Helena College
Quality of Worklife Committee (QWL)
Meeting Minutes
March 28, 2013 / 3:30 / DON 112

Call to Order
Steve Lewis called the meeting to order at 2:43 pm.

Attendance
The following persons were present: Steve Lewis (chair), Mary Twardos, Mary Ann George, Christy Stergar, Rick Henry, Kim Haughee, Renae Huffman.

Review of Minutes
The minutes from the February meeting were approved.

Old Business

Accreditation
Steve will contact committee members for support, when needed, during the accreditation process.

Walking route map
Mary Ann, Renae, and Mary walked the ½ mile on campus grounds walk with and it measured .66 miles. Steve and Kim had walked it previously and the route will be posted as a ½ mile, 15 minute walk. Mary Ann has an indoor ¼ route that was sent to her by Tina Bright. These routes will be made available to staff (how?).

Employee Recognition Award
Steve reported that the committee is formed and will only be changed if a committee member is nominated: Joyce Walborn (last year’s winner), Gary Frankorter, Kim Haughee, Mary Twardos and Val Curtin. Nominations will be e-mailed to Steve or Mary Ann and sent on to committee members to assess and decide.

The procedure form is corrected and Mary will correct the nomination form.

Program by wellness coordinators
Steve asked if anyone had registered and what the process was. Mary said you were e-mailed a ticket to the presentation after registration. Mary asked if there was a possibility that the presentations could be done twice in a day to accommodate more staff schedules and Mary Ann asked that if we did presentations on a regular basis, could we rotate the time 11, 12 and 1 to accommodate more staff schedules.
New Business

May Commuter Challenge
Mary Ann reported that we will have a HC team for the May Commuter Challenge sponsored by Bike Walk Montana. We participated last year and other than creating a Helena College team and providing prompts and reminders, it is very low maintenance for us. The challenge has added HATS as a commuter choice and Rick recommended that we ask about carpooling as a choice also. Mary Ann will make the suggestion to the organizing group.

Employee Recognition Luncheon May 6 Menu/Venue
A sub-committee was formed consisting of Mary Twardos, Christy Stergar and Kim Haughee. This group will meet with Josh to determine the menu and report back to the group by April 15.

Mary Ann and Renae will work on centerpieces. Rick was invited to help but declined.

Open Forum

Rick asked about the criteria for the Employee Recognition Award and Steve read the items to the group.

Mary Ann announced that the Math Department and Staff Senate will be having a Pi (pie) Day and Chili Cook Off on Monday April 15.

Steve announced that he would be stepping down as Chair of the QWL Committee and asked members to consider any interest in filling that position.

Meeting adjourned at 3:20 pm

Next meeting will be on April 25 on the airport campus

ACTION ITEM: Mary will make corrections to the Employee Recognition Nomination Form before it is sent to HC staff.
ACTION ITEM: Mary, Kim and Christy will meet with Josh and have a menu sent to Steve by April 15.