

**Idaho State University  
COPE/CEC  
Joint Meeting  
Board Meeting  
Minutes**

Location: Wood River Room – PSUB

Date: July 13, 2006

Time: 11:30 noon – 1:00 pm

**Present CEC members:** Eni Thompson, Barbara Brothers, Angie Tamayo-Wojcik, Natalie Hardy, Shawn Shelton, Donna Richardson, Ronda Mahl, and Becky Robinson

**Present COPE members:** Graham Garner, Angela Askey, David Beck, JoAnn Hertz, Mike Pritchett, Mark Lee and Connie Guthrie

**Call to order**

The meeting was called to order at 11:40 by CEC President Ray Hart.

Ray began the meeting by discussing Dr. Vailas' Cabinet. After his first Cabinet meeting with Dr. Vailas, Ray believes this is not a decision making body, it is an information forum. There are eight main constituents represented within the President's Cabinet. The individual we select to represent our two groups must be available 24 hours a day 7 days a week. Ray recommended we elect someone at large. Discussion as to how we would go about the selection process followed.

Dr. Vailas recommended we do a SWOT analysis, to evaluate our Strengths, Weaknesses, Opportunities and Threats of each group (COPE and CEC.) The new I.S.U. President said the number one priority is wages based on the information from the Budget Office.

Ray then handed out a diagram that we may chose to use as a beginning model to build from for the structuring of the new "Staff Council" to represent CEC and COPE (See hand-out attached marked 1A or refer to the hand-out you received at the meeting).

The simplified version looks like this

**Staff President**

**President      Vice-President      Past President**

**COPE**

**CEC**

Note: Scott Jepson said he is not interested in serving as Past President of COPE for the new Staff Council.

Much discussion followed with regards to names/titles for the Staff Council and the responsibilities. Some of the names/titles were senate members, council members and board members.

The main concern seems to be the time necessary to fulfill the obligations of each representative. There was a lengthy discussion with reference to responsibilities of the Staff Council President. Some of the group members felt it was necessary for this individual to attend all ISU Presidents Cabinet meetings as well as all CEC and COPE Board meetings. All joint meetings of CEC and COPE, at this time will be referred to as Staff Council. CEC meets once a month, COPE meets once a month and at this time it is presumed that Staff Council will also meet once a month.

Much discussion ensued. There was some concern among the group as to the involvement of the Past President, especially if they no longer held a seat on the respective board. Basically if they are no longer a Board member then they do not have a vote.

CEC and COPE are both aware they must add layers to their current by-laws to allow for the new changes, new titles and the addition of the Staff Council. COPE should amend or change their current structure from a two year to a three year term. There needs to be a decision with regard to the secretary/treasurer position. At the present time CEC has a treasurer and a secretary while COPE has one person doing both duties.

Using the previous format of Staff Council President, Vice-President and Past President the following was discussed. (All information provided was discussion ONLY not vote was called.)

The new Staff Council began to take shape and the first draft looks like this

Three year terms on the Board

COPE

Chair  
Vice-Chair  
Secretary  
Treasurer  
Council Member

CEC

Chair  
Vice-Chair  
Secretary  
Treasurer  
Council members

The Vice-chair automatically becomes the chair the following year and each will serve a one year term. The above scenario brought much discussion. The question of who would be responsible for taking minutes at the Staff Council meetings and who would preside over the individual board meetings were a two of the issues raised.

It may be in the best interest of all parties if the Staff Council meets quarterly. While each Board meets monthly with no individual board meetings held during the month a quarterly Staff Council meeting takes place. Staff Council meetings will be at noon on the second Tuesday of each month. CEC meets the second Tuesday from 2-4 pm and COPE meets from 12-2pm on the second Wednesday of each month.

Quarterly meetings will be held during the months of July, October, January and April and will be classified as a working lunch. To save resources it the meetings will be BYOBBL, bring your own brown bag lunch.

The titles being used and suggested are becoming an issue and causing some confusion among the group. For the individual boards they may change from president and vice-president to chair and vice-chair. There was much discussion on this concern.

After further discussion and input from the group, it was unanimously decided to take the following diagram to Dr. Vailas for his input. CEC and COPE will form a Staff Council with the following format:

President	President-Elect	Past President
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**COPE**

Chair  
Secretary  
Treasurer  
Council member's

**CEC**

Chair  
Secretary  
Treasurer  
Council members

**Meeting adjourned**

The meeting was adjourned at 2 pm by a unanimous vote.