Helena College
Quality of Worklife Committee (QWL)
Meeting Minutes
February 28, 2013 / 3:30 / AIR 209

Call to Order
Steve Lewis called the meeting to order at 3:47 pm.

Attendance
The following persons were present: Steve Lewis (chair), Mary Twardos, Mary Ann George, Jim More and Christy Stergar.

Review of Minutes
The minutes from the January meeting were approved. Mary Ann made a motion and Mary seconded.

Old Business

Self-Study
Steve shared additional information about the self-study but there are no actions to be taken at this time. Jim asked about the reason for the accreditation procedure and if we were in danger of losing any credential. Steve explained that this is a cyclical process and we are in good standing.

Walking route map
Mary Ann and Renae will complete the route to be as close to ½ mile as possible.

New Business

Employee Recognition Award
The committee reviewed the nomination form and Steve will make changes (current name of institution and correct dates). The nomination form will be distributed in early April and due back by April 22. Members were asked to submit names of staff members who would sit on the evaluation committee for the award. Joyce Walborn is last year’s recipient and will be one of the members.

Steve reported that he is working with Barb McAlmond and the vendor to redesign the employee pin with the Helena College logo.

Program by Wellness Coordinators
The committee reviewed and picked four possible wellness workshops that would be given by the MUS wellness coordinators. This workshop would be offered over the lunch hour on Tuesday April 2 in conjunction with the wellness check on that morning. Steve will send the four that present members chose and ask all committee members to rank. This could potentially become a monthly or bi-monthly event.
Meeting adjourned at 4:30 pm

**ACTION ITEM:** Mary Ann and Renae will complete the wellness walk.
**ACTION ITEM:** Steve will make corrections to the Employee Recognition Nomination Form and send to membership for final approval by March 29.
**ACTION ITEM:** Steve will e-mail workshop choices to members to rank in order of preference.

Workshops chosen by members were:

**I don’t have time to go to this Workshop!** We hear you! In our recent MUS Wellness survey, 70% of respondents said that “Lack of Time” was an obstacle to health goals. Well, it looks like we should focus on time-management strategies, and ways to include health into your already busy schedule. That’s what this workshop is about. Trust us, you deserve it.

**Meal Planning Made Easy:** Do you ever get home from work, exhausted from your day, and then struggle to find something in your kitchen for dinner? Do you often have to resort to take-out or fast food because you didn’t plan anything in advance? In this workshop, we’ll discuss strategies for simple, healthy meal planning, keeping in mind factors such as time and budget.

**Eating for your Heart:** Heart disease is the #1 killer in the United States. Learn what you can do from a dietary standpoint to improve your cholesterol numbers & keep your heart healthy. We’ll discuss different types of dietary fats, the best foods to include in your diet, and easy switches to make your diet heart-healthier.

**Two feet and a Heartbeat:** This workshop will focus on walking, hiking, and running. Whatever you do, whatever your pace, in this interactive workshop we’ll discuss strategies about how to take your bipedal exercise to the next level. We’ll also talk about training, progression, minimizing injuries, and have a lot of Q and A. Wanting to create a meet-up group on your campus? We can help with that as well.