



Quality of Work Life  
April 20, 2023 | 9:00 am | 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 workplace for all.*

## Minutes

### Attending the meeting:

Melanie Heintz, Mary Twardos, Christy Stergar, Trish Pierson, Robyn Kiesling, Cari Schwen, and Sara Mosher.

#### I. Call to Order & Welcome

#### II. Review of Minutes: March meeting minutes

Mary made a motion to accept the minutes as read, and Cari seconded the motion. All in favor, none opposed, none abstained: motion carried.

#### III. Treasurer's Report: \$4,280.00

#### IV. Old Business

##### a. Giving Basket Final

- a. Checks *delivered* to the Friendship Center & Humane Society.
- b. Flyer was submitted to the MMM of each group receiving their check.

##### b. Longevity Glassware Awards Final

- a. Christy made flyers for each group, and they were submitted to the MMM.
  1. After Longevity glassware is given out for 5 years (started in 2021 - end 2025), we will need to request funds to purchase another longevity item for employees. The Dean should have input in the purchase.

##### c. Trash Mob update

- a. Poor weather on two different dates

##### d. Focus & scope of the mission of our committee: Robyn Kiesling

1. Betterment of Employees
2. Request Paul Nicholson the Faculty President to ask if another faculty member would like to be on the QWL Committee.

##### e. Review of Budget and How to spend budget ideas:

###### *Mary's Ideas:*

- a. How about new items for the break rooms, the tables are looking shabby, maybe a new toaster too.

###### *Trish's Ideas:*

- b. therapy dogs for finals/end of school/end of fiscal year chair massage appointments
- c. massage chair
- d. volunteer activity on work time - small groups of employees go out together and do volunteer work in the community
- e. easy craft activity gathering (during work time)
- f. outdoor games gathering (during work time)

- g. **board games gathering (during work time)**
  - h. **office chair cushions or pillows**
  - i. **Helena College t-shirts**
  - j. **Helena walking tour or trolley tour**
  - k. **Yoga presentation/program**
  - l. **HC neighborhood history presentation/program with an optional walking tour (6<sup>th</sup> ward/midtown district)**
- f. **Employee Excellence Award** Mary will send Payroll paperwork and the form for PO to request the Award amount after taxes for the EEA. Nominations and the Committee selection paperwork will need to be included with the payment request from Missoula.
- a. **Previously awarded individuals sent an email requesting they sit on the EEA committee.**
  - b. **Nominations and Rubric for nominations sent to the EEA committee.**
  - c. **Meeting on Teams Invitation sent to EEA committee.**
  - d. **Plaque & Check Presentation on May 9, 2023, at the Spring State of the College Forum**
  - e. **Engraving of Wall Plaque at HC after the award announcement**

**V. New Business**

- a. **Idea Committee Goals: suggestions for Annual Work Plans 2023-2024**
  - 1. Review of Goals after we create and send a survey to the campus.
    - a. New Goals
    - b. Focus Adjustment

**VI. Adjournment**