**COAP Executive Board**

Meeting Minutes

Thursday, August 2, 2012; 11am

HH60 and QC Riverfront 218A

1. **Approval of Minutes from June 21, 2012 meeting (as corrected)** – Approved (Hare, Wisslead)
2. **Macomb Campus Master Plan Update** – Dr. Joe Rives and Scott Coker
	1. Selection and Contract Negotiation (Fall 2011)
	2. Visioning (Spring & Summer 2012)
		1. Diverse perspectives from Campus Community
		2. Circulation, Parking, Landscape Enhancements, Building Initiatives
	3. Alternatives (Summer & Fall 2012)
		1. 5 Guiding Principles
			1. Enliven Academic Environment
			2. Enhance Student Experience
			3. Strengthen Campus Identity
			4. Work with Strategic Enrollment Plan
			5. Develop a plan that can be implemented
		2. 5 Action Projects
			1. Visitor’s Center
				1. University Drive/67
			2. University Entries
				1. Existing traffic patterns
				2. Parking garages
				3. City plan
			3. Landscape Enhancements
				1. Formal Quad
				2. Legacy Walk
				3. Varsity Plaza for Athletics
			4. Streetscape Redevelopment
				1. Designated bus stops
				2. Fencing to prevent j-walking
				3. Murray Street sidewalks/seating/cafe
			5. Strategic Building Renovations
				1. More light, flexible spaces, more gathering places inside and out.
	4. Consensus (Fall 2012)
		1. Dr. Rives mentioned that the Master Plan committee wants to work closely with COAP to get endorsement of the plan. Recommendation will be based on input from people. Not throwing out the original Master Plan, refining based on budget constraints, etc. It is a more practical plan.
	5. Board Meeting (December 2012)
3. **Cabinet Update** – None
4. **Financial Report -** Balance as of 7/31 - $907.22
5. **New Employees – June:**
	1. Mark Baylor, Beu Health Center
	2. Lindsay Fender, WIU QC Administration
	3. Ketra Russell, UHDS Administration
6. **Old Business**
	1. COAP Orientation
		1. Being held 8/14 from 10:30am – 12n
		2. 4 items on the agenda; will make a packet of resources for the participants.
		3. CITR is taking reservations
		4. Add something about University Theme to the orientation and handbook.
	2. COAP Fact Sheet
		1. Give to new employees at orientation and with gift.
		2. Final version will need the WIU bell tower logo.
	3. Open Meeting Act
		1. Board members need to read and register – only once.
7. **New Business**
	1. Received a call from Ed Lavin. He is trying to recruit retiree volunteers from CSEC to help with projects on campus. He would like to tap into COAP pool as well. Letter will be sent out to retirees to urge their participation.
8. **Committee Reports**
	1. **Social –** None
	2. **Promotional Structure –** Meeting scheduled
	3. **Professional Development -** Not going to do large trainings this year. Slated topics for upcoming events:
		1. *September:* “Stress & Relaxation” – Joe Decker
		2. *November:* “Marketing Yourself”
		3. *February:* “Inter-Cultural Training”
		4. *April:* “Working with Budgets”
9. **Announcements**
	1. Jennifer attended a webinar on Tobacco Free Campus’
		1. Looking at this over the next year (smoke free and/or tobacco free). Health Department writing grant for this.
10. **Meeting Schedule**
	1. Second Thursday of the month at 11am
		1. September 13
		2. October 11
		3. \*October 16 – Meeting with the President – 10am, Capitol Rooms and QC218
		4. November 8
		5. December 13
		6. January 10
		7. February 14
		8. March 14
		9. April 11
		10. \*May 7 – Meeting with the President – 10am Capitol Rooms and QC218
		11. May 9

\*Indicates different meeting dates/times

1. **Adjourn** (Carr, Moon) – 12n