**COAP Executive Board**

Meeting Minutes

Thursday, February 20, 2014; 10:00am

Horrabin Hall 1 & QC Riverfront 218A

Attendees – Macomb – Dana Moon, Amanda Shoemaker, Margaret Taylor, Pam Bowman, Dustin VanSloten, Angela Bonifas, Ember Keithley, Julie DeWees. QC – Audrey Adamson. Absent – Teresa Koltzenburg.

1. **Approval of Minutes from January 16, 2014 Executive Board meeting** – Approved (Keithley, Bonifas)
2. **Cabinet Update**
   1. Going to Springfield next week (not part of budget hearings) to give information on un-funded mandates that WIU has to deal with. State wants to know what burdens they can help with. Examples of un-funded mandates: Procurement, Ethics training, etc. March 6 is budget appropriation hearing (Senate). Governor extended deadline for budget. Could be $1 billion - $3 billion State budget short fall.
   2. Snow Removal has been a challenge this winter. Have to keep all accessible routes open at all times. Call Tara Beal if you see areas being missed or have other concerns.
   3. University Closures due to weather have also been challenging this winter. Administration takes many things into consideration when deciding if they should close campus or not. They drive the roads/routes, talk to city officials and local school officials to see what they are doing.
3. **Financial Report -** Balance as of 12/31/13 - $1,432.97
4. **New Employees**
   * 1. Shawn Dufault - UHDS
5. **Old Business** 
   1. Presidential Evaluation tool
      1. Sent out final draft for review. No further changes.
      2. If run through Qualtrix (Lindsay Fender – QC), only Lindsay would have access to the link from person submitting. Is confidential. Audrey offered to have Lindsay mock up in Qualtrix to review. Need start and close dates. Will also need to send heads up email to constituents. Reports would be compiled later. Faculty typically get 30% return rate. Anonymity is a genuine concern. Paper submissions could be alternate option with those being returned to Dana and included in results.
   2. Promotional Structure document
      1. Still under revision.
   3. Employee of the Year
      1. Nomination form sent out via email. Due back April 1. Next year need to include a definition of who COAP members are so people know who is eligible to be nominated.
      2. Romano was co-winner in 2003 but that was not indicated on list that was distributed.
6. **New Business**
   * 1. None
7. **Committee Reports**
   1. **Promotional Structure**
      1. Meeting 2/24 @ 10:30 to discuss more revisions to evolving document.
   2. **Professional Development** 
      1. Workshop is today (February 20) from 1:30p – 2:30p and it features the Disability Resource Center.
      2. Following up with Julie on Leadership Day idea and what level of support might be given.
      3. Next workshop on April 17 features Jennifer Soucie (HyVee Nutitionist)
8. **Announcements**
   1. Dean, COEHS, 3 year review is coming up. Need COAP representative.
   2. Service recognition banquet on April 29 – Social at 6:30pm. WIU has 220 employees with 10+ years of service and 2 with 40 years of service.
   3. Biennial Civil Service audit from 2/25-2/28. Audit and review of existing positions.
   4. External review for all of Academic Advising. Open session to meet reviewer on 2/24 @ 9:15am in the Multicultural Center.
   5. COEHS Tech Fest on April 30th in Horrabin Hall.
      1. Presenter from Apple – “Why Mobility Matters”
      2. Breakout sessions
      3. Open to community
9. **Meeting Schedule**
   1. Third Thursday of the month at 10am in Horrabin Hall 60:
      1. March 20, 2014 – Quad Cities\*
      2. April 17, 2014
      3. May 6, 2014 – Spring meeting with the President/Capitol Rooms\*
      4. May 15, 2014

\* Indicates different meeting dates/times/location

1. **Adjourn** (Grimm, Keithley) – 11:13am