**COAP Executive Board**

Meeting Minutes

Wednesday, April 9, 2015; 10:00 AM

Quad Cities Complex & Sherman Hall 205

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

1. **Approval of Minutes from March 12, 2015 Executive Board meeting**– Approved (VanSloten, Bonifas)
2. **Cabinet Update** 
   1. FY15 appropriation was reduced by 2.25%. Unsure of what reductions will be for FY16. Probably won’t pass the FY16 budget until late June/July. Looking for ways to save money on campus, exploring all avenues of cost savings.
   2. Provost Hawkinson will leave right after graduation. Kathy Neumann will be Interim Provost.
3. **Financial Report** - Balance $1,750.60
4. **New Employees** 
   1. Sinta Seiber – WIUM
5. **Old Business**
   1. Merit Board Public meeting
      1. See update from Pam Bowman that was sent to Executive Board via email.
   2. Presidential Evaluation Tool
      1. 52 have been completed (50 with usable data). Margaret will send out a reminder email from the COAP account.
   3. Wellness Event at the Rec Center
      1. Will be held from 11am-1pm on May 28th.
6. **New Business**
   1. March BOT meeting
      1. Call for Presidential evaluation
   2. Employee of the Year nominations:
      1. 3 nominees: Dawn Sweet, Jude Kiah, Jill Bisbee
      2. Ranked candidates according to scoring rubric, discussion ensued. Kiah was selected to receive the award.
      3. Suggestion for next year – nominee fact sheet to gather information on nominee that may not be provided by nominators (i.e. committees they serve on, etc.)
   3. Executive Board nominations
      1. Need to fill following positions:
         1. Vice President, Secretary/Treasurer
         2. Area Reps: President’s Area, Student Services, Advancement & Public Services
   4. Angela mentioned a need for administrators to serve on the Google Aps for Education ad hoc committee. Need to compare to current and prospective products. Audrey will represent Quad Cities.
7. **Committee Reports**
   1. *Professional Development* - none
   2. *Marketing/Outreach* 
      1. COAP has a Relay for Life team will be walking tomorrow.
      2. Rec Center Wellness event on May 28.
8. **Announcements/Comments** - None
9. **Meeting Schedule**

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

May 14, 2015

1. **Adjourn** (Paulsen, Bonifas)