



Quality of Work Life
 April 8, 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 1:05.** Members present: Christy Stergar, Melanie Heinitz (Chair), Robyn Kiesling, Mary Ann George, Rick Henry, Mary Twardos.
- II. **Review of March meeting minutes** Mary Ann made a motion to accept the minutes and Rick 2nd the motion. Motion passed with a unanimous vote.
- III. **Treasurer's Report:** See attachment below.
 - a. Cari Schwen will remove the grant items below by journaling to the Wellness Grant index. Removing those charges will result in the budget total as \$3,254.05. How are we going to spend down budget? Mary Ann will take inventory of longevity glassware.

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

- a. **Department Highlighting Report: Bridget & Mary Ann:** Mary Ann reported that she has submitted the last issue to Mary T, and it will be published in the next HC Updates. That will complete the Department Highlights. She suggested that we continue publishing each semester and include new employees to our campus (*as I am typing this I remembered that Staff Senate has the Employee Spotlight series so will check with them. If they continue that program we won't need to continue our program. MAG, 4/8/2022*).

- b. Capital City Health Club Membership:** *I didn't get to report at the meeting but as of today, April 8, 2022, I have everything in place to promote to campus but still think someone higher up than me should give the OK but not sure who that is. I will either attend or write something up and submit it to Cabinet before launching membership promotion - MAG*
- c. Longevity Awards:** Mary gathered all the requests for glassware options. Recipients will be invited to come and get their award and a picture will be taken and published in the MMM similar to last year. Two employees requested that longevity include service in the MUS System. Member discussed and agreed that the intention of the longevity award is service at Helena College so service in MUS will not be calculated into this award.
- d. Employee Excellence Award:** Nominations closed on April 1. We have nine nominations. Former recipients will determine the recipient. A TEAM will be created and those individuals will review nominations and use the Rubric to determine this year's recipient. Nominees will be notified and sent their nomination after the Employee Excellent Award is given (Nominators have the option of not having their nomination sent to the person they nominated). The decision will be made by April 29.
- e. Spring Giving Basket Raffle Event Report:** Melanie shared a suggestion about the structure of the raffle (one basket awarded per person) and a thank you email from Seth. Robyn suggested that the baskets be displayed at the APC one day during the ticket sales to allow those employees to see them in person. Melanie will send Thank you to Basket donors and Amanda and Laura. \$618 was raised and will be split between the Helena College Art Program and The Helena Angel Fund. Mary Ann will give the check to the Angel Fund.
- f. Remaining Budget:** We have most of our budget left. About \$800 is allocated for Employee Excellence Award plaque and stipend. Do we and or how do we want to spend down? Most likely budget will be reduced next year. Mary Ann will take an inventory of glassware to determine the projected need for additional purchases (the intent was to give out glassware for the next five years). Staff Senate is most likely going to spend the Wellness Grant money. Robyn will confirm the purchase of glassware with our budgeted money. Melanie will purchase tissue paper to place in glassware for the Longevity Awards. Robyn asked if QWL wanted to coordinate the summer potlucks. Could we have a potluck instead of a luncheon to end the year? Employee Excellence could be awarded at that time or can be awarded during the Spring State of the College on May 10.

V. Adjournment Melanie adjourned the meeting at 1:40.