**COAP Executive Board**

Meeting Minutes -REVISED

Thursday, September 13, 2012; 11am

HH60 and QC Riverfront 218A

Attendees – HH60: Jennifer Grimm, Dana Moon, Margaret Taylor, Jennifer Tibbitts, Ember Keithley, Amanda Shoemaker, Pam Bowman, Belinda Carr, Terri Hare, Kimberlee Wisslead. Absent – Julie DeWees, Gary Rowe.

1. **Approval of Minutes from August 2, 2012 meeting** – Approved (Moon, Wisslead)
2. **Guest Speaker** – Dr. Jack Thomas
   1. Institutional Updates
      1. 2.7% decrease in overall enrollment at WIU this year (not so bad when compared to peer institutions).
      2. Presidential Round Table (15 faculty) – seeing more prepared students, most diverse freshman class that WIU has ever had.
      3. 6.14% reduction in state appropriation for FY13 – resulting in $3.4 million shortfall.
      4. $12.8 still owed from State of Illinois for FY12.
      5. No funds have been received from State of Illinois for FY13.
   2. Construction
      1. Working on bus pull-offs around campus to free up the roadways and make safer for pedestrians.
      2. Continuing steam tunnel maintenance.
   3. Presidential Initiatives and Goals
      1. University Growth and Recruitment
         1. Enhance WIU’s reputation
         2. Increase external and private fundraising
      2. Programs
         1. Enhance quality of all programs
         2. Honors Program
         3. Ph.D. in Environmental Science (Donors in QC)
            1. Submit to BOT & IBHE for approval
      3. Facilities
         1. Complete Performing Arts Center - #1 Priority
         2. Beautify entrance to Campus by creating a Welcome Center and Enhanced Signage
         3. Build Science Complex - #2 Priority
         4. Begin Phase I of Union renovations
         5. Complete QC Riverfront Campus
      4. Overall
         1. Increase funding and scholarship for retention and high achieving students.
         2. Increase the number of International agreements and students.
         3. Enhance marketing to tell the WIU Story
3. **Cabinet Update** – None
4. **Financial Report -** Balance as of 7/31 - $925.52
   1. COAP is a designee as part of the WIU Capital Campaign.
5. **New Employees** 
   1. July
      1. Audrey Adamson, QC Student Services
      2. Megan Bennett, International Studies
      3. Christie Carmack, COEHS Dean’s Office
      4. William Clow, COFAC
      5. Christopher Corbett, Counseling Center
      6. Erik Dalmasso, Admissions
      7. Sasha Masoomi, UHDS
      8. Leeann Meyer, Admissions
      9. Claire Smalzer, Athletics
      10. Michael Waters, Beu Health Center
   2. August
      1. Jonathan Ahl, WIUM
      2. Gabriel Lara, Casa Latina
      3. Jeanette Malafa, Government Relations
      4. Corey Richardson, Admissions
      5. Terri Shafer, Counseling Center
6. **Old Business**
   1. COAP Orientation Debrief
      1. 3 presenters and 3 people attended event.
      2. Need to include all COAP and be timelier in relation to when they start.
      3. When give gift, need to discuss COAP and what it is and does. Make resource packet to hand out in each area.
      4. Monthly meeting for new employees might be an option?
   2. Classification from COAP to Civil Service
      1. Big Concern!
      2. Making lots of recommendations for re-classification, but that does not mean it will happen.
      3. Civil Service restricts applicant pool and tests need to be more in line with job description, duties, etc.
      4. Human Resources is working with Merit Board representative on this.
      5. Pam will present to Exec Board in November
7. **New Business** - None
8. **Committee Reports**
   1. **Social –** Campus Beautification during Homecoming Week. COAP will participate on Tuesday September 18 from 3 – 5pm.
   2. **Promotional Structure –** The Committee is in the process of refining the plan. Once completed, it will be brought to the Executive Board for review.
   3. **Professional Development -** Not going to do large trainings this year. Slated topics for upcoming events:
      1. *October:* “Relaxation Techniques” – Ann Dixon
      2. *November:* “Marketing Yourself”
      3. *February:* “Inter-Cultural Training”
      4. *April:* “Working with Budgets”
9. **Announcements**
   * 1. Meeting with President
        1. Refreshments before – tea, coffee, water, donuts, etc. Order for 50.
     2. Pictures on COAP website
        1. Will take pictures of board at next meeting
10. **Meeting Schedule**
    1. Second Thursday of the month at 11am
       1. October 11
       2. \*October 16 – Meeting with the President – 10am, Capitol Rooms and QC218
       3. November 8
       4. December 13
       5. January 10
       6. February 14
       7. March 14
       8. April 11
       9. \*May 7 – Meeting with the President – 10am Capitol Rooms and QC218
       10. May 9

\*Indicates different meeting dates/times

1. **Adjourn** (Hare, Tibbitts) – 12:15pm