will be significant changes to the Entertainment guidelines which includes the purchase of food and non-essential items.
- Anyone who needs to purchase any food items or what may be determined as a non-essential items should do that before Wednesday November 17. The new guidelines may go into effect on Thursday November 18.

S’more Subscription renewal. Mary Ann reported that the subscription is scheduled to auto-renew on November 20. This will be charged to her procard and she will have a PO ready to turn in to Melanie.

**Incentives for Vaccinations**

Cari reported that 22 employees and 110 students have claimed an incentive gift card. Cari will ask to have the reminder to employees posted in the MMM again.

**Employee Excellence Award**

Updated form is posted on our QWL website.

**Food Trucks**

Total Employees	71
Total Students	125

**December Activities: Mary Bridget, Robyn, Melanie and Mary Ann**

Flyer is ready and has been sent to the MMM. Committee members are organizing different events over the December celebrations. The committee has submitted an MUS Wellness grant application for funding. Mary Ann made a motion and Robyn seconded that “Quality of Work Life will fund the December Holiday Activities in the amount of \$772.61 if the MUS Wellness Grant is not awarded. The motion passed unanimously.

#### New Business

Melanie was asked by Kim Feig if there are any discounts available to Helena College employees at Capital City Health Club. Mary Ann will contact and report back.

Bridget suggested a Final Week of semester treat of event for campuses. Based on information shared by Cari we will put on hold until we know what that will look like.

Meeting Adjourned at 1:35 pm

ACTION ITEM: ALL need to make any purchases of food items or what may be considered non-essential items by Wednesday November 17.

ACTION ITEM: Mary Ann will verify that our S'more subscription has renewed and submit a PO to Melanie.

ACTION ITEM: Cari will ask to have the Vaccination Incentive reminder posted in the MMM.

ACTION ITEM: Mary Ann will contact Capital City Health Club to find out if Helena College employees can receive any discount for membership.