Helena College
Quality of Worklife Committee (QWL)
Meeting Minutes
January 15, 2016 / 4:00 / DON 112

Call to Order/Introductions
Chair, Ben Nickol called the meeting to order at 4:06 pm.

Attendance
The following persons were present: Mary Ann George, Ben Nickol (Chair), Kim Haughee, Christy Stergar, Kaydee Syverson, Jen Hern, Bridget Guerin, Cari Schwen, Mary Twardos, Karmen Williams and Glen Zeigler.

Review of Minutes
Members reviewed the minutes from the November and December meetings. There was one correction in the November meeting minutes. “Ben share reports of various campus committees” was changed to “Ben shared...”. Kim made a motion to approve the minutes as corrected and Glen seconded. Minutes were approved by a unanimous vote. The December minutes were approved with one abstention. Mary Ann made the motion and Cari seconded.

Old/Ongoing Business
Trivia Night
Mary Ann will be the Team Captain. Date this month is Thursday January 21 at 6:00.

Winter Luncheon Review
7 Giving Baskets were created and distributed. Ben thanked all for their participation and Christy for her helping with the logistics of distribution.

Feedback from the Winter Luncheon was positive. People liked the food. Chili O’Brien’s made an effort to provide additional food (stir fry?). There was a discussion about venue, participation and caterers which progressed to a larger discussion about being aware of encouraging and providing opportunities for Airport and Donaldson campus comradery. Having smaller events at the airport may encourage people to get over there more. One suggestion was an open house.

New Business
College Council Report
Expo Event
Similar to the Science Expo we had several years ago. Fall 2016. This would showcase multiple programs and both campuses.

Fire Drills
Announced drill in the next two weeks. Unannounced later. Both campuses.

Foundation Dinner
February 11, 2016

Corrected 2/12/16 MAG
Sponsored by the Helena College Foundation. This will take place on the Airport Campus and is a kickoff event for the Foundation. Staff are encouraged to attend and there should be more information coming to us. Mary Ann received an alumni e-mail and will forward to members with the minutes.

Spring Luncheon
Thursday May 5. Cinco de Mayo. Theme?

Habitat Reschedule
Mary will contact H for H about available Saturdays.

Other Spring Events
Airport Social Event (see earlier discussion about AIR and DON comradery). If a Montana team makes the NCCA or NIT finals, have a viewing party at the Airport Campus.
Members are asked to think about other events. Ben shared that the importance is having things available for people to participate in but not getting discouraged about attendance.

Staff Recognition Awards
Glen says there are a variety of things he can make. The group guesstimated that there would be 10 – 12 recipients and Ben said we had a budget of $260.00. Mary, Bridget, Kim and Glen will meet before the next meeting and come up with choices for the awards. After a discussion about personalizing, it was suggested that we have a plate created that would be attached to each award stating “Helena College 2016 5 years of service” for example and the item itself could be personalized. A final decision will be made at the February meeting.

Centerpieces
We will look at centerpieces after awards are done.

Meeting adjourned at 4:50 pm. Karmen made a motion and Kim seconded. Passed unanimously.

ACTION ITEM Mary will contact Habitat for Humanity about rescheduling work day.
ACTION ITEM Christy will enter Thursday May 5 into the institutional calendar for the Employee Recognition Luncheon.
ACTION ITEM Therese will verify the people who will be receiving longevity awards this spring.
ACTION ITEM Kim, Mary, Bridget, and Glen will meet to discuss the longevity awards options.