**COAP Executive Board**

Meeting Minutes

Thursday, August 3, 2015; 3pm

Sherman Hall 205

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

1. **Approval of Minutes from May 14, 2015 Executive Board meeting** – Approved (Paulsen, Harris)
2. **Cabinet Update - None**
3. **Financial Report -** Balance as of 6/30/15 - $1,768.60
4. **New Employees**
	1. June
		1. Tyler Havens - OSA
		2. Justin Schuch – UHDS
		3. Trista Trone – Music
	2. July
		1. Jamie Herrygers – UHDS
		2. Sarah Robinson – UHDS
		3. Daniel Rockwood - uTech
5. **Old Business - None**
6. **New Business**
	1. Introductions/Area representatives transition
		1. Gretchen Steil Weiss joins as Student Services area representative. Still need Advancement & Public Services representative.
	2. Meeting schedule
		1. Teresa will send out a Doodle poll to find mutual open times. Quad Cities meeting in March.
	3. FY15 trials & triumphs
		1. COAP employee spotlight has been a welcome addition to website
		2. First year for professional development scholarships as per member suggestion
		3. Raised over $1,000 for Relay for Life
		4. Professional Development events were beneficial although not always well attended
	4. Professional Development scholarship
		1. Applications due the 10th day of the semester
	5. Subcommittees
		1. Professional Development – Help/think of topics for upcoming year. Possibility of new chair for this committee
		2. Marketing/Outreach – Looking for new chair. Gretchen had an idea of school and community working together to gather items put out for clean up day for needy families or students. Could partner with WIRC, Samaritan Services, etc. Audrey shared that Augustana did similar event. Check with Mandi Green as well. Teresa will send out article where the idea came from.
		3. Promotional/Structure – not currently active. Checking with Julie on where promotional structure document is currently and how to proceed.
	6. Goals
		1. Continue with Stuff the Bus
		2. Set up Google drive for master calendar/agendas, etc.
		3. If do blood drive again, would like to work with Mississippi Valley instead of Red Cross. Maybe partner with Pay It Forward Blood Drive in end of January.
	7. Photos for website
		1. Need area representative’s photos and bios for website to update
	8. COAP Employee Spotlight suggestions
		1. Audrey will come up with some for Quad Cities
		2. Pedro for August and Joe Roselieb for September/October

1. **Announcements/Comments**
	1. Open Forum with President
		1. Fall – October 29, 10am
		2. Spring – May 5, 10am
	2. President’s Advisory Group has been planning for additional 6.5% reduction in funding. Still owed $20 million from state for FY15.
	3. 8/13 Union Open House, 8/18 New Employee Picnic
	4. Run, Hide, Fight training by OPS went well. 76-80 attended on Macomb campus and 45 on Quad Cities’ campus. Will offer again in September. Hope to keep it as an ongoing event.
2. **Adjourn** (Paulsen, Shoemaker) – 4:24pm