The Operations Council met on Wednesday, March 14, 2011, at 8:15 a.m. in the Dakota Room.

Members present: Tamara Barber, Janet Dixon, Mike Dodge, Carla Hixson, Lane Huber, Rita Lindgren, Gerry Pabst (Note Taker), Don Roethler, Jane Schulz, Elmer Weigel, Shirley Wilson

Members Not Present: Bruce Emmil, Donna Fishbeck, Mary Friesz, Henry Riegler

Tamera Barber called the meeting to order at 8:20 a.m.

Old Business
Barber asked Pabst about the minutes from last meeting. The Jan. 25 minutes were approved via email and put out on the OC web page. No meetings in February.

New Business

Life Cycle of a BSC Employee
Lindgren scheduled to bring forth the Life Cycle of a BSC Employee to the OC March 28 and move forward to the EC for April 5. The committee has met all year and used process mapping to follow the lifetime of an employee. They are looking at improving efficiencies of an employee.

Office of Innovation
Hixson handed out a CETI Quarterly Dashboard Summary for 2012. They are working with Marnie Phiel, College Relations on creating a quarterly report with their assistance. She is also planning to roll out an employee brochure for the Office of Innovation for new staff. Hixson stated they will add Innovation Orientation class dates automatically on to new employee’s calendars. Dr. Skogen and Carla are looking at a program similar to a black belt concept for the office of innovation called Endeavors Program, more information will be shared with all BSC employees soon. They will be adding to performance appraisal cycle for next year. World Creativity and Innovation Week will be April 17-20, Stephan Mumaw will be speaking that week.

Google Maps
Roethler informed the council that Google Maps had contacted area schools and would like access to our building floor plans. There was discussion on benefits and risks to having the floor plans out on Google Maps, it was suggested to have only the classroom layout.

WEG/Allied Health Grant
Dixon reported that we have received the Workforce Enhancement Grant of $150,000 for the nursing program. The funding is through the Bremer bank using matching funds. They are purchasing an ambulance simulator for the paramedic program.
Plans for Student Union
Barber gave a brief update on the plans for the Student Union. The programming phase has been completed. The floor plans are posted on the main floor of Student Union. The next phase will be the design phase. In April it will go to the board for approval to sell bonds for $7 mil. and to increase the college fee by $4.50 per credit hour. The bond will be sold in May. Bids will go out in June and renovation will start in July. The first addition will be to the North of the Student Union working on the food service area first. There will be minimal interruption to food service when it is moved into the addition. The main level will be completely renovated beginning summer 2013. The lower level will have a small amount of renovation in the old location of the bookstore, changing into two meeting rooms. They are planning for a December, 2013 completion. The plan is to tie together the grand opening with the 75th anniversary of BSC. Don Roethler will make campus aware of any inconvenience to the campus as a result of infrastructure improvements around the student union this spring.

Emergency Management Team
Roethler handed out an outline of the BSC Emergency Operations Plans that need to be implemented. He was asking OC for direction on selecting a team to move the planning and implementation forward. The council suggested members from Student Services, Staff/Faculty Senate, BPS, NDUS, students and representation from each building for the team. Tom Dahl will be the chairman of this committee/team. The plan is to have one table top exercise before the end of school year on one of the following: active shooter, fire drill, tornado, or hazardous material-chemical spill. Don has been in contact with the police department, highway patrol, police academy and FEMA and they are willing to assist with training. It was suggested to have Dr. Skogen make an announcement to campus that we will be having unexpected emergency exercises.

Action item: Follow up with the progress at the next OC meeting.

Building and Grounds Update
Roethler updated us on all the buildings across campus. The Robert E. Kuntz Maintenance building is a go with a completion date of October 2012. The Bowl project is going well they are campaigning right now. The bid date is April 13 and the project will start right after state track. The first project for the bowl will be putting up a storage building. The NECE 4th floor is going well and on schedule. The fine arts building team started meeting with EAPC to determine needs. Library study has been completed and will be coming back with results in a few weeks.

Employee Efficiency Ideas
Barber stated that she is looking at ideas for how to go about getting employee efficiency ideas. There was discussion with the council on asking departments on how to make adjustments in efficiencies. Process mapping was suggested to use for reviewing employee efficiencies.

Reports/Updates

Staff Senate Report
Dodge reported that the Emeritus policy has been revised to include staff allowing them after retirement to keep their title. Staff Senate are proposing over winter/spring break that business hours be 7:30-4 pm with ½ lunch, to be reviewed at the next meeting. Professional Development “What’s Going on at BSC”, will be for ½ day starting at lunch. Date selected is May 18 and will include a presentation on Safety & Security by Tom Dahl. Next year, they are looking at having full day for professional development over spring break. The Senate is also reviewing the items added/modified in their constitution and bylaws.

**Faculty Senate Report**
Wilson handed out the General Policy- Emeritus Status going over the updates on adding staff to the policy. This policy has already been reviewed by Staff & Faculty Senates. The OC reviewed and consensus was to move to the EC.
Faculty Policy –Adjunct, Overload, Extended Day and Special Duty Pay was reviewed. Verbiage was updated to reflect the 3 and 4 week class to receive the 75.00 stipend. Decision to move forward to EC once the verbiage is updated in HR.

**Dept. Chair/Program Manager Report**
Masters said department chairs have finished up the budgets and are looking at how to recruit in low enrollment programs.

**Compliance Updates**
No updates.

**Announcements**
Lindgren announced the Mandatory Fraud Training which is coming through NDUS will be coming out soon.

**Meeting adjourned at 9:40 a.m.**