

Helena College Quality of Work Life Committee (QWL)

Meeting Minutes

September 10 2021/ 1:00 p.m. / TEAMS

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

Review of Minutes

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

Treasurer's Report

Treasurer's Report (Final from 2020-2021) Melanie

Treasurer Report: \$4,260.00 Beginning Budget

Department Highlighting snacks: \$81.16

Fall Food Trucks plus tip: \$682.50 (\$600.00 Meals & \$82.50 Tip)

S'more Subscription: \$79.00

Wellness shipping overage: \$93.67

Cinemark tickets: \$308.00

Spring Food Trucks plus tip: \$868.69 (\$754.86 Meals & \$113.83 Tip)

Employee Excellence Plaque: \$50.00

Tissue Paper for Longevity Awards: \$5.92

Glassware for Longevity Awards: \$1,425.00

Employee Excellence Award: \$675.00

Final: \$-8.94 (email from Cari)

- Melanie asked for a motion to pay our balance of \$25.00 leftover from last year's glassware purchase. Mary Ann moved and Cari seconded. Motion passed unanimously.
- Melanie reported that Joyce Walborn, Chair of the Professional Development Committee had requested funds from QWL to offer incentives for employees to attend Wellness Webinars that are being offered this year. Mary Ann is a Wellness Champion and thought that a grant was just sent in to MUS Wellness to get funds for this. We will follow up with Joyce about this.

Old Business/Ongoing Business

Department Highlighting Update.

- i. It was suggest we adjust our goal, if possible, to be percentage of departments highlighted, and not employees.
- ii. Mary Ann Reported: 7 departments highlighted. I have Facilities/Maintenance and Donaldson Faculty left. I did not count ABE or Access to Success. I'll include if I get responses next year.
- iii. Bridget Reported: I highlighted 6 departments and I have 6 left. (I divided our faculty into 3 departments – mechanics, fabrication, and fire.)

\$720.00 presentation to Prickly Pear Land Trust

Melanie received a thank you note from PPL.

Employee Excellence Award

1. Engraving of plaque completed
2. Employee Excellence Award nomination forms updates and changes.
3. Mary & Melanie create and post past recipients on HC website page.
4. Committee members had a lively discussion about creating a rubric and criteria for future Employee Excellence Awards.

Some suggestions were:

Create a rubric for selection committee to help in the decision process.

Establish a time between awards. 4 years seemed to be popular.

List all nominees of the award each year and send all nominees their nomination letters (be sure that nominators know their letter will be shared by recipient and give them the "opt-out" option. ("Would you like us to share your nomination letter with the person you are nominating?"))

Selection Committee should include:

Past Winners (how many? 3?) and 2 QWL members.

Longevity Awards 2021

- Melanie reported that all Longevity Awards have been distributed to recipients. There was some confusion about Emmet's years of service. 25 not 27. Correction was posted in the MMM.
- Cari may have a resource for future awards. Items will have a minimum piece requirement and all purchases would be through the Campus Store.

New Business

Food Trucks

It is likely that we will not have a luncheon again this December. Committee discussed when and how many food trucks. Members suggested trucks that they liked. Melanie has contact information for most and will get in touch with them and report back via email. Probably need to have event in October.

December Activities

Robyn asked if the QWL would coordinate the December celebration activities this year. Bridget, Mary Ann Mary and Robyn will get together and do some brainstorming and report back to the Committee at the October meeting.

Additional Items

Phil asked if there was a way to offer incentives to employees who get vaccinated similar to what is being offered to students. Robyn said that at the last Cabinet meeting it was discussed and not possible. Cari reported that MUS might be allowing small incentives to employees. Robyn will ask at Cabinet again and report back to QWL.

Meeting Adjourned at 2:04 pm

ACTION ITEMS:

- Melanie will contact Food Trucks about coming to Helena College in October.
- Mary Ann will follow up with Joyce regarding her request for funding to provide incentives for attending wellness workshops sponsored by the Professional Development Committee.
- Bridget, Mary, Robyn and Mary Ann will get together and brainstorm ideas for December celebrations.
- Robyn will ask the Cabinet about offering incentives to employees who are vaccinated similar to the program being offered to students.
- All members will review the various suggestions for criteria of the Employee Excellence Award in order to create a final list at the October meeting.