

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

Location: Student Affairs Conference Room - Hypostyle

Date: January 17, 2007

Time: 12:00pm – 2:01pm

Present:

JoAnn Hertz, Connie Guthri, Shawn Akina, Bonnie Frantz, Angela Askey, David Buck, Ray Hart

Absent:

Graham Garner, Jay McMillian, Mike Spall

Call to order:

Meeting was called to order by Chair JoAnn Hertz at approximately 12:18 pm.

Angela made a motion to approve the minutes from the last meeting and a second was given by Connie. Minutes were approved. Minutes should be approved before they go up on the website.

Agenda item #1

There was more discussion on tuition waiver. COPE and CEC are on “fact finding mission” to explore the financial impact on ISU.

Connie gave a budget report. The balance at the end of December was \$6,591.61

When submitting scholarship requests we have to have documentation of expenses and those have to be submitted to the accounting department. It would be helpful if information could be added to website that lays out the requirements of the professional development scholarships. Connie will ask Karen Sparks in accounting what information we can add to the website to make the process easier. Connie has all of the receipts for expenses if anyone wants to review them.

Agenda item #2

No reports from individual committees.

Agenda item #3

Each member of COPE board will be required to put information in a binder describing duties. This will be done by the end of their term.

Agenda item #4

Every member of the board needs to have a copy of the bylaws. They also need to be sent to President Vailas for review. He will have a month to review them. When they are approved they will be posted on the website.

Meeting notes from president's cabinet meeting that Mike attended need to be posted on website by Graham.

CEC is currently working on their bylaws.

Staff council bylaws are also not done. A staff council website, if created, should include links to CEC and COPE website. Suggestions for website should be submitted to Ray Hart or Mike Pritchett.

When issues arise for members of COPE or CEC they need to follow a certain line of communication. They first need to be brought up to president or president elect of CEC or COPE before going to a higher authority.

Archive of newsletter should probably not be on front page of website. Newsletter may be outdated and too expensive compared with being able to put information on website. The archive should stay on the website, but placed elsewhere. Graham will be asked to create archive to place newsletter there.

Funding request for Jeff Madsen for \$250.00 was discussed. Connie moved to approve \$250.00 to help with registration costs. Angela second. Unanimously approved.

Agenda item #5

Tuition Benefit Proposal: 180 members of COPE responded to survey regarding how many dependents they had. Comments regarding the possible benefit were read. Business plan needs to be developed.

Agenda item #6

Blood screening is set to go. There will be two levels of testing. One level costs \$12.00 and the other costs \$20.00. Cope will pay up to \$12.00 of tests. David is waiting for available dates.

Agenda item #7

Margo in Human Resources will update the listserv so that everyone receives emails that are sent out for COPE members.

Agenda item #8

Planning for COPE luncheon should begin. Responsibilities should be shared by most, if not all board members. Luncheon is held in May. Outreach centers should be included. Ray will find out if luncheon should be paid by David Miller, who received some funding for such activities.

If there is extra money in budget there should be a combined CEC/COPE professional development training. JoAnn will send out email to get an idea of what people want. Training should focus on professional development. Ideas for training included: self care, team building, financial investments, dealing with family problems.

There is a need for someone with budgeting experience to serve on budget committee for 1, 2, or 3 year term. David will contact Gene Warren in the library to see if he is interested.

Clarification is needed from Ray and Mike to decide when combined CEC/COPE meeting will be held.

Ray discussed wages at ISU and how they compare to the private sector. Legislators are discussing wage increases and want benefits figured into entire equation. Benefit costs may go up regardless of wages.

Next COPE meeting will be held on February 14, 2007.

David buck motioned to adjourn. Second by Shawn.

Meeting adjourned at 2:01pm.

Submitted by:

Shawn Akina COPE secretary