Helena College Quality of Worklife Committee (QWL)

Meeting Minutes

November 17, 2016 / 3:00 / DON 112

Call to Order/Introductions
Chair, Ben Nickol called the meeting to order at 3:04 pm.

Attendance
The following persons were present: Mary Ann George, Ben Nickol (Chair), Cari Schwen, Mary Twardos, Christy Stergar, Bridget Guerin, Jim More, Rick Henry.

Review of Minutes
Members reviewed the minutes from the September 15 meeting. Mary Ann made a motion to approve the minutes and Jim seconded. Minutes were approved by a unanimous vote.

November 2016 College Council
Two main discussions transpired at the meeting.
Helena College Day is scheduled for Friday April 21. HC Campus will be staffed minimally and no classes are scheduled. This event will be held at the Lewis and Clark Fairgrounds. All areas of campus will have a space at the venue. Some members did not know about this event. E and Robyn are the co-organizers of the event.
Chinese Lunar New Year: Diversity Committee is organizing and presenting this event on January 26 and 27. More information to follow.

Old/Ongoing Business

Habitat for Humanity report
Mary Ann was the only participant at the house.

Winter Luncheon
- Scheduled date is Monday December 19 from 11:30 – 1:00 on the Donaldson campus
- Caterer is booked. Christy will send the link to the lunch menu for members to choose. Most seemed in favor of the brunch menu. Rick Henry would like the group to consider the Polar Express Lunch.
- Adjuncts will be invited, again this year as will Access to Success and staff of the Adult Learning Center.

Tasks
- Mary T will order the tablecloths
- Mary Ann will send out the survey monkey for RSVP when all decide on the menu choice.
- Jim and Mary will help with set up and break down.
- Ben will purchase beverages.
- We will not have the welded centerpieces this year. Cari will work on centerpieces. Budget is $8 per centerpiece [Update: Ben authorized $10 per centerpiece X 16 tables for a budget of $160.00 via e-mail]. Need to decide how to give away.
- Bridget will check with Glen about his interest in creating the longevity awards again this year. Won’t need to act until January on them.
• Any additional tasks will be assigned via e-mail.
• We will have the Giving Basket program. Ben will send e-mail with information. Mary Ann will put teaser in newsletter.

**Trivia Night**
Trivia night is tonight, November 17. Mary Ann will be the point person tonight.

**Newsletter**
Mary Ann will send the newsletter on Friday.

**Wellness Fund Priorities**
Ben asked the group for suggestions about how to spend the old wellness fund of $11,000. $300 was given to the United Way Campus Campaign to purchase prizes. Ben will ask Matt Richards about why this money was used.

Suggestions from the group included
• Fitness Equipment on both campuses
• Upgrade office spaces/work spaces and/or make improvements at employees’ request/need. For example, stand up desks, Ergo standing mats, etc.

Airport Campus
• Updating the lounge at the Airport Campus – currently not used often because of location. Staff eat at their desks. Repurpose a room.
• Repair or replace water fountain at APC. Water tastes like chlorine.

Meeting adjourned at 3:57 pm.

**ACTION ITEM** Winter Employee Luncheon – see list above.
**ACTION ITEM** Ben will follow up with Matt Richards about dispersing Wellness money for United Way event.
**ACTION ITEM** Bridget will speak with Glen about longevity awards.
**ACTION ITEM** Ben will send information about the giving basket program to college community.