**COAP Executive Board**

Meeting Minutes

Thursday, September 14, 2017; 2:30PM

Horrabin Hall 60/QC 1420

Attendees – Audrey Adamson, Dustin VanSloten, Margaret Taylor, Angela Bonifas, Thomas Oliver Rosner. Jennifer Grimm, Bridget McCormick, Laura Caldwell. Guests: Dr. Jack Thomas, Dr. Paul Schlag and Angela Webster (guest fellow).

1. **Approval of Minutes from August 10, 2017 Executive Board meeting –** Approved (Grimm, VanSloten).
2. **Financial Report -** Balance as of 8/31/17 - $1,967.23
3. **Guest – Dr. Jack Thomas: Presidential Initiatives 2017-2018**
	1. Enrollment at 9,441. Transfer and grad student numbers are up while incoming freshman numbers were down 21%.
	2. Received $7.7 million for FY18 appropriation. Also $45.6 million in FY17 appropriation and MAP funding.
	3. Dr. Thomas shared his vision for the institution and also ideas for how to reposition WIU for the future. That includes looking at the following:
		1. Enact strategic planning with the University and external communities
		2. Academic programs
		3. Enrollment management
		4. Budget
		5. Alumni relations and development
		6. Facilities and technology
		7. Governmental relations
		8. Campus collaboration
		9. Professional development
		10. Committees
4. **Liaison Report –** **Matt Bierman**
	1. Retention
		1. Rate was 67.8% down from 69.2% the year previous. Trying to determine if decrease is due to financial reasons or academic reasons for the students not to return.
	2. General Campus
		1. BOT meeting September 29. Homecoming September 30.
		2. IBHE quarterly meeting at WIU next week. 40 or so people.
		3. New Founder’s Day proceedings on September 25. Kirk Dillard will be speaking.
		4. uTech phishing initiatives has shed light on faculty/staff continuing to give out sensitive information.
		5. Searches underway for new Directors of Human Resources and Facilities Management.
5. **New Employees**

MEGAN M. BAINTER Sherman Hall 127 Financial Aid

DEREK W. CARLE DPS & PARC Building IL Law Enf Exec Institution

JUSTIN O. GEORGES Horrabin Hall 115W Dean, Col Ed and Human Service

KELLIE ANN LARRABEE Graduate Studies Quad Cities Complex

MICHAEL R. WILLIAMS Multicultural Center 210A Gwendolyn Brooks Cultural Ctr

1. **Old Business**
	1. Executive Board Updates
		1. Laura Caldwell is joining the board from Administrative Services
		2. Still need VP of Advancement & Public Services representative
			1. Discussed the difficulties/challenges in filling roles
			2. Discussed the possibility of “at-large” members from COAP divisions of Student Services and Academic Services. Maybe 1 more from Quad Cities and 2 more from Macomb. Will need to revise constitution to add more area representatives. Audrey will work on this.
	2. Professional Development Scholarship
		1. Reviewed 4 applications that were submitted. Decided to award 2 - $100 stipends to Sarah Looman and Lisa Melz-Jennings.
	3. Photo submission for COAP website
		1. Submit photos to Margaret if you would like them posted to the site.
	4. COAP Employee Spotlight
		1. Suggestions – Lisa Melz-Jennings as her position is a newly created one on campus. Sarah Looman could be the next member spotlighted.
2. **New Business**
	1. Provost Search
		1. COAP representative requested by President Thomas. Dustin & Angela both volunteered. It was decided that Angela will serve on the committee.
	2. BOT meeting September 29
		1. COAP report due by September 26
	3. Open Forum with President
		1. October 12 in Stipes 121.
		2. Discuss possible change in constitution with membership.
	4. COAP identity
		1. How do we promote what COAP does? Survey? What is needed from us as a board? Send out minutes to membership monthly?
		2. Audrey will draft something and send it to everyone for review.
	5. Advocacy
		1. Draft letter to administration and BOT about impact of furloughs on membership? Will ask membership in survey.
	6. COAP breakfast
		1. Tabled at this time.
	7. COAP Mentor program
		1. Had a couple participants last spring. Need to relaunch and send letter to new employees about the program.
		2. Maybe have a social for mentors/mentees
	8. President’s Advisory Council updates
		1. IBHE Meeting at WIU on September 19 – Open session at 1pm
		2. Founder’s Day – September 25 Macomb/September 26 Quad Cities
3. **Announcements/Comments**
	1. Open Forum with President – October 12 in **Stipes 121.**
4. **Adjourn** (McCormick, Grimm) – 3:43pm

**Meeting Schedule:**

October 12, 2017 @ 10am Fall Open Forum w/President & Executive Board

November 9, 2017

December 14, 2017

January 11, 2017

February 8, 2017

March 8, 2017

April 12, 2017

May 10, 2017