**COAP Executive Board**

Meeting Minutes

Thursday, February 14, 2013; 10:30am

HH60 and QC Riverfront 218A

Attendees – HH60: Jennifer Grimm, Ember Keithley, Amanda Shoemaker, Pam Bowman, Terri Hare, Belinda Carr , Jennifer Tibbitts; QC: Gary Rowe. Absent – Dana Moon, Margaret Taylor, Julie DeWees, Kimberlee Wisslead

1. **Approval of Minutes from January 10, 2013 meeting -** Approved (Tibbitts, Bowman)
2. **Cabinet Update**
	1. FY12 money has been paid; still have received no payments for FY13.
	2. As of February 5 the last 25% of budgets were uploaded so everyone should have their full budget loaded
	3. There was a 3.4% decrease in enrollment from Spring 2012. The Quad Cities was up slightly
3. **Financial Report -** Balance as of 2/1 - $992.97
4. **New Employees - January**
	1. Antoinette Murphy, QC Admissions
5. **Old Business**
	1. Employee of the Year
		1. 1 application submitted
		2. We will review the materials and vote at the April 11Meeting
		3. Initial email has been sent out and a 2nd email will be sent March 1
6. **New Business**
	1. Exemption Rule
		1. Pam Bowman shared that according to our Merit Board Representative, Trustee Cole, the revision to the exemption rule did not pass. There are concerns about the methodology and the process to move exemption authority from the institutions to the board office.
	2. Committee Evaluation Discussion
		1. Professional Development
			1. There has been good feedback and there is a good plan in place for upcoming programs.
			2. Next event is the Marketing Yourself program on Tuesday, February 26 at 1:30 in Stipes 501.
			3. Determining topics is getting challenging.
				1. Early planning needed for advisors
				2. Working on surveys/evaluations to help identify next topics
				3. A possible survey/discussion at the May 7 meeting with the President was discussed
				4. Other ways of getting people involved was discussed

Good website and ways to direct COAP members to that site

Emails regarding meeting minutes being posted was suggested

Partnership with Macomb and Quad Cities Chamber of Commerce for the Business Before Hours/Business After Hours programs

Should we have a page on Facebook?

* + 1. Social
			1. Getting ready for the meeting with the President
				1. Planning to have drinks, but no food
		2. Promotional Structure
			1. Next Meeting is February 26, 2013 and the committee will brainstorm ideas on how it could be implemented and discuss possible issues. It will then be brought to meeting.
	1. 2013-2014 Exec Board Positions
		1. Will set slate and call for nominations @ May 7 Meeting
		2. Elections will be held with the new officers beginning their term July 1, 2013
1. **Announcements**
	* 1. Service Recognition Reception will be held on April 2, 2013. 183 employees will be recognized for 10-45 years of service.
		2. 27th Annual Soul Food event being held on Sunday, February 17.
2. **Meeting Schedule**
	1. Second Thursday of the month at 10:30am
		1. March 7\*
		2. April 11 – Quad Cities
		3. \*May 7 – Meeting with the President – 10am Capitol Rooms and QC218
		4. May 9

\*Indicates different meeting dates/times

1. **Adjourn** (Carr, Shoemaker) – 11:17am