Operations Council  
Wednesday, January 11, 2012  
Dakota Room 8:15 – 10:00 a.m.

The Operations Council met on Wednesday, January 11, 2011, at 8:15 a.m. in the Dakota Room.

Members present: Tamara Barber, Janet Dixon, Mike Dodge, Donna Fishbeck, Bruce Emmil, Mary Friesz, Carla Hixson, Lane Huber, Rita Lindgren, Gerry Pabst (Note Taker), Henry Riegler, Don Roethler, Mary Friesz, Carla Hixson, Lane Huber, Rita Lindgren, Gerry Pabst (Note Taker), Henry Riegler, Don Roethler, Jane Schulz, Elmer Weigel

Donna Fishbeck called the meeting to order at 8:15 a.m.

Old Business

- Minutes of December 14, 2011 were reviewed and approved. Ready to be posted on the web. One adjustment will be made to clarify the budget as the NDUS budget.
- OC Email Update - Fishbeck asked if there were any changes to the email she plans to send on behalf of the OC. The email was approved for the OC update to go out to campus.

New Business

Introduce/Welcome Chief Buildings and Grounds Officer

Don Roethler, Chief Building and Grounds Officer, was introduced to the council. Prior to coming to BSC he was the Facilities Coordinator for the Bismarck Public Schools for 8 years. He is in the process of starting the work on the 4th floor NECE project and the new Robert A. Kuntz Physical Plant. He will also be involved in the renovation/addition of the Student Union. He will bring forth information and work with Tom Dahl, the new Security Officer for BSC, in getting an Emergency Procedure Plan underway. He has worked with the Emergency Procedures in the public school system.

Telecommunications Standards and Communications-Weigel

Weigel handed out a document on the inter-building and intra-building structure standards for BSC. He has been gathering this information and created this document of standards that need to be met by vendors that come to campus. All projects should be run through Weigel to make sure the standards have been met before the project is started. This is a living document that will change as standards change.

Space Used by Staff Folders-Weigel

Weigel communicated to the group concerns with the G drive under Group/Staff/folders that it was supposed to be a temporary holding for information. The G drive needs to be cleaned out on a regular basis. He is asking staff to review and clean up information that is out on the G drive. We do have Connect ND forms that are used across campus by BSC staff and these need to be on the G drive. The G drive will not go away when Share Point comes on board but some things will be moved over.
Action Item: Elmer will send out an email to all BSC on cleaning up the G drive. Supervisors will assist with reminding their staff to do some “spring cleaning” of the G drive.

Reports/Updates

Staff Senate Report
Dodge reported the North Dakota State Staff Senate and the Council for College Faculties are in the process of reviewing the current Tuition Waiver Policy.

Leigh Nygaard will be on the committee for the Holiday Party representing Staff Senate. The committee is looking for more volunteers.

Minot State has implemented for their employees two walking breaks each week encouraging them to use their campus center. Staff Rights and Campus Life subcommittee of Staff Senate are working on starting this program at BSC. A motion passed to move this forward to the EC.

Staff Senate decided that Staff Development Day will be a one day training. They will look at the Risk Assessment Report and try and hit the areas that need improvement as possible training topics for Staff Development Day.

Faculty Senate Report
Wilson reported that the Faculty Senate are currently reviewing course substitutions and the policies and procedures related to this topic. They are not ready to bring to the OC at this time. They will appoint a Faculty Senate representative for the Holiday Party Committee.

Dept. Chair/Program Manager Report
Riegler had no report at this time.

Compliance Updates
Barber reported that she had recommendations for the state auditor related to ImageNow. She will work with the appropriate departments in regards to the recommendations given.

Huber reported that he had met with Bob Larsen and they are working on which states need to be contacted next. He stated that Minnesota and Montana are completed for online.

EC Updates-Fishbeck
The EC met Jan 5th. An update on capital projects was given. The NECE 4th floor and the Robert A. Kuntz Physical Plant have dates set for contractors to submit bids to the projects. The Student Union renovation/addition planning is moving along. The committee (chaired by Barber) are finishing up
programming and the document will be ready in a couple of weeks. Within the next month or two the committee will be able to show the progress.

Fishbeck/Dixon commented that the Bremer Grant was awarded to the nursing program in the amount of $176,955 dollars. The grant dollars were used for simulators.

NDUS Policy 402.1.2 Student Placement into College Courses- this policy will be implemented in Fall of 2012. Basically, course placement scores are identified for all eleven campuses so that high school students are aware of scores (ACT, SAT, COMPASS, etc.) needed to be placed into college ready courses.

**Announcements**

*Fishbeck* reminded everyone on the Higher Education Dinner with University of Mary on Feb. 7, 2012. Let Debbie know if you will be attending.

She reported the Spring 2012 enrollment numbers are 3857 compared to 3905 in Spring 2011 at the same time last year. The credit hours production numbers for Spring 2012- are 42583 compared to 44519 last spring.

*Friesz* asked if anyone had any stories from their respective areas and if so to please give Marnie or Mary a call. She reported that the Williston State College group that we invited to campus received a lot of coverage. The media has been contacting BSC for stories.

*Dodges* announced that the chocolate fountain (student activity) was today in the student union.

*Emmil* reported on the solar system (8kw) installation southwest of the NECE was completed and tested 12/27/11.

BSC signed an articulation agreement with Bismarck Public Schools (BPS) allowing high school students to receive credit for the first energy course in four of the NECE programs.

BSC signed an agreement with the Connecticut Community College System (CCCS). BSC will provide some online ELPW courses with CCCS supplying additional courses to establish a pathway into the energy industry. CCCS will provide students who successfully complete all of the requirements an Associate’s in Technology Studies degree.

*Weigel* informed the group that they are installing new anti-virus with microsoft software replacing the old McAfee which expires on March 31, 2012. The university system is only installing on the wired side for employees right now.

*Huber* announced that they will be short handed in their office due to Chris being out for couple of months.
Roethler said they will be working on generator repairs in the energy building.

Schulz stated that the Standing Committee List has been updated again and posted on the web. The Strategic Planning meeting will be January 24 and will be wrapping up the systems portfolio.

Masters has been working with departments to cancel classes that need to be.

Barber asked that the budget will need to be added to the next agenda for the OC. Budget Processes will be same this year with a timeline.

Some of the first floor of the Horizon building occupants will be moving up to the second floor. This will make room for University of Mary and expansion of Dickinson State on the first floor.

Hixson discussed a new concept for the Wild Endeavors program such as steps like getting a black belt. They are also working on getting a better branding for the Office of Innovation. Two innovations are selected each year to be submitted at a national level.

She reminded us about the CETI Business Partners classes that are going on this semester and the DDI leadership program. There is also the Excellence through Leadership Program funded and tailored for BSC employees.

Wilson explained that the faculty will be working on student retention and encouraging faculty to contact students that are not attending classes.

Next meeting Jan. 25, 2012

Meeting adjourned at 9:14 a.m.