



Quality of Work Life
 December 10, 2021 | 1:00 pm | TEAMS

Employees of Helena College who are happy, healthy, both mentally and physically, and positively involved in our campus community are better able to support our students' success. Therefore our mission is to encourage and promote camaraderie and an inclusive supportive work place for all. (2021)

Minutes

I. Call to Order

II. **Review of Minutes: November meeting minutes** Phil made a motion to accept the minutes and Rick 2nd the motion.

III. **Treasurer's Report:** See attachment below

Quality of Work Life 2021-2022 Budget						
Date	Purchaser	Vendor	Receipt No.	Description	Running Total	Approved By
7/1/2021				Budget	\$4,280.00	
10/20/2021	Robyn	Food Trucks	4 total	Food Trucks: BBQ, MT Berry Bowl, Taco	(\$946.96)	Melanie
11/15/2021	Melanie	Costco	13190027973	Holiday Cheer Refreshments	(\$73.22)	Melanie
11/17/2021	Melanie	Walmart	20211117	Holiday Cheer Refreshments	(\$74.36)	Melanie
11/15/2021	Bridget	Costco	H01026-003-2021	Costco Find Buddy Gifts	(\$59.62)	Melanie
11/15/2021	Bridget	Dollar Tree	H01026-002-2021	Dollar Tree Gnome Craft	(\$20.00)	Melanie
11/15/2021	Bridget	Bridget Guerin	H01026-001-2021	Bridget Gnome Craft	(\$109.36)	Melanie
11/16/2021	Robyn	Amazon	20211117	Holiday Cheer Paper Craft Supplies	(\$107.12)	Melanie
11/12/2021	Mary Ann	A-1 Party Plus	Holiday Cheer	Dreidel coins & table coverings	(\$12.02)	Melanie
11/12/2021	Mary	Amazon	Holiday Cheer	24 Jars & 24 tiny lights	(\$42.98)	Melanie
11/12/2021	Mary	Hobby Lobby	Holiday Cheer	Supplies for Holiday Craft	(\$58.29)	Melanie
11/12/2021	Mary	TJ Maxx	Holiday Cheer	2 gifts for Elfed Game	(\$39.98)	Melanie
11/12/2021	Mary	Marshalls	Holiday Cheer	Gift for You have been elfed	(\$19.99)	Melanie
11/12/2021	Mary	Joann Fabrics	Holiday Cheer	Ribbon & Greenery	(\$11.28)	Melanie
11/12/2021	Mary	Best Buy	Holiday Cheer	Gift for Elfed Game	(\$18.58)	Melanie
11/22/2021	Mary Ann	S'more	211120225210	Smore subscription for Highlighting/News	(\$79.00)	Melanie
11/29/2021	Cari Schwen	Costco	133300006627	Banana's & Chocolates	(\$24.57)	Melanie
12/7/2021	Melanie	Safeway	392835462440	Banana's & Cuties	(\$8.61)	Melanie
				Reimbursement from Wellness Grant		
				Total	\$2,574.06	

IV. Old Business

- a. **Department Highlighting Report: Bridget & Mary Ann:** Donna will need to remove the second link from previous post. Mary Ann is working on the rest of Donaldson faculty for our Department Highlights and then will tackle maintenance. Bridget too is finishing up. More treats will be purchased as needed.
- b. **Capital City Health Club Membership Costs a request from Kim Feig:** Mary Ann spoke to CCHC about corporate memberships, and they sent the information and rates.



Corporate Membership Rates

Tier 1 (15% discount)	Tier 2 (25% discount)
5-10 Employees	11-19 Employees
Single - \$42.99	Single - \$ 37.99
Couple - \$76.99	Couple - \$67.99
Family \$97.99	Family - \$86.99
Tier 3 (35% discount)	Tier 4 (40% discount)
20 + Employees	40 + Employees
Single - \$32.99	Single - \$29.99
Couple - \$58.99	Couple - \$53.99
Family - \$74.99	Family - \$69.99

All processing fees are \$30 (50% discount)

All additional fees

Kids Club \$20 (covers up to 3 kids under 13 \$5 per kid after)

C24 hour add-on \$10

Lockers \$15

All memberships are a 12-month commitment and must follow regular cancellation policies.

c. **Holiday Cheer Updates: Mary** Reviewed activities.

V. New Business

- a. **Report from BOR on Entertainment Guidelines: Cari** Guidelines for snack the same. Cari is checking on guidelines for full meal.
- b. **Annual Work Plans Feedback – Suggestions implemented and Initial Plan Report as addendum.** Sent the actual attachment out for all to see and attached it to minutes.

VI. Adjournment Rick motioned to adjourn and Phil 2nd the motion.

VII. Addendum:

Annual Work Plans

AY 2020-2021 | Initial Plans



Each program, department, and committee on campus is responsible for completing an annual work plan. The goal of the plan is to identify 3-5 goals for the year, align the work to the current strategic plan, describe the actions that will be taken, and establish indicators for success. At the end of the year, plan developers reflect on the results of the actions and determine future actions. The plans are reviewed by the IDEA Committee, both individually and overall, to gain an understanding of progress toward mission fulfillment as it relates to the strategic plan.

Introduction

192 total action items across 54 plans

Four plans were added this year, and one was removed. Each department within the general education division must now write their own plan. The division director will continue to write a plan for the division as a whole. A plan for the new area of Student Life was created. The Administrative Support & Management plan has been discontinued, as the program will be terminated this year.

The average number of action items per plan has increased slightly, from 3.4 to 3.6, indicating slightly more areas setting more than 3 goals for the year.



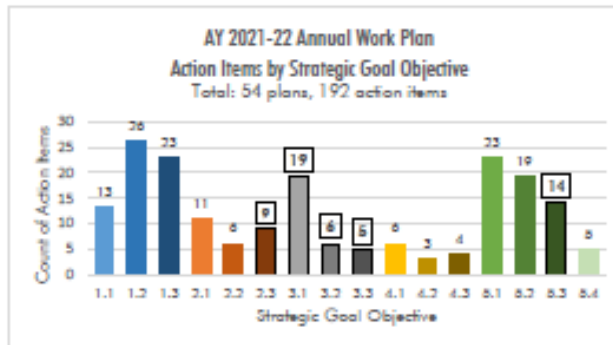
Action Items by Strategic Goal

This year saw a decrease in the percentage of action items aligned with strategic goal 5, complemented by a slight increase in the proportion of action items focused on the other four strategic goals. This is the most evenly divided the strategic goal alignment has been since work plans were implemented in AY 2018-19.

Action Items by Strategic Goal Objective

Cabinet identified the following strategic goal objectives as priorities for AY 2021-22: 2.3, 3.1, 3.2, 3.3, and 5.3.

There was a small increase in action items focused on these strategic goal objectives, most notably for strategic goal objectives 2.3 and 3.1. This is the first year that every strategic goal objective has been selected for at least one action item.



Annual Work Plans

AY 2020-2021 | Initial Plans



IDEA Committee Review

After receiving supervisor approval, each work plan was reviewed by two members of the IDEA Committee. The review looked at the following criteria:

- Overall clarity and completeness
- Alignment of action items to strategic goal objectives
- Quality of goals (according to SMART criteria: specific, measurable, achievable, relevant, and time-bound)
- Appropriateness of indicators to measure success

For the most part, plans are concise and clearly understood. We did see a decrease of plans where all information was concise and clearly understood this year, though 75% is still satisfactory.

For a second year, the committee is satisfied with the alignment of action items, and the quality of the action items and indicators.

The available resources and committee feedback are proving to be useful. In the future, the IDEA Committee chair will reach out specifically to new plan developers to offer resources and training.



Notable Examples

Overall, the plan developers have done a great job of documenting the meaningful work they are doing to advance our strategic plan. The IDEA Committee has identified a handful of plans and action items to be shared more broadly.

All plan developers can view all annual work plans within the assessment database. From your own work plan, click **View plan report for exporting**, and use the menus on the right side of the screen to take a look at some of these examples.

Examples of Strong Plan Components

The following plans were identified as being especially clear and concise or having a helpful narrative, SMART action items, or strong indicators.

- Computer Aided Manufacturing: Goal 1
- eLearning & Faculty Development: Goals 1 & 2
- Fire and Rescue: Narrative, Goals 1 & 4
- General Education: Goal 3
- HC Foundation: Goals 1 & 2
- Human Resources: Narrative, Goal 3
- Information Technology & Programming: Goal 5**
- K-12 Partnerships: All goals
- Marketing & Communications: Goal 1
- Math: All goals
- Nursing: Goal 1
- Safety Committee: All goals
- Student Life: All goals
- Wellness & Counseling: Goals 2 & 3

** This is a good example of writing a SMART action item and measurable indicators for researching or exploring something – a common action item that is often written vaguely.

Annual Work Plans

AY 2020-2021 | Initial Plans



Notable Work toward Strategic Goals

Committee members identified the following action items as good examples of work that show progress toward strategic goal objectives.

SGO	Plan	Goal	Description
1.2	Nursing	2	Program will create a dedicated simulation lab to provide more clinical experience for students and allow for increased enrollment.
1.3 (suggest also 5.1)	eLearning & Faculty Development	1 & 2	Assessment of fee pots (specifically those related to online courses) to ensure there are adequate funds for use of technology in instruction.
3.1	Humanities & Fine Arts	1	Two art courses will incorporate community involvement – one will have quest speakers, the other will partner with Bryant Elementary.
3.1	Humanities & Fine Arts	3	Students in a communications course will collect oral narratives from various organizations in the community.
3.1	Information Technology & Programming	1	Program will partner with state government and local businesses to offer apprenticeship opportunities for students.
3.3	Fire and Emergency Services	1	The program will establish work-based learning/internship partnerships with area volunteer fire departments.
3.3	Nursing	3	Students will gain real-world experience by participating in flu and COVID vaccine clinics, as well COVID testing clinics in the community.
2.1	Information Technology & Programming	2	Program faculty will complete professional development in cybersecurity and cloud computing and obtain industry certification to provide instruction in these areas.
2.1	Information Technology & Programming	5	Program faculty will research ways to incorporate project-based learning in courses.
2.2	Computer Aided Manufacturing	1	Curriculum will be updated as a result of new equipment purchased with COVID and grant funding.
2.3	Humanities & Fine Arts	2	Two art courses will incorporate opportunities for students to learn about and articulate their career goals, culminating in a capstone project and potential internships.
4.3	Student Life	3	Development of a SafeZone ally program will provide professional development in ways to support LGBTQAI+ students
5.2	Computer Aided Manufacturing	2	A faculty member is receiving training in the use of the 3D printer so that they can teach students how to use it and provide them with hands-on experience.
5.4	Orientation Committee	1	In response to SEP recommendations, the committee will make targeted changes to the orientation process and experience.
5.4	Student Life	2	The area area will identify and develop priorities founded in best practices and recommendations from our strategic enrollment plan.