**COAP Executive Board**

Meeting Minutes

Wednesday, April 11, 2012; 8:30 a.m.

HH60 – QC 114

1. **Retention and Mentoring Presentation- Dr. Biller** 
   1. Reporting on retention efforts and asking for mentors for students
2. **Approval of minutes from March 21, 2012 meeting -** Approved
3. **Cabinet Update**
4. **Financial Report – As of March 31, $899.00**
5. **New Employees - none**

1. **Old Business**
   1. Discussion of social following Employee of the Year and Meeting with the President
2. **New Business**
3. Employee of the Year selection
   1. A motion was made (Rowe, Tibbitts) to make two awards this year.
   2. Motion passed
   3. Discussion about applications
   4. Jeremy Merritt and Kristi Mindrup were selected
   5. Prizes collected so far – WIU Bookstore, Rec Center, Panera, BCA Tickets and Athletics
4. **Committee Reports**
   1. The Professional Development Committee reminded the group about the upcoming opportunity on April 24 at 1 pm
5. **Announcements**
   1. Tech Fest and the Digital Commons Open House will be held on April 26.
6. **Meeting Schedule – Second Wednesday of the month at 8:30 am** 
   1. \*May 2 – Spring meeting 2pm Capital Room/QCRiver 239 @ 2pm
   2. May 9 – Old Dairy
7. **Adjourned** (Hare, Shoemaker)