

Council of Professional Employees
Meeting Minutes – 2/25/08
Bennion Room

Present: Angela Askey, David Buck, Lance Erickson, Bonnie Frantz, Connie Guthrie, Jay McMillin, Mark Norviel, and Michael Spall

Excused: Graham Garner

I. Call to Order: The meeting was called to order by Jay McMillin at 12:10 p.m.

II. Approval of Minutes - The minutes from the January 24, 2008 COPE meeting were reviewed. Michael made the motion to approve the minutes and Mark seconded the motion. Motion passed.

III. Reports

a. Treasurer's Report – Bonnie reported there is \$6,130.04 available with projected expenses of \$4,979.35 leaving a projected balance available in June 2008 of \$1,150.69. Michael asked about the budget outlook. The projection is a leaner budget next year. The back dollars owed for Ray Harts travel is significant and needs to be accounted for in the future as well. A motion was made by

b. Committee Reports –

- Michael reported on the library committee. Funding issues will be faced in the future. They are looking at research dollars and grants related to productivity of the department. Jay expanded the discussion and added that during a development meeting at the library Kay Flowers presented that the library is low on research publications. Raising money is important to them and a capital campaign has been discussed.
- Bonnie reported on the Multicultural committee. She explained there has not been much movement with plans. Release time has been given to a faculty member to serve in the Diversity Center. Bird is working on a grant to assist with this funding. Currently one part time student and one administrative assistant are running the Diversity Center. Plans are to add a Presidential Intern. The committee and Center hope to hold a Big Sky Diversity Conference next year. A grant is being written to help fund this.
- Jay reported there has not been a parking committee meeting and expects one to be held in the near future.

IV. New Business:

- a. Funding Request –** Chris Brower, Center for New Directions (CND) Director is requesting \$250 to attend a Grantsmanship Seminar for a 5 day grant writing workshop. The CND is primarily funded through grants so this workshop would be beneficial for her and the department. Connie made the motion to approve the

funding request and Michael seconded the motion. Discussion took place regarding the amount of funds being used for this purpose. Over the last few years the funds have been available and it was the belief of the board to honor funding requests that benefit members. It was reiterated that awards should be based on need, specifically for departments without resources. The benefit to the University, department and COPE member should be considered. A future agenda item will be added to review the processes and guidelines of funding requests. The motion to grant funding to Chris Brower passed unanimously.

- b. Election Committee Appointments – Terms will be expiring for David, Michael and Graham. Connie shared the timeline she has put together. Voting will take place from April 9 through April 11. Results will be announced during the dessert reception on April 28th. Discussion took place regarding online voting. David made the motion to conduct all COPE elections via online this year. Mark seconded the vote. The vote unanimously passed. COPE member offices will be advertised as polling places if anyone is having problems accessing the online voting forms. Notices about the elections will be sent via email with instructions on how to vote. Mark, David and Lance will serve on the election committee.
- c. Dessert Reception – Connie explained that Ray and JoAnn will be sending a message of the change from luncheons to the dessert reception and stressed that this needs to be done very soon. The dates and times for the Employee Recognition Dessert Reception are as follows: Boise (April 16 - 2-4 p.m.), Idaho Falls (April 25 - 11:30 - 1:30) and Pocatello (April 28 - 1-4 p.m.) President Vailas, the Vice Presidents and cabinet members will be available during the reception. It was also explained that pins and certificates will be given for years of service. Additional gifts will not be given as in past years. The funds are not available to hold the full luncheons. Mark provided feedback that people have heard the rumors and do not plan to attend. Connie explained that we should be encouraging about the new format. Discussion took place and the board agreed the goal is to hold a nice event that fits within the budget. The future plans for receptions are not known.

V. Other Business

- a. **Next Meeting** - The next meeting will be March 20, 2008. Jay will send the time and location to all board members.

Meeting adjourned

A motion to adjourn the meeting was made by Michael and seconded by Bonnie. The meeting adjourned at 1:30 p.m. with a unanimous vote.

Respectfully submitted,
Angela Askey