

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

Location: PSUB-Bear River Room

Date: December 15, 2004

Time: 12:00p.m. – 1:00p.m.

Present: Mike Virtue, Lee Krehbiel, Scott Jepsen, Frank Mercogliano, Shawn Forney, Randy Stamm, and Juli Mead

Excused: Debbie Dahlquist

I. **Call to Order.** Meeting called to order at 12:10 pm.

II. **Officer's Reports.**

1. Budget Report = \$4257.74
2. President's Staff Meeting Report
 - a. Setting of student fees has been rolled back to April, so the fee structure for the next academic year is still being considered.
 - b. The TAB building at University Place in Idaho Falls has been completed.
3. CSAC:
 - a. 11 faculty have been identified to fund for purchase of office computers.
4. Multicultural Committee
 - a. No Report
5. Facility Access
 - a. No Report
6. Wellness
 - a. 24 members participated in the last cholesterol screening and the Wellness Center will bill COPE.
 - b. There have been 13 requests for first aid kits and COPE will have to purchase more.
7. Grievance
 - a. No Report
8. Parking Advisory Board
 - a. No Report
9. Parking Appeals Committee
 - a. No Report
10. Professional Leave
 - a. No Report
11. University Safety
 - a. There was discussion of safety in Garrison Hall in the Biology labs. It seems there are no telephones in the lab and the safety of female lab assistants was discussed. It also seems that the outside door is propped open often and some students claimed that a possible transient was sleeping in the main lobby area.

- 12. University Library Committee
 - a. No Report

III. **New Business.**

- 1. There were 2 scholarship requests from COPE members, both were discussed and approved.

IV. **Previous Business.**

- 1. Jeff White from CEC has a speaker signed, but details of who, what, and when were unavailable. Scott J. will be in touch to finalize the details.
- 2. Survey will be emailed out to employees for no-cost computer training on MS Office products.

V. **Other Business.**

- 1. The COPE Recognition Luncheon was discussed and Scott J. will set up the date by contacting Dr. Bowen and will create and send out the invitations. Frank will order and purchase gifts, and Shawn will create the certificates. More details to follow.

- VI. Adjournment. 12:45 p.m.

Respectfully submitted,

Shawn Forney