Helena College
Quality of Worklife Committee (QWL)
Meeting Minutes
September 26, 2013 / 4:00 pm / AIR 209

Call to Order
Rick Henry called the meeting to order at 4:07 pm.

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

Review of Minutes
The minutes from the May meeting were approved. Steve/Mary Ann.

Review of Action Items
- Mary Ann will continue to coordinate the QWL Newsletter.
- We still need to develop a walking wellness route for the Airport Campus.
- Rick will check with Tina about how the Employee Recognition award is taxed and report back to the group.
- Longevity pins continue to be confusing. Leah began the process of sorting out this with Steve but not sure if it got completed. May have to wait until new HR Director is in place.

Old Business
Program/ Budget Review
Two items were not approved for the FY14 year: a magazine rack for the staff lounge and our periodical subscriptions. Since the magazine subscriptions have already been ordered for the year, an alternative source of funding will need to be secured.

After a brief discussion about how the two luncheons get budgeted, Rick suggested that we should look at our budget in January to see if we have extra money and request a budget modification to apply to either the magazine subscription or the magazine rack. It was also suggested that door prizes be offered with any surplus budget money and possibly tie “chances” to participating in wellness activities (well check, wellness seminars, wellness walks, etc.).

Rick will meet with Mike Brown to be sure that the FY13 program assessment submission in acceptable.

New Business

Preliminary discussion on the Winter Luncheon and a presentation by Gary Frankforter (who will be joining our committee) about the Total Worker Health Conference he attended this summer were tabled until October.
Open Forum

Members reviewed our goals set in May to decide if we still wanted to pursue and to solicit member to be point person for various activities.

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. **Mary T will be the point person for bulleting boards.**

- Continue to sponsor Bountiful Baskets. **College does not currently have a site so may return in the spring.**

- 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. **Christy will be the point person for scheduling and communicating with the MUS wellness team.**

- Newsletter/ Include recipes, link to the walking route. **Mary Ann will continue to be the point person for the newsletter.**

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

Members discussed offering opportunities for campus community to get together outside of work. Faculty Senate sponsored a successful mixer in September. Mary Ann will ask for suggestion in the Fall newsletter.

Motion to adjourn at 4:55 pm. Steve/Mary Ann

**ACTION ITEM:** Rick will meet with Tina and report back to the committee regarding how taxes are taken out of the Employee Recognition Award.

**ACTION ITEM:** Rick will meet with Mike Brown to be sure the FY13 program assessment is acceptable.