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

**Members present:** Tamara Barber, Janet Dixon, Mike Dodge, Donna Fishbeck, Mary Friesz, Rita Lindgren, Gerry Pabst (Note Taker), Henry Riegler Don Roethler, Elmer Weigel, Shirley Wilson

**Members Not Present:** Bruce Emmil, Carla Hixson, Lane Huber, Jane Schulz

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

**Old Business**
Fishbeck reviewed the minutes. Lindgren had changes with wording for the Life Cycle of a Student. Minutes were approved with the changes. March 28, 2012, minutes will be posted on the web.

**Emergency Management Team-Roethler**
Roethler reported that they have identified sixteen people for the Emergency Management Team. He will send out an email to the OC with the names of the team.

**Course Substitution Policy-Fishbeck**
Fishbeck stated the Course Substitution Policy is looking like mid-May for final completion. Dr. Carter will be lead on getting input for completion.

**New Business**

**NDUS Maximizing Results through Efficiencies**
Donna handed out a timeline produced by the Efficiencies Oversight Committee (NDUS level) which identifies upcoming meetings as well as topic/agenda items at those meetings. She would like everyone to look at the information and see how it may impact the operations of the campus.

**Staff Senate Constitution and Bylaw**
Scott Helphrey was asked by Dr. Skogen to run this by the OC for additional input and any implications it may have on operations at the college prior to his review of the updated Staff Senate Constitution and Bylaws. The OC reviewed and had discussion on the constitution and bylaws and determined there was no significant impact related to the role of the OC.

**Imaging Policy-Lindgren/Barber**
Barber updated the group on changes to the Imaging Policy. The only areas that this policy updates impact are the departments currently using Imagenow. Some of the changes were on testing and technical security on the product itself as well as changes in roles. The OC had discussion on some of the changes and clarification on wording.

**Action Item:** Lindgren will make changes and this policy will move forward to the EC
Weigel asked where we are moving forward with Imagenow? He mentioned concerns with workflow being an issue with moving Imagenow forward and adding more areas. The priority on campus is to maintain what we have on campus before we expand into other areas and to determine where the NDUS system is going.

Reports/Updates

Staff Senate Report

Dodge handed out minutes from the tuition waiver taskforce which Dave Clark is member of. Staff Senate reviewed the various options and the one they liked the best is a shared cost 1/3 paid by student, 1/3 by home institution, 1/3 waived by receiving institution.

Faculty Senate Report

Wilson stated that they had new elections for the next year’s faculty senate. Mike Holman will be the new president, Angie Milakovic will be the new VP, Scott Agnew will be the secretary. The course substitution policy was discussed and additional feedback on the policy went back to Sandy Fried in Academic Records.

Dept. Chair/Program Manager Report

Riegler reported that they had been working on budgeting and faculty evaluations. Masters went to the Chair Academy in Atlanta with seven faculty chairs. They will go over this and debrief at the next department chair/program managers meeting. According to the SSI survey Atlanta Tech College was the number one school and they had a chance to visit the college while they were at the Chair Academy.

Compliance Updates

Dixon updated that she has been working with the Bremer Grant from Department of Commerce. She stated that the foundation has to be careful on how they document the matching funds and stay compliant.

EC Update

Life cycle of an Employee was presented to the EC. The budget for vacant and new positions FY2012 (last year’s positions approved but not filled) were reviewed.

Announcements

- Friesz - Artsquest 2012 has started which has created good opportunities with PR

- Lindgren - BSC applied for the state wide Young Professionals Network award which we did not receive. HR will apply for the YP Bismarck/Mandan area.

- Masters – She has been meeting with faculty who have been at BSC for 2 and 4 years and they are saying they like working here and they have a lot of freedom. She stated they will be adding a 9th academic department which takes effect in July. Brent Reems will be taking over chair position with Science & Engineering.
• Roethler - NECE 4th floor is going well. They are working on the food service area right now. The infrastructure bid on the Kuntz maintenance building project came back high. The bid for bowl will be Thursday. At this time they are short on raising funds.

• Barber –
  o Two projects were submitted as part of the Master Plan and are BSC’s top priority for future capital projects: Fine Arts building which will include the library for $34.8 million and the renovation of the Armory. The Student Union is in the design phase. A 3-D model will be narrated and put on the web for campus to view.

  o Bank of ND pilot - BSC is partnering with BND on grant/scholarship funds of 150,000 to 200,000 for returning students to complete their degree. Heading up this team will be Tamara Barber, Donna Fishbeck, and Dave Clark. The next meeting will be in June and they will include Mary Friesz for the marketing portion.

  o Barber stated the department chairs will be meeting on the equipment budget this week.

• Weigel - Staff Senate requested costs estimated to put cable TV in Schafer Hall.

• Dodge - Set record numbers in intramurals of over 600 students participating.

• Fishbeck – NDUS Retention summit May 14 & 15, 2012. Each campus will be identifying a team up to 20 individuals to attend. Focus of the summit will be on advising, mental health and assisted technology related to retention as it ties to completion.

Next meeting we will review budget requests for standing committees.

Meeting adjourned at 9:40 a.m.