

Council of Professional Employees
Meeting Minutes – 4/23/07

Present:

Connie Guthrie, David Buck, Graham Garner, JoAnn Hertz, Bonnie Frantz, Michael Spall, Jay McMillin, Angela Askey and Mike Pritchett.

Excused:

Shawn Akina

Call to Order:

The meeting was called to order by JoAnn Hertz at 3:08 p.m.

Recognition Luncheon Update

- Connie provided an update on the Boise luncheon. It was very nice and the employees were very appreciative. Connie explained she received an email from Donna Yates that Mike and Ray had approved the use of funds for pizza and sandwiches for employees in Nampa and East Boise who could not attend. JoAnn will get input from Mike on this as it was not something anyone was aware of.
- An email was sent from Connie today to board members indicating the status of items for the luncheon. Graham contacted Scheduling with the number of tables needed. Centerpieces and podium decorations, table linens, etc. are ordered and she called Chartwell's with number of meals needed. She also contacted Laurie (in the Bookstore) for the additional gift needed (for Ruth) and made arrangements to pick up all gifts on Thursday morning.
- Graham reiterated that the room is taken care of. Connie advised that the tables listed for the stage need to be placed at the head of the room and not on the stage. Graham will check on this and correct the order.
- The RSVP count is 135 but we will plan on 150 being in attendance to insure there is extra space if needed.
- Graham has requested photographic services to be at the luncheon and take photos of each individual award recipient as they shake hands with President Vailas. JoAnn will announce that photos will be available for order through photographic services and may be viewed through a link on the COPE website.
- Connie asked about AV equipment – Graham will double check this.
- The program order was discussed. Jo Ann will do the welcome/opening remarks and introduce the new board members. She will then dismiss the tables for lunch. Connie will provide updates on what COPE does for its members. Then, Graham will lead the recognition/awards section of the banquet. JoAnn will speak with Debbie Henrickson regarding President Vailas doing the closing remarks.
- For the lunch, David suggested on putting a number on each table and then dismissing the tables by number. This will be done and Connie will get the numbers.
- There will be four reserved tables. JoAnn, Graham, Mike, Ray, President Vailas and Dr. Vailas will sit at the head table. Other reserved tables will include place-cards for President Cabinet members, COPE and CEC board members. Connie will do the place cards.

- Connie asked how we should do the centerpiece giveaways. It was decided to just let each table decide as to who will get the flowers.
- Connie reviewed the updates she will present. It was suggested to add representation at State Board Meetings to the list.
- Decorating will begin at 10 a.m. Thursday morning. Jay, Mike, Bonnie, Connie, David and Angela plan to be there.
- Graham will call award recipients forward. They will shake hands with President Vailas, Mike and JoAnn who will then hand them their gift. All will get a certificate and pin and others will get a gift as well. Connie, Angela and Michael will assist with the handout of gifts to help with the flow of things.
- Jay, Bonnie, David and Shawn will welcome people as they come in.

Election Results

- The new board members were all notified and have accepted their new role. They are: Mark Norviel, Jay McMillin and Lance Erickson.

COPE Member Binders

- JoAnn reminded each board member be sure to complete a binder that can be passed on to incoming members.
- Graham suggested creating a web page on the COPE site for each position. He requested that each board member complete a write-up and submit to him. He will then post these to the web site.

Treasurer's Report

- Balance in the COPE account is \$5,531.01. There is \$2550 in expected expenses to be taken out of this amount which includes the costs for Boise, Idaho Falls and Pocatello luncheons. We should be able to pass on approx. \$2981 to next year's board.
- Mike advised that we need to add in a travel line item for JoAnn. Next year these funds will have to come out of the COPE account. This will cover travel to various state board meetings, the luncheons, etc. He advises planning to carry \$2500 for this.
- Connie explained that she had requested \$500 more for the total budget next year. The total amount requested was \$3795.
- Graham suggested a discussion take place on budgets during the next staff council meeting. David moved that staff council should have a separate budget. Connie seconded the motion and it passed unanimously. This will be taken forth to the next Staff Council meeting planned for the first full week of May.

Committee Reports

- David asked if we should plan to conduct CPR/First Aid/AED training this summer. The cost would be approximately \$25 per person and COPE would cover the full cost. Connie moved that David plan a June event. Motion was seconded by Bonnie and passed unanimously.
- Jay explained that there has not been a parking board meeting but a meeting is scheduled for April 27 at 3 p.m.

- Graham discussed the web advisory committee and changes that are taking place. It has been reorganized to include representation from all constituents. There is one faculty position still open and they are working to fill this. Their next meeting will be May 2.
- Connie read a thank you from Erin O’Leary-Jepsen one of the Professional Development Funding recipients. Graham suggested that in the future we look at having a spring and fall deadline for funding requests. It was decided that a statement will be added to the application stating, “Have you received funding in the past.”

Staff Council President Report

- Mike reminded everyone of the Idaho Falls staff luncheon on Friday, April 27. The group will meet at the Student Union and leave at 10 a.m. He will talk to Ray to discuss the possibility of a suburban and splitting the cost between CEC and COPE.

Meeting adjourned

A motion to adjourn the meeting was made by Connie and seconded by Mike. The meeting adjourned at 4:50 p.m. with a unanimous vote.

Respectfully submitted,
Angela Askey