COAP Fall Open Forum Agenda

10:00 am Thursday, October 18, 2018
Union Capitol Rooms- QCC 2128 (via CODEC)

1. **Welcome:** Audrey Adamson
2. **Guests**
    a. President Thomas - Presidential Initiatives (posted on website) and Q & A time
        i. *It will be and has been a year of change at WIU. Still facing serious challenges from the after effects of the past 3 years of budget issues. On July 16, a proposed reorganization and realignment plan was released.*
        ii. *WIU has to get costs down across the board. Implementing an aggressive recruitment plan to grow enrollment. Fall 2018 enrollment was projected at 8,000 but came in higher at 8,502. Hopefully WIU will continue on this upward trajectory.*
        iii. *Retention office is being established to centralize retention efforts.*
        iv. *Engaging in more corporate fundraising.*
        v. *WIU is 1 University, 2 campus'. Have been through a lot, but still ranking high. WIU has been on the defense for a long time, but now needs to be on the offense!*
        vi. *Take the opportunity to talk about things with Administration. We must focus on the positive, not the negative at WIU. There are many, many good things happening at WIU every day.*

    b. Cindy Lotz - Discussion on Civil Service audit/review process for current COAP positions
        i. *Civil Service Act (employment act) states that all employees should be classified as civil service, unless exempted. State Universities Civil Service System (SUCSS) makes sure entities are following ru*les *and provide support to institutions.*
        ii. *Hierarchy: Merit Board →SUCSS→State Universities*
        iii. *1997/98 SUCSS gave Human Resources Directors the ability to exempt/classify positions.*
        iv. *March 2017, OEIG filed charges against Merit Board re: classifications at University of Illinois. Many they felt were misclassified.*
        v. *WIU's representative on Merit Board*, *Lyneir Cole, suspected this was a problem across more campus' than just U of I. He directed that the problem needed to be corrected. New classification procedures were created instead of a new rule. SUCSS website is a good resource for information on procedures and classification.*
        vi. *What WIU is doing:*
            1. *Created a position review committee to evaluate:*
                a. *All new vacancies and new positions*
                b. *Positions listed in previous audit findings (list of those positions will be made available to the membership).*
            2. *New job description template/format*
            3. *Hope to be making decisions on positions within a few months. WIU will decide the effective date of and changes.*
        vii. *There are 10 custom classifications which can be used to set minimum requirements and specific skills needed for positions.*
        viii. *Essential that job descriptions are specific and reflective of actual job duties to ensure that employees filling those positions meet the requirements of the position.*

ix. *Would be advantageous to have Human Resources representative attend COAP meetings to keep board abreast of issues, etc.*

Questions:

1. *How will seniority transfer?*
    a. *Seniority and service years will be transferred as closely as possible to SUCSS.*

2. *What is the timeline for completing the re-classifications?*
    a. *Expected to take several years to get all positions reviewed and corrected.*

3. *Does the source of funding matter (i.e. grant funded employees)?*
    a. *As of today, funding source is irrelevant. Grant funded positions are subject to the same review as all other positions.*

3. Introduction of 2018-2019 Executive Committee Members

a. Audrey Adamson - President
b. VP - Joe Roselieb
c. Margaret Taylor- Secretary
d. Dustin VanSloten- Past President
e. Dana Moon- Academic Services
f. Laura Caldwell - Administrative Services
g. Angela Bonifas- President's Office
h. VACANT - Advancement and Public Services
i. Megan Bainter- Student Services
j. Thomas Oliver Rosner- Quad Cities
k. Rocio Ayard-Ochoa - Member at Large
l. Bill Polley- Executive Liaison

4. Financial Report- As of September 30 was $2,043.57

5. Old Business

a. Fall 2018 Professional Development Scholarship Winner: Mishelle Oaks - Housing and Residential Life
b. Employee of the Year**:** Congratulations once again to Michael Carton, the 2017-18 COAP EOY.
    i. Call for nominations in mid-January, deadline is April 1. Award is presented at the Spring Open Forum w/ President Thomas

6. **New Business**

a. Spring 2019 Professional Development Scholarship Applications**:** Due January 31 (to COAP@wiu.edu). Reminders will be sent in early December and early January.
b. COAP Executive Committee positions available for 2018-2019
    i. Advancement/Public Services - *Suzi Pritchard was nominated from the floor.*
c. COAP Executive Committee positions available for 2019-2020
    i. *Elections runs mid-May through early June 2019*
    ii. Vice President (3 year term-serve 1 year VP, 1 yr. President, 1 yr. Past President)
    iii. Secretary/Treasurer (1 year term)
    iv. Quad Cities Rep #2 (2 year term)
    v. President's Office (2 year term)
    vi. Administrative Services (2 year term)
    vii. Member at Large #2 (2 year term)

7. COAP Updates

a. Advocacy on current issues
b. Possible COAP Professional Headshot day
c. Interest in brown bag lunches

8. Ways to get involved with COAP

9. **Announcements**
    a. Ethics Training through October 31

Adjourn @ 10:59am