**COAP Executive Committee**

Wednesday, November 7th, 2018

2-3 PM

Horrabin 60/ QC 2108

**Approval of minutes from October meeting and Open Forum -** *Minutes sent electronically*

**Financial Report - Margaret**

**Liaison Report - Bill Polley/**

**HR Report - Amelia H/Amy C**

**New Employees - October**

IAN S. GAWRON Sherman Hall 107D Admissions

LYA M. RAMOS QUILES Riverfront Hall - QC Riverfront Hall - QC

KRISTA ELAINE SKIEN Malpass Library Centennial Honors College

**Business**

1. Exec Board updates
   1. We have a VP and Advancement and Public Services - Welcome Suzi!
2. COAP Welcome process
   1. Letter content
   2. Swag item options
   3. Delivery responsibility - are rep?
3. Civil Service Audit/Review
   1. Any feedback after the forum
   2. Lists from 2017 and earlier
   3. Next steps
4. Open Forum with President Thomas review
5. COAP on committees reports
   1. Social Responsibility Task Force
   2. Provost Search Committee
      1. Dana Moon
   3. Admin VP Search Committee
      1. Laura Caldwell
   4. By-law addition - discuss and vote
6. COAP communication
   1. Website updates
   2. COAP Employee Spotlight - Dana
   3. Outreach/Events
   4. Mentor program
7. Advocacy
8. Other campus updates:
   1. Run/Hide/Fight Training - Tuesday, 11/13 1:30-3 in the Multicultural Center

**Area Reports/Open Comments**

**UPDATES**

**Open Forum w/ President Thomas**

Spring: Wednesday, May 1st at 10 AM in the Capitol Rooms

COAP Fall Meetings:

December 5th

COAP Spring Meetings:

Jan 2nd, Feb 6th, March 6th, April 3rd