Helena College
Quality of Worklife Committee (QWL)
Meeting Minutes
November 21, 2013 / 4:00 pm / AIR 209

Call to Order
Rick Henry called the meeting to order at 4:10 pm.

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

Review of Minutes
The minutes from the October meeting were approved as corrected [Capital “H” for Rick Henry in attendance].
MaryAnn/Steve.

Old Business
- Winter Luncheon: Chili O’Brien’s will cater.
- Maintenance is ready
- Rick H will e-mail Rick P will check with Welding Instructors.
- Menu has been selected and campus has been sent a survey monkey invitation to indicate if attending and what choice is for main entrée. Christy and Kim will be point on meal distribution.
- The following members will take responsibility for items have not been confirmed:
  Linens: Steve
  Beverages: Renae will contact Coke for pop machine and someone will get water bottles.
  Dessert: Group chose “assorted bars”. Mary will contact Chili O’Briens.
  Centerpieces: Kim

Giving Baskets
After a thorough discussion about the giving baskets, the committee agreed to have the event this year with the following guidelines/suggestions.
  Create a basket for “a meal”.
  Set guidelines for spending (maximum $50?).
  Deliver the baskets so recipients can remain anonymous.
Rick H will send a reminder e-mail before Thanksgiving and follow up with more information next week.

Exercise Area
The proposal was smashed. Some questions Rick H had were about where the request should have been made? Should it have been brought up at Leadership or College Council? Should the Senates been involved?
Committee doesn’t want the idea to go away. Could DON 002/003 be used at lunch time for exercise classes? We might bring it up again in the spring or next fall semester.
Steve suggested that we invite the new HR Director to sit on the committee. Rick (H?) suggested tying it to safety and getting safety committee involved.

Social Function
Get an option in January for an event or activity that all would be invited to. A QWL member should be at the event. Goal of committee is to host one function in January. [MA note: Staff Senate has an after work mixer scheduled for Thursday January 9]

Adjournment: Kim made a motion to adjourn, Rick P seconded.

ACTION ITEMS:

- **Linens:** Steve will contact Josh
- **Beverages:** Renae will contact Coke for pop machine and someone will get water bottles.
- **Dessert:** Group chose “assorted bars”. Mary will contact Chili O’Briens.
- **Centerpieces:** Kim
- **Giving Basket:** Rick will send an e-mail before Thanksgiving regarding the Giving Baskets.