**COAP Executive Board**

Meeting Minutes

Tuesday, December 15, 2015; 9Am

Horrabin Hall 60

Attendees – Teresa Koltzenburg. Dustin VanSloten, Margaret Taylor, Scott Harris, Becky Paulsen, Angela Bonifas; QC – Audrey Adamson. Absent - Gretchen Steil Weiss, Amanda Shoemaker.

1. **Guest Speaker – Joe Rives regarding Social Responsibility/Planning Task Force**
   1. Presenting to Board of Trustees at Friday meeting
   2. Quality Initiative
      1. A major initiative to occur between Yrs. 5 and 9 of accreditation
      2. 3 task forces
         1. Planning
         2. Academic
         3. Student cost
   3. Step 1: to implement recommendations from task forces
   4. Step 2: 2016-2017
      1. Continue to implement recommendations
      2. Review/update higher values in higher education
      3. Completed PCA
      4. Prepare/host reaffirmation of accreditation visit
   5. Looking at long-term sustainability over short term survival
2. **Approval of Minutes from November 17, 2015 Executive Board meeting** – Approved (VanSloten, Paulsen)
3. **Financial Report -** Balance as of 11/30/15 - $1,860.60
4. **New Employees** 
   1. November
      1. Andrew Donahoo - Admissions
      2. Haley Jones – Athletics
      3. Roberta Smith – Financial Aid
5. **Cabinet Update**
   1. Seems to be low morale due to layoff discussions
   2. Matt Bierman will serve as liaison after Julie’s retirement. COAP Executive Board thanked Julie for her service.
6. **Old Business** 
   1. Still need Advancement & Public Services rep on board
   2. Announcement sent out about professional development scholarship. Reminder will be sent in early January.
   3. Professional Development activities for spring? Table until January meeting.
   4. President evaluation – will be requested at March BOT meeting, due in April.
7. **New Business**
   1. Possible employee grievance. Teresa discussed situation with COAP employee. Waiting on formal paperwork to be filed.
   2. Grievance committee – VP, QC rep, 2 others
8. **Open Comments**
   1. Contract modification is on BOT agenda for discussion. States:

“The appropriate Vice President may modify an employee’s employment contract in conditions other than financial exigency. Modifications may include, but are not limited to, a reduction of contract for not more than two months within

an academic break in an academic year. In conditions other than financial exigency, employees shall receive written notice of contract modifications that result in the reduction of annual income as currently provided for in Section II.B.10.a herein:

(1) In the first year of employment at the University, not later than one month prior to the effective date of contract modification.

(2) In the second or subsequent year of employment at the University, not later than three months prior to the effective date of the contract modification.

Such notice shall be sent from the appropriate Vice President. If a state of financial exigency is declared, notice provisions enumerated in this section shall not apply.”

Teresa and Angela will ask for clarification on the language from Julie.

1. **Meeting Schedule**

January 19, 2016 @ 9am

February 16, 2016 @ 9am

March 22, 2016 @ 9am – Quad Cities

April 19, 2016 @ 9am

May 4, 2016 @ 10am – Spring Meeting with the President in Union

May 17, 2016 @ 9am

1. **Adjourn** (Bonifas, Adamson) – 10:32am