

TEAM
MEETING MINUTES
10/10/2017 – BOARD ROOM

Members Present: Ray Cummiskey, Caron Daugherty, Daryl Gehbauer, Kim Harvey, Shirley Davenport, Dena McCaffrey, Patti Christen, Roger Barrentine and Tasha Welsh

Members Absent:

Guest:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	Ray Cummiskey called the meeting to order at 9:10 a.m.		
Approval of Minutes	Dena McCaffrey made a motion to approve the 10/3/2017 minutes with corrections and Daryl Gehbauer seconded the motion.		
Review of Action Items / Closing the Loop			
Hot Topics: Library Operations Reopening Questions - Caron Daugherty	Caron presented a list of questions for discussion, which were provided to her by Lisa regarding the library operations reopening. The Team debated database access and the use of Community Cards. More information needs to be considered before making informed decisions about the questions raised. Caron advised that she would send out the list of questions for further reflection and discussion.		
IRS Audit Follow-Up - Daryl Gehbauer	Daryl reported on the results of the FY16 IRS Audit. He advised of the \$27,000 fine involving federal tax due on the value of paid medical insurance for sever retirees. He also reported on two recommendations made by the IRS regarding the discount offered to employees who use the Child Care Center and d gift cards earned by employees for service awards.		
Health Insurance - Tasha Welsh	Tasha Welsh reviewed a summary of health insurance benefits for the various plans offered by Cigna. She noted the major change in the deductible amounts and discussed employee premiums and administrative costs. After the review, she asked for		

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<p>Use of Strengths at Kansas State University - Dena McCaffrey</p> <p>Enrollment Services Fact Sheet - Kim Harvey</p>	<p>the Teams' recommendation to take to the Health Benefits Committee meeting next week.</p> <p>Dena McCaffrey discussed the email she sent to the Team regarding the use of strengths at Kansas State to create a strengths-based campus. She asked the Team for their interest in developing this concept at the College. She suggested using Rah Rah to introduce the idea and advised that she would put together a grid of the Teams' strengths to begin assessing the tool.</p> <p>Kim Harvey distributed a fact sheet that will be presented at the Board meeting, which contains data on enrollment, financial aid, cost of attendance, retention rates, graduation and transfer rates, data definitions and the College's Mission, Vision and Values. She asked the Team to review and make any necessary changes.</p>		
Budget			
Planning – Institutional Action Plans			
Division/Departmental Updates	<p>Dr. Cummiskey advised that there would be no Team meeting on 10/31. He provided reminders about the MCCA Annual Conference in Branson 11/1-3 and the YMCA event on 11/18. He also asked the Team to continue to send him feedback regarding their thoughts on issues concerning Hot Seat questions at PLC meetings.</p> <p>Caron Daugherty shared information about the FOCUS St. Louis event that she attended on Saturday. She spoke about the tour of Barnes Jewish Hospital and their approach to employee/patient relationships.</p> <p>Kim Harvey reported that COMTREA counselor Sandy Davis rescinded her resignation. She stated that a meeting is scheduled with COMTREA representatives tomorrow to discuss schedules and expectations. Kim reminded the Team of the JCA 10-year celebration being held on 11/9/17. She</p>		

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	<p>advised that the alumni from the first JCA classes have been invited to the open house and that Fox, Seckman and Windsor seniors and administrators have also been invited. She stated that food items would be served.</p> <p>Shirley Davenport stated that Rob Brieler wished to thank Buildings and Grounds for their assistance in restoring the lockers previously located at the Auto Shop and installing them at the ASI Building. She also reported that the articulation agreement with Fontbonne is completed and will be delivered for signature on 11/6; also, the articulation agreement with Washington University will be presented for signature in November.</p> <p>Dena McCaffrey reported that the advisory committee meetings scheduled last week were well attended and that positive responses were received. She reminded the Team of Manufacturing Day on 10/13.</p> <p>Patti Christen reported that verbal commitments have been given and we are waiting on checks and/or signatures of pledges. She also advised that four names would be presented to the Board at Thursday's meeting for naming rights to entryways and study rooms at the newly renovated library.</p> <p>Roger Barrentine distributed a draft copy of a direct mail postcard that his team put together advertising wintersession, spring classes and workforce development courses. He stated that the direct mail postcard would be hitting mailboxes the week of 11/13.</p>		
Next Meeting Date	October 17, 2017		