

Helena College Quality of Work Life Committee (QWL)

Meeting Minutes

October 8, 2021/ 1:00 p.m. / TEAMS

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

Review of Minutes

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

Treasurer's Report

Treasurer's Report Melanie

- \$4280.00 Beginning Budget for FY22. \$20.00 was added to account for increase in cost of tablecloths
- Mary Ann reported that the PD Incentive Program Fund request was withdrawn. Money will come from a MUS Wellness Grant.

Old Business/Ongoing Business

Department Highlighting Update.

Mary Ann made a motion to renew the *S'more* online newsletter subscription for another year up to \$100. QWL uses this to publish the Department Highlights and Wellness Newsletters. Phil seconded and motion passed unanimously.

Employee Excellence Award

Rubric for Criteria: Committee reviewed the rubric Melanie developed for the Employee Excellence Award. Rubric will be included with the Nomination Form on the website so nominees know how recipient will be chosen.

Food Trucks

The two trucks that will be on campuses are Rock Star BBQ and Mission Tacos. The dates will be two days over October 19, 20, 21. Melanie was asked to contact Mountain Berry and she will do that. Employees will be given a \$12.00 voucher. Each truck is given a gratuity after the payment for vouchers. This information will be added to the flyer so people know that they can choose to add their own tip or not when they order. Committee wanted to make sure this can happen in two weeks and Melanie says "Yes". She will ask for assistance if needed.

December Activities

Mary Ann reported that the planning committee had met and will finalize events, cost, logistics, etc. when they meet again on October 20. Will report back to group at November meeting.

Incentives for Vaccinated Employees: follow up from Robyn

Melanie reported for Robyn. There is no plan to offer incentives for employees who are vaccinated. Cari will check in and clarify the criteria for distribution of the Town Pump gas cards and will follow up with committee.

Meeting Adjourned at 1:45 pm

ACTION ITEMS:

- Melanie will coordinate Food Trucks and ask for assistance if needed.
- Bridget, Mary, Robyn and Mary Ann will report final details of the December celebrations at the November meeting.
- Cari will clarify the criteria for the Town Pump gas cards and incentives for employees.