The Operations Council
Wednesday, April 25, 2012
Dakota Room 8:15 – 10:00 a.m.

The Operations Council met on Wednesday, April 25, 2011, at 8:15 a.m. in the Dakota Room.

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

**Members Not Present:** Carla Hixson, Shirley Wilson

**Guests:** Tom Leno, Jeanne Masseth

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

**Old Business**
Fishbeck reviewed the April 11 minutes. Minutes were approved and will be posted on the web.

**Emergency Management Team-Roethler**
Roethler reported their first meeting for the team was Monday. The team has identified four situations to work on action plans for. The four situations are: an active shooter, chemical spill, bomb threat and other workplace violence. The team will meet every two weeks.

The Career Academy will be having a lockdown drill in May which will be observed by some of the members from BSC on the Emergency Management Team. Don stated that the Law Enforcement Academy is on board to assist. He did say that every building has been identified and have someone on the team. One of the first things they are working on is identifying a timeline. They are checking activities across campus to avoid conflict for scheduling exercises next year.

**Staff Senate Proposal-Fishbeck**
Fishbeck stated that Brenda Nottestad, representing Staff Senate, brought forth to the EC a proposal of using summer office hours during winter/spring break. The EC supported the change and would like it to be documented in the Flex Hours policy. Dr. Skogen has asked that it be submitted to the OC when this is done.

Lindgren proposed summer hours for this year, the OC has agreed to keep summer hours basically the same with a dress code included.

**Action Item:** Lindgren will be sending an email on summer hours and dress code to campus.

**New Business**

**Update on Master Plan**
Barber explained that the master plan is done every two years with the biennial budget process. BSC is working on the Communications and Creative Arts Center for $34.5 million dollars. Also being requested is the renovation of the Armory for approximately $3 million dollars. The NDUS board will develop a priority list and it will go to the OMB.

**Empowerment Training**

Jeanne Masseth presented information on Empowerment Training and how BSC would like to proceed with the continued training. The empowerment committee had met and decided to get feedback from the OC on how to move forward. BSC has set aside $20-$22,000 dollars for the campus for Empowerment Training. OC had discussion on whether to proceed with supervisor training to be brought back to departments or having the whole campus involved in the training. Mary Friesz asked to be added to the committee.

**Action Item:** The Empowerment Training will be looked at again by the OC in May for more discussion and planning. Mary Friesz will be added to the committee.

**Proposal-One Year BSC Catalog**

Tom Leno explained the need for the one year catalog with our changing times and curriculum. Leno stated that we have lost data (when new programs start) and history with printing the two year catalog. The last one year catalog was printed 2002. He is looking at all the changes in curriculum and having the one year catalog would assist with having correct information and keeping it current. They are looking at software for an online version. We need to identify the office that is in charge of the catalog. Mary Friesz is saying that she would be like to be involved in this. The conclusion was to look into an electronic version and a one year catalog.

**Title III Grant Update**

Schulz gave an update on the $2 mil dollars Title III grant. She handed out the core goal for Institutional Effectiveness. She explained that it is broke down in three categories: 1. Institutional Effectiveness, 2. Student Success, 3. Professional Development. They have also hired two of the three positions under the Title III grant, Ashley Truchan-Administrative Assistant and Kara Welk-Research Coordinator. The third position will be the Effective and Assessment Coordinator which will be hired soon. The key thing they will be doing to start with is centralizing data with share point. Making it accessible to the college and also comparing our data with other colleges. They will be working on the life cycle of a student and where the problem areas are and how we can improve. Schulz explained they will be looking at academic programs with the assessment plan. The training piece will be Tracdat and Sharepoint. She stated they are working toward a culture driven by data-informed decisions. They have revised the budget and submitted their first report a couple weeks ago. Location of staff is NECE 316 and will be moving at a later date to the Meadowlark.

**Reports/Updates**

**Staff Senate Report**
Dodge reported that the Staff Senate will be voting on two options for the employee tuition waivers-Option A. funding 20% paid by employee, Option B is the 1/3% tuition paid by employee. BSC would be responsible for 40% (Option A) of our tuition or 1/3 of the tuition (Option B). BSC Staff Senate voted to change family sick leave to mother/father extended family to make it broader. The Holiday Party Committee is looking at requesting the Foundation to move the faculty/staff awards from the Holiday Party. The election for new senators is June 15.

**Faculty Senate Report**
Masters announced that the newly elected Faculty Senate President is Mike Holman. Other officers are: Angie Milakovic, Vice President, and Scott Agnew, Secretary.

**Dept. Chair/Program Manager Report**
Masters stated that a new department for Computers & Office Technology will be created and two faculty are being considered for Department Chair-Karen Arlien and Lynette Borjeson Painter.

**Meeting adjourned at 10:00 a.m.**