

COAP Executive Committee

Wednesday, September 5th, 2018

2-3 PM

Horrabin 60/ QC 2108

Approval of minutes from June 2018 meeting - *Minutes will be sent electronically*

Financial Report -

Liaison Report - Bill Polley

- Discuss COAP position Civil Service audits

New Employees (VP coordinates welcome gifts)

June

AMANDA MAY BERGESON WQPT

LISA A. LITCHFIELD CAIT

TERRY D. WILSON WQPT

July

VASUDHA DOPPALAPUDI CAIT

ELIZABETH L. DUVALL Legal Services

THERESA L. EBELER

ABBIE E. PENDARVIS Foundation and Development

ALLISON E. RAMSEY Dean, Arts and Sciences

CHOCOLETTA A. SIMPSON Equal Opportunity and Access

JEREMY L. WINGERTER Foundation and Development

August

DIANE L. CASSIMIRE Athletics

HEATHER F. HOTZ IL Law Enf Exec Institution

Business

1. Executive board update
 - a. Welcome new reps!
 - i. Vice President 2018-19 (President 2019-20; Past President 2020-21): Joe Roselieb, Director, Residential Facilities
 - ii. Secretary/Treasurer 2018-19: Margaret Taylor, Assistant to the Director, CAIT
 - iii. Academic Services Representative 2018-20: Dana Moon, Director of Marketing and Human Services, COEHS
 - iv. Student Services Representative 2018-20: Megan Bainter, Assistant Director of Financial Aid

- v. WIU-QC Representative (1) 2018-20: Thomas Rosner, Technology Lab Manager, WIU-QC Technology Services
 - vi. At-Large COAP Representative (1) 2018-2020: Rocio Ayard Ochoa, Director, Casa Latina Cultural Center
- b. Continuing members:
 - i. Audrey, President
 - ii. Dustin, Past President
 - iii. Laura, Administrative Services
 - iv. Angela, President's area
- c. Still in need of VP and Advancement and Public Services rep this year
- 2. Professional Development Scholarship
 - a. Email out today, shift deadline to end of September
 - b. Award at our October meeting
- 3. Photo submission/bio for COAP website updates
- 4. COAP Employee Spotlight
 - a. Do we want to continue?
 - b. Need to connect with whoever is leading Belltower publication currently
- 5. BOT Meeting - 9/28
 - a. COAP report due 9/25
 - b. Who is attending?
- 6. Open Forum with President Thomas
 - a. Oct 18th at 10 in Union Capitol rooms
 - b. Other agenda items
 - c. Other guests to speak or activities
- 7. COAP Communication
 - a. Outreach efforts from survey
 - b. Sending out/posting minutes of meetings to members
 - c. Try for brown bag lunch again?
- 8. COAP Mentor program
 - a. Continue this effort?
 - b. How best to promote?
- 9. Advocacy
 - a. Letter regarding CS Audits
 - b. Promotional structure revisited

Area Reports/Open Comments

UPDATES

Open Forum w/ President Thomas

Fall: 10-11 a.m. Thursday, Oct. 18, 2018 in Capitol Rooms and CODEC to QC

Spring: TBA

COAP Fall Meetings:

October 3rd - President Thomas will join us to discuss strategic plan, November 7th, December 5th