



Quality of Work Life
 February 11, 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 Heintz (Chair), Bridget Guerin, Cari Schwen, Mary Ann George, Rick Henry, Mary Twardos & Seth Roby guest speaker.
- II. **Review of Minutes: December meeting minutes** Rick made a motion to accept the minutes and Bridget 2nd the motion. Motion passed with a unanimous vote.
- III. **Treasurer's Report:** See attachment below
 Cari will reimbursed the QWL budget from the Wellness 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 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	(\$11.23)	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	10404242	Coffee from Campus Store	(\$60.00)	Melanie
				Reimbursement from Wellness Grant	\$772.61	
				Total	\$3,254.05	

- IV. **Guest Seth Roby/Art Showcase:** Seth joined us to discuss the upcoming Art Showcase. This is the 4th year of the event, and it will be a live event and bigger than in the past. The showcase will open on March 17, and the Artists' reception will be on Saturday April 2 on the Donaldson Campus. Seth would like this event to be self-sustaining going forward. Some revenue generating ideas the showcase committee is working on are an auction and alcohol sales. Our annual giving basket event was discussed as possibly part of the fund raiser in the Art Showcase Event this year. QWL members discussed how that might look and some challenges. Seth is happy with whatever we decide to do. A Qualtrics survey will be sent out for QWL members to vote on options.
 Options Listed:

- a. Baskets are included and proceeds are split 50/50 with Art Showcase and non-profit of employees' choice.
- b. All proceeds from the basket raffle are donated to the Art Showcase.
- c. Historically, the raffle has been open to employees and employees win the baskets. This would open the raffle to the public and reduces employees' chances of winning.
- d. Does this change our event or create a precedent for future giving basket events?
- e. If we decide to do this, suggestion made that it is for this year only.

V. 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. Bridget has highlighted all employees that she was assigned. Mary Ann will send out one more request for responses and that will be the end of the effort. We will not renew the Smore subscription as the highlighting of departments will be concluded.
- b. **Capital City Health Club Membership Costs a request from Kim Feig:** Mary Ann will meet with Mary, and they will create a survey for employees to determine current membership numbers. The survey will also gather interest of additional employees joining if discount is available.
- c. **Report from BOR on Entertainment Guidelines:** Cari had nothing new to report.

VI. New Business

- a. **Helena College Service Day:** April 15 will be Helena College Service Day for the QWL committee. We have had a HC Service Day in the past. All members were in agreement that QWL should spearhead a service day effort. COVID is still a concern, and our efforts this year will be centered on the campuses with the idea of service in the community in the future. A suggestion was made that this be added to our work plan for FY23. Bridget requested that APC be included in the projects. Christy will work with facilities and present the plan for our campuses.
- b. **Longevity Awards:** Gifts were purchased last year. Mary will provide the list to Melanie.
- c. **Employee Excellence Award:** A form is posted on our web page. Previous recipients will determine our 2022 recipient. A rubric was developed last year, which is attached to the form. Nominations open on March 21 and close on April 1. Melanie will provide a flyer for the MMM.
- d. **Alternative Ways to spend luncheon budget:** Still under discussion. Apparel can be line budgeted as a marketing tool. All purchase ideas must be sent to the Dean's Cabinet.
- e. **Onboarding:** Melanie shared email from Robyn about the recently formed Dean's Campus Advisory Committee (DCAC). They are looking to form a workgroup to focus on improving onboarding for all employees, and they thought QWL would be a good group to focus on this. After a discussion members felt that the DCAC would be the better committee to create overarching goals and processes. QWL is very interested in participating, but we don't feel that our committee should be making those decisions. Members would like to respectfully encourage the DCAC to take this on as one of their first projects since they also have representatives from all employees on the committee. Mary Ann and Melanie will come up with a respectful reply to Robyn and DCAC.
- f. **CESS Posted Survey:** Deferred

VII. Adjournment Melanie adjourned the meeting at 3:10