Helena College  
Quality of Worklife Committee (QWL)  
Meeting Minutes  
May 30, 2013 / 11:00 am / DON 120

Call to Order  
Steve Lewis called the meeting to order at 11:10 am.

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

Review of Minutes  
The minutes from the April meeting were approved. Christy/Rick H.

Old Business

Employee Recognition Award and Luncheon Recap  
Steve explained how the QWL budgets the $500 award. The budget is higher to accommodate for payroll taxes. Rick asked why bonus is taxed. Steve suggested that the next chair of the committee meet with Russ or Tina about this.

All present agreed that the luncheon was a great success.

Longevity Pins: Leah is working on trying to get the years in service straight and will give it to the next chairperson. Steve offered to help transition the new chair.

Mary Ann suggested that it would be fun to create a montage of pictures over the school year of people and events that could be run at the spring luncheon. Rick suggested a written document titled something like “50 Cool Things at HC” that could be on the table when people arrive. Mary Ann volunteered to be the point person for the pictures.

New Business

Election of New Chair  
Steve called for nominations and those interested in being the chair. Rick volunteered and members approved unanimously.
Open Forum

Goals for FY14

- Bulletin Boards are in both copy rooms and airport campus break room. Steve suggests that we work toward providing more information on them on a regular basis.

- Continue to sponsor Bountiful Baskets

- Walking Map/ Create an electronic and hard copy that is easily accessible. Develop a route for the airport campus?

- Wellness brown bag presentations/ schedule one or two per semester.

- Newsletter/ Include recipes, link to the walking route

- Employee Recognition Award/ Send more regular reminders beginning about a month before nominations are due.