

COAP Executive Committee

Wednesday, December 5th, 2018

2-3 PM

Horrabin 60/ QC 2203

Present: Audrey Adamson, Laura Caldwell, Dana Moon, Dustin Van Sloten, Joe Roselieb, Thomas Rosner, Margaret Taylor **Absent:** Angela Bonifas, Rocio Ayard Ochoa, Megan Bainter, Suzi Pritchard

Approval of minutes from November meeting - as corrected (Caldwell, Roselieb)

Financial Report - Margaret - \$2003.57 as of 11/30/18

Liaison Report - Bill Polley

1. *Still accepting applications for early retirement option (12/31/18). 40 employees have submitted paperwork so far. Expect more to come in. Will help reduce the budget reduction.*
2. *Budget letter from President with coinciding meetings regarding reductions. Meeting with Faculty Senate and similar groups to explain what reductions are needed. Faculty Senate had FOIA'd budget document and were trying to figure out where budget reduction figures were coming from.*
 - a. *Document projected FY20 deficit at \$14 million. Reductions needed to align budget with expected revenues. \$5 million permanent reduction needed in FY19 an \$21 million for FY20. Trying to get a balanced budget for FY20.*
 - b. *FY11 & FY12 budgets were closer to revenue projections. Has not been as close to a balanced budget in the years since then.*
 - c. *Dr. Polley will send charts better showing the above explanation. Can share with membership as it was shared with Faculty Senate.*
3. *Program elimination review is still ongoing. Long list of programs to go through and make recommendations about.*
4. *Timeline is still late January for personnel and budget reductions.*
5. *Bargaining unit discussions will begin soon.*
6. *University is deficit spending now, need to cut \$5 million this year to remedy that.*

New Employees - November - none

Business

1. COAP Welcome process
 - a. Letter content - Joe is working on this
 - b. Swag item options - updates on water bottles
 - i. *No updates yet*
 - c. Delivery responsibility will be area rep
2. Civil Service Audit/Review
 - a. Any updates/feedback from areas?
 - b. Review of audit lists slated to start in the new year
3. COAP on committees reports
 - a. Social Responsibility Task Force
 - i. *Dana reported that they have had 2 meetings recently. They go through criterion and identify how to prove the various points at accreditation time.*

- b. Provost Search Committee
 - i. *Dana reported that the committee has worked on job ad wording and it is now posted. Will review applications at screen date.*
 - c. Admin VP Search Committee
 - i. Laura Caldwell - *no updates*
 - d. By-law addition - will be sent to membership to vote on
- 4. COAP communication
 - a. End of year email
 - i. By-law vote
 - ii. Any other updates?
 - b. Website updates
 - c. COAP Employee Spotlight - Dana
 - d. Outreach/Events
 - e. Mentor program
- 5. Advocacy
 - a. COAP impact with impending budget cuts
 - i. *Discussion on what we want to do proactively on behalf of the membership. Directing our comments/concerns to University leadership. Audrey will draft a letter and send out to the group.*
 - b. Response if furlough or other measure is reintroduced
 - c. COAP awareness campaign, ideas for connecting

Area Reports/Open Comments

1. *BOT meeting December 12.*
2. *Canceling January regular COAP Exec board meeting*

UPDATES

Open Forum w/ President Thomas

Spring: Wednesday, May 1st at 10 AM in the Capitol Rooms

COAP Spring Meetings:

Feb 6th, March 6th, April 3rd

Adjourn @ 3:00pm (Van Sloten, Moon)