**COAP Executive Board**

Meeting Minutes

Thursday, October 9, 2014; 10:00am

Sherman Hall 205

***Attendees –*** Amanda Shoemaker, Margaret Taylor, Angela Bonifas, Dana Moon, Dustin VanSloten, Julie DeWees, Scott Harris, Mike Taylor, Becky Paulsen, Teresa Koltzenburg. ***QC:*** Audrey Adamson. ***Absent*** – None.

1. **Approval of Minutes from September 11, 2014 Executive Board meeting** – Approved (VanSloten, Bonifas)
2. **Cabinet Update**
   1. Ethics test needs to be completed by October 30. Don’t wait until the last day as there may be technical issues with everyone trying to get it completed at the same time.
   2. Received some money from the state. Won’t receive FY15 appropriation until the end of October 2015. There is a payment plan set up. Still owed $6 million in MAP and $15 million in payroll from FY14.
   3. Looking at FY16 budget.
   4. Working on smoke-free policy for WIU. By next year, all Universities have to be smoke-free. Committee will be set up to work on policy and enforcement.
   5. Promotional Structure document was handed out at VP meeting and was discussed.
3. **Financial Report -** Balance as of 9/30/14 - $1,652.60
4. **New Employees -** None
5. **Old Business**
   1. Presidential Evaluation – will us the same Qualtrix system as used last year. Will be administered through CITR.
   2. EOY guidelines – Discussed current application form and changes. Needs to be more clear about what is considered above and beyond. Would it be possible to have a job description submitted as well so we know what they are doing outside normal job duties?
6. **New Business**
   1. Fall meeting with the President on October 28 @ 10am in the Union Capitol Rooms. Will make introduction of board members.
   2. Reviewed grievance procedure
      1. COAP member could file grievance. Form is available on website.
      2. Grievance committee consists of Director of HR, Vice President of COAP, Quad Cities’ representative and another COAP representative.
7. **Committee Reports**
   1. *Professional Development* – McDonough County Health Department will present on Workplace Wellness. Carrie Belsito from Marketing and Management department will present on Organizational Culture. Still working on dates.
   2. *Marketing/Outreach* – Met and discussed possibilities. Would like to organize a Big Pink volleyball team for COAP. Discussed what other initiatives COAP could get involved with. Mentioned student Animal Shelter group, student philanthropy group. Possibly plant saplings at Horn Field. Need to ask members for different ideas of things they would like to be involved with.
8. **Announcements/Comments** - None
9. **Meeting Schedule**

October 28, 2014 – Fall meeting with the President @10am in Union Capitol Rooms

November 13, 2014

December 11, 2014

January 8, 2015

February 5, 2015\*

March 12, 2015 @ Quad Cities campus

April 9, 2015

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

May 14, 2015

\*Meeting date was changed due to University closure on February 12.

1. **Adjourn** (Koltzenburg, VanSloten)