Helena College
Quality of Worklife Committee
Meeting Minutes
October 24, 2013 / 4:00pm/ Donaldson 112

Call to Order
Rick Henry called the meeting to order at 4:12.

Attendance
The following persons were present Kim Haughee, Rick Henry, Renae Huffman, Steve Lewis, Christy Stergar and Mary Twardos.

Review of Minutes
The minutes from September were approved with correction. Steve/Renae

Review of Action Items
- Rick met with Tina Bright to discuss the financial handling of the $500 employee recognition bonus. Due to tax reasons, the bonus will continue to be dispersed to the employee in the same manner. The employee earning the award will ‘earn’ over a $600 bonus so the take home about is $500.

- Rick discussed with Mike Brown the Quality of Worklife’s Fiscal Year 2013 assessment report of completed goals and associated budget. An explanation for why all the budgeted $1500 was not used for luncheons was provided. The Fiscal Year 2013 assessment report is now complete.

- The Wellness Point person is now Christy. She will email all Helena College employees about the upcoming webinar that the Montana Wellness webinar.

- Members of this committee recommend next Fall’s Wellcheck not be held at the same time as the State Teacher’s Conventions.

Old Business
- Winter Luncheon
The winter luncheon cannot be held on the Donaldson Campus on the Monday, December 16th due to OHSA utilizing the Student Center on the Donaldson Campus. Discussion by the group agreed that the luncheon could be held at the Airport Campus in the Welding Bay on Monday, December 16 from 11:30am to 1pm. We decided to contact Chili O’Brien’s to cater the event as Joe is unable to provide the caliber of meal desired at the airport location. Mary is willing to be the point person for contacting Chili’s to determine cost and meal. Suggestions for the meal are two meat entrée’s and vegetarian options. Additional communication that needs to happen before the next committee meeting will occur via email.

- Winter Baskets for Employees
The Quality of Worklife Committee will continue the winter basket donations for Helena College employees. An email will be sent to employees a week or two prior to Thanksgiving to remind everyone about the baskets. Nominations of employees that could benefit from a basket will be received from fellow colleagues, yet the names will need to be kept anonymous. We will work with the new HR Director to work out this detail. On the day of the luncheon the groups having put together baskets will bring them to the Donaldson Student Center by 9:30 for custodial staff to securely move them to the Airport Campus where the luncheon will be held. It would be nice to have all baskets arrive to the luncheon location by 11am. Upon completion of the luncheon the baskets will be returned back to the Donaldson Campus for dispersement. Elizabeth Stearns-Simms will be contacted to see if she is able to store and provide assistance with dispersement of the baskets.

- Goals for FY 2014
  The committee discussed the goals of the committee for the Fiscal Year 2014. Rick explained to the group that the goals are written for a fiscal year instead of an academic year as the assessment reports must be written for the fiscal year. Rick provided a draft of the goals. The goal of sponsoring Bountiful Baskets will remain in the list of goals, but the font will be lightened or the goal notated as being on hold. The current employees running the Bountiful Basket Site are unable to do so, but the site may return in the spring. The group liked the working of the newest goal ‘Promote opportunities for employees to socially gather several times per fiscal year.’ A few suggestions to the list of possible events to promote were added. They were snow shoeing, watersports instead of rafting/kayaking, work day with the Prickly Pear Land Trust, and a highway cleanup day.

- Total Worker Health Conference Conversation
  Gary Frankforter attended the conference, but due to work schedule is unable to attend the Quality of Worklife Committee. At our last meeting we were provided with documentation from Gary about the event and agree that the information in written documentation was sufficient communication.

New Business
Exercise Area
Mary Twardos at the Wellcheck discussed with Neil the lack of exercise options for Helena College employees. Neil will support college’s pursuit of obtaining exercise space and equipment by writing a grant for $5000 once we have received proper support. The committee would like to see free weights and several stationary machines. Gary Frankforter provided Mary potential space for the exercise area on the Helena College Campus. The viable space at this time is the area above the Fire Bay next to Mike W.’s office. The committee will seek support of Leadership.

Sponsored Activity Options
As part of the Goals for Fiscal Year 2014 we already discussed this.

Motion to adjourn at 4:57 pm. Steve/Renae