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

**Members present:** Tamara Barber, Mike Dodge, Donna Fishbeck, Mary Friesz, Carla Hixson, Gerry Pabst (Note Taker), Henry Riegler, Don Roethler, Jane Schulz, Elmer Weigel, Shirley Wilson

**Members Not Present:** Janet Dixon, Bruce Emmil, Lane Huber, Rita Lindgren,

**Guests:** Marnie Piehl

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

**Old Business**
- Minutes of January 11, 2011 were reviewed and approved. Ready to be posted on the web.
- Student Policy-Course Drop, Withdrawal to Zero Credits, Hardship Drop/Withdrawal was recently updated and sent out to the OC/EC and is ready to be put on the web.

**New Business**

**Budget**
Barber handed out and reviewed the FY 2013 Annual Budget timeline. She reported that the room and board rates are looking like they will be increased 3 -5%. Student fees will stay the same and should be set by February 1. Executive Council and Operations Council will be meeting to go over budget priorities relating to the goals of the strategic plan.

Greg Ross will send out the budget information the first part of March. The budget process will be the same as last year. The Position Review Team will meet and review the new position requests. The team will prioritize and finalize the list which will move on to the EC making the final decisions. The process will be complete by the first part of May and Dr. Skogen will present to the campus.
Policy Updates

Food and Beverage Policy- Barber went over changes that had been made to the policy on payment and reimbursement of meals for college meetings/events and external meetings/events. This policy will be posted on the web with changes after it has been sent through EC.

Reimbursement for Expenses Travel- Barber updated the group on the changes to the Reimbursement for Travel Policy. She went over changes when traveling as a group (Athletics or other Organizations). The college can now be billed together and pay as one group instead of individuals paying separately and requesting for reimbursement.

Action Item: Barber will send to Pat Seaworth and look at the per diem on travel and she will come back with clarification at the next meeting.

College Relations/Media

Marnie Piehl and Mary Friesz visited with OC about assisting with human interest stories about our BSC students. They are requesting information to be sent their way if we have any leads or information. They are also looking at the national level for BSC to capitalize on humanities stories. She is requesting assistance with contact information and timely follow-up with the media to make these BSC media stories happen.

Title III Update

Schulz reported that they will be finalizing the budget for the grant with the Department of Education hopefully next week. Once the budget is in place it will allow the College to hire three new staff to assist in carrying out the goals of the grant. The new staff offices will be located at NECE 351 and furniture will come from the Horizon Building.

Reports/Updates

Staff Senate Report
Dodge reported that the Staff Senate had discussed the “Maximizing Results Through Efficiencies” document in their last meeting. Staff Rights and Campus Life Committee has come up with a wellness proposal and this will be sent to Pat Seaworth for review. The Staff Senate representative for the Holiday party will wait and be selected after the new senators are elected in June. Staff Senate reviewed the new constitution and by-laws. The one change Dodge reported was when a senator could be brought up for removal for not attending the senate meetings.

**Faculty Senate Report**

Wilson reported that Dr. Carter had presented ADA compliance for on-line classes. Scott Helphrey is looking at voice capture software to use for the on-line classes. Weigel commented that software should be looked at system-wide because of the compliance issues across all campuses. Wilson said this will be moving forward and they are looking at building all courses to make them all ADA compliant.

**Dept. Chair/Program Manager Report**

No report.

Masters added that department chairs have plans to go to the Chair Academy at the end of March in Atlanta.

**Compliance Updates**

No report at this time.

**EC Updates**

No report at this time.

**Meeting adjourned at 9:50 a.m.**