

**Idaho State University  
Council of Professional Employees  
Board Meeting Minutes**

*Location: PSUB-Hypostyle Conference Room*

*Date: April 12, 2006*

*Time: 12:00p.m. – 2:00p.m.*

**Present:** Members Present: Scott Jepsen, Lee Krehbiel, Juli Mead, Mike Prichett, David Buck, Shawn Akina and Debbie Dahlquist.

**Excused:** Randy Stamm

**I. Call to order:** Meeting called to order at 12:05 pm

**II. Officer's Reports**

- Budget Report (Debbie Dahlquist)
  - Current budget as of 3/31/2006 = \$3,970.23
- President's Staff Meeting (Scott Jepsen).
  - Scott mentioned that we should all be receiving minutes on this and therefore will not elaborate on anything.
- Academic Subcommittee (Randy Stamm) – not present
- Enterprise (Juli Mead)
  - Met with consultant.
  - Moving forward with Request for Proposal (RFP). The RFP will go out for bid. ISU will then have a choice from these bids. Finalists will have to state how they will specifically meet ISU's unique needs.
  - Anticipated date is January 1, 2007.
- Multicultural Committee (Lee Krehbiel) –
  - Requests from International Students.
  - Concern about mission and bylaws.
    1. Issue was discussed about emerging treatment of ethics & cultural organizations in ASISU. Training for ASISU will increase due to conflicts. COPE may have an interest in being involved in this training as well. Faculty and students also need this type of training. Perhaps a speaker in the future for all groups (COPE particularly) could be Interacting & Understanding Cultural Competency. Trio may also want to be involved.
  - Subcommittee was created for World Culutres Banquet.
- Facility Access (Shawn Akina) – no meeting held.
- Wellness (David Buck)
  - 7 people attended CPR (Total = \$175.00).
  - David has given away 2 First Aid Kits.
- Grievance (Scott Jepsen) - No meeting held.
- Parking Advisory Board (Debbie Dahlquist) – Meeting scheduled for tomorrow 4/13.
- Parking Appeals – Met on some faculty appeals. Approved 2 and rejected 5.
- Professional Leave – Suzanne Forest will take a 6 month leave in Europe. Kay Black with CEC will be on a year long leave for a program that will assist her with her

current job. Cindy DeRoach will also be taking a 28 day leave to assist CW Hog with the month long Whitewater trip.

- University Safety – (David Buck) – No meeting held.
- University Library (Randy Stamm). Not Present.
- Web Services Council (Randy and Juli).
  - Juli indicated that there will be a mirror restructure of the current page. The calendar purchase was approved.
  - David suggested that the home page should possibly have different photo shots of the buildings on campus along with their history. Juli agreed this was a good idea and will take it back to the council.

### III. New Business

- COPE Luncheon.
  - A long list was handed out on all the items left to do for the upcoming luncheon. The invitation was passed around for suggestions and edits. Mike Pritchett’s staff will be taking incoming RSVP calls. The list included reservations and confirmations, food and decorations, awards, publicity and printing, and voting for new COPE members. Scott has taken care of a large majority of the COPE luncheon tasks. The setup in the ballroom as well as the photographer and food that has been ordered were also mentioned. The luncheon and all expenses are paid by the Human Resource Budget – not COPE. Mike’s staff is currently collecting the ballots for the new COPE Board members. There are currently 182 ballots turned in.
- Professional Development
  - Don Paulson will be the speaker on May 4 from 2-4 pm for Employee Recognition Week. Don’s friend who was originally scheduled to make the presentation is no longer available. “Coping with Change” is the topic. HR will be giving release time for this and cookies and punch will be provided. Juli will send an e-mail to Scott to forward to COPE – encouraging them to attend the event.
- Upcoming Elections:
  - Mike is taking all COPE ballots. Currently 182 ballots have been sent in. A listing including the timeline was handed out. Winners will be notified by April 18, 2006.
- Judicial Affairs Request – Lee
  - Lee brought up the idea of having someone give an annual update on student data and other relevant information to various boards. A representative would be sent on an annual basis or more frequently to provide updates. All agreed this would be a good idea.
- Meeting with Dwight Johnson, SBOE Director
  - Debbie Henrickson called indicating that Dwight will want to meet with COPE and CEC. Scott will provide further details and an update when it becomes available.

### V. Other Business

NA

### VI. Next meeting

- May17, 2006. Scott will try and schedule the Heritage Room at the PSUB if available. An e-mail will be sent out with the exact location and time. This will be the joint meeting of outgoing and newly elected board members.

**VII. Adjournment.** Meeting adjourned at 1:35 pm

Respectfully Submitted,

Debbie Dahlquist