**COAP Executive Board**

Meeting Minutes

Wednesday, February 11, 2015; 2:00 PM

Sherman Hall 205

***Attendees –*** Amanda Shoemaker, Audrey Adamson, Dustin VanSloten, Teresa Koltzenburg. Mike Taylor, Scott Harris, Becky Paulsen, & Angela Bonifas. ***Absent*** – Margaret Taylor, Dana Moon, & Julie DeWees.

1. **Guest Speaker – Dr. Jack Thomas** 
   1. Discussed budget. There is a state appropriate reduction that will affect the University. They still owe us 26 million dollars, but they are meeting their payment plan obligations.
   2. Western Illinois University is continuing to focus on and increase marketing and admissions funding.
   3. Enrollment is down.
   4. Next week there will be several town hall meetings on campus to discuss the fighting that took place outside of the Union.
   5. The University has a new community liaison, Becky Paulsen, who works directly with the President.
2. **Approval of Minutes from January 8, 2015 Executive Board meeting**– Approved (Koltzenburg, Paulsen)
3. **Cabinet Update** –
   1. DeWees was not present.
4. **Financial Report** - Balance $1,784.60
5. **New Employees -** 
   1. Jill Beck, College of Fine Arts & Communication
   2. Dustin Brown, University Technology
   3. Jeffrey Calhoun, WIU-QC Technology Services
   4. Deborah Kepple-Mamros, WIU-QC Administration
6. **Old Business**
   1. Employee of the Year
      1. We have received one Employee of the Year nomination.
7. **New Business**
   1. COAP contributions/Professional Development Scholarship
      1. We received six applications.
      2. We ranked them and each of us shared our top 2 candidates.
      3. There were four candidates that we discussed in more detail.
      4. We voted for the final candidate by secret ballot.
      5. Tere Hare will receive the Spring 2015 COAP Professional Development Scholarship.
8. **Committee Reports**
   1. *Professional Development*
      1. Today, February 11: Carrie Belsito from Marketing and Management department presented on Organizational Culture.
      2. March 10: Mackenzie Riley from University of Illinois Extension will talk on “Fueling for Work and Play” at 1pm in Horrabin Hall #1.
   2. *Marketing/Outreach* 
      1. First COAP employee spotlight blog post was great. Looking for additional employees to spotlight.
      2. We now have a COAP team for the Relay for Life event in April.
      3. The walk through at the Rec Center will be March 19. Discussed organizing the event (tour of the Rec Center, treat, etc).
9. **Announcements/Comments** 
   1. Shoemaker will talk to President’s Office regarding the COAP Presidential Evaluation for the BOT.
   2. Joe Rives will join us at the March meeting in the QC, Room 1418.
10. **Meeting Schedule**

March 12, 2015 @ Quad Cities campus

April 9, 2015

May 5, 2015 – Spring meeting with the President @ 10am in Union Capitol Rooms

May 14, 2015

1. **Adjourn** at 2:55 pm (Paulsen, Harris)