



Quality of Work Life  
 March 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 1:01.** Members present: Christy Stergar, Melanie Heinitz (Chair), Robyn Kiesling, Cari Schwen, Mary Ann George, Rick Henry, Mary Twardos, Bridget Guerin.
- II. **Review of Minutes: February meeting minutes** Cari made a motion to accept the minutes and Rick 2<sup>nd</sup> the motion. Motion passed with a unanimous vote.
- III. **Treasurer's Report:** See attachment below.

**Committee members discussed our budget line for the end of semester luncheon. Cabinet has not decided whether the new BOR Entertainment guidelines apply to that money. Robyn will get clarifications on the QWL budget usage from the Cabinet meeting with the Advisory group is scheduled for March 23. If Cabinet does not allow the money to be spent on a luncheon, QWL will ask Staff Senate if we can request a modification on the grant money from the Escape Room for a luncheon and speaker. Cari said the Stewardship committee would like to have someone come in and speak with the campus about Stewardship.**

**Mary Ann reported that MUS said we can purchase apparel with the grant money but must have the MUS Wellness Logo on it in addition to any HC branding. The grant amount: \$2,184.00.**

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	Cari
				Total	\$3,254.05	

#### IV. Old Business / New Business

- a. **Department Highlighting Report: Bridget & Mary Ann:** Mary Ann reported that she has one submission from faculty and will ask Facilities to provide a picture of the staff for the HR Update. That will complete the Department Highlights.
- b. **Capital City Health Club Membership Costs a request from Kim Feig:** The survey results identified about 20 employees who are member currently, would be very interested in joining with a discount or might be interested in a discount. Employees need to sign up at CCHC and identify themselves as a Helena College employee in order to build the numbers toward a discount. Mary Ann will write up something for the MMM and present to committee members before sending. There is on contractual obligation for Helena College.
- c. **Spring Giving Basket Raffle Event**
  - i. **Vote final: 50/50 split of funds between The Angel Fund & HC Showcase**
  - ii. **Signs are posted and in MMM**
  - iii. **Basket pictures turned in to Mary Ann by Friday March 23.**
  - iv. **Basket Raffle tickets sold March 28-31, and basket winners announced April 1.**
  - v. **Tickets: (1 for \$1, 6 for \$5, and 25 for \$20)**
  - vi. **Basket Display in the Fishbowl or back counter of Welcome Center.**
  - vii. **Cashiers assisting with ticket purchases**
  - viii. **We will not be providing one free ticket to employees for the raffle**
  - ix. **Check be given to Art Showcase at the Event**
- d. **Helena College Service Day:** April 15 has been designated as a campus professional development day. Campus clean-up is still a goal but should we have it on the same day or schedule on its own? Christy suggested that we have our campus clean-up day on April 22, Earth Day. She will continue to work with Tommi and facilities. One day? Over a week? Details still need to be finalized.
- e. **Longevity Awards:** Mary has sent emails to recipients and is waiting for responses. There are 14 recipients this year. These will be awarded at the luncheon if we have one.
- b. **Employee Excellence Award:** Form is posted and updated on our web page and will be in the MMM on March 14, 21, and 28. Nominations close April 1. Winner will be announced either at the luncheon if we have one or during the State of the College on May 10.
- c. **Onboarding:** Melanie sent an email to Robyn on behalf of the QWL committee recommending the Dean's Advisory Council take the lead on guideline for onboarding and we would want to contribute and help with implementation.
- f. **CESS posted Survey:** Melanie reminded members that the results of the CESS Survey is posted on the website.

#### V. Adjournment Melanie adjourned the meeting at 2:00