



Quality of Work Life  
 January 14 2022 | 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. **Melanie called the meeting to order at 2:01.** Members present: Christy Stergar, Melanie Heinitz (Chair), Robyn Kiesling, Cari Schwen, Mary Ann George, Rick Henry.
- II. **Review of Minutes: December meeting minutes** Cari made a motion to accept the minutes and Mary Ann 2<sup>nd</sup> the motion. Motion passed with a unanimous vote.
- III. **Treasurer's Report:** See attachment below  
 Mary Ann will turn in receipts to MUS Wellness for Holiday Cheer Grant  
 Cari will transfer money from QWL Budget to Grant Award.

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 Guerlin	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	(\$11.23)	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
12/10/2021	Mary	Walmart	134400750210	Socks for Gnomes	(\$32.67)	Melanie
December	Melanie	HC		Coffee from Campus Store		Melanie
				Reimbursement from Wellness Grant		
				Total	\$2,541.44	

#### IV. Old Business

- a. **Department Highlighting Report: Bridget & Mary Ann:** Mary Ann reported that she has facilities employees and five Donaldson faculty to complete the Department Highlights. She thinks Bridget has highlighted all employees that she was assigned.
- b. **Capital City Health Club Membership Costs a request from Kim Feig:** Mary Ann will follow up with CCHC with the additional questions that members proposed. She will report at the next meeting or in an email if she gets the information sooner.
- c. **Report from BOR on Entertainment Guidelines:** Cari reported that the new guidelines will prevent us from using for luncheons and/or food trucks. When she asked for clarification from BOR they were vague and didn't give a definite "no". At this point we should not spend our budgeted money on food. Committee members discussed alternatives to luncheons of food gatherings. Some suggestions were prizes or apparel. Check with Donna or Cari about Helena College Apparel purchases.

#### V. New Business

- a. **Discounts for Students and Employee Discounts for skiing and golf.** Kim Feig asked that we do some research about discounts offered for Golf and Skiing. The Carroll website looks like the discounts are only for students. Emily Schuff, Director of Student Life is researching for students.
- b. **Helena College Service Day:** April 15 is Helena College Day and we have done a Service Day in the past. Do we want to have a service day? Do we want to coordinate it? Are there other plans for that day? Could we do it on another day? Robyn will do some research and report back to the committee.
- c. **February/March Online Basket Raffle:** Mary Ann will work on this. Needs help. Committee members discussed themes: Getaway? Holiday? Spring Break? Tentative dates are baskets submitted by Friday March 11. Ticket sales Monday Tuesday, March 14 and 15 and winners drawn on Wednesday March 16 before Spring Break OR baskets turned in on Monday March 21 and tickets sold Tues, Wed and Thurs with the drawing on Friday March 25. Tickets are 1 for \$1, 6 for \$5 or 30 for \$20.

#### VI. Adjournment Melanie adjourned the meeting at ???