The Operations Council met on Wednesday, May 23, 2012, at 8:15 a.m. in the Dakota Room.

**Members present:** Tamara Barber, Mike Dodge, Bruce Emmil, Donna Fishbeck, Mary Friesz, Carla Hixson, Rita Lindgren, Gerry Pabst (Note Taker), Don Roethler, Elmer Weigel

**Members Not Present:** Janet Dixon, Janelle Masters, Jane Schulz, Lane Huber, Henry Riegler, Shirley Wilson

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

**Old Business**

**Approval of Minutes April 25, 2012**

Fishbeck reviewed the April 25 minutes and went over the action items. The empowerment training will be reviewed at a later date. Minutes were approved and will be posted on the web.

**Emergency Management Team-Roethler**

Roethler reported that the Emergency Management Team meets every other week. The plan is to break down into subcommittees for review and recommendations for various sections of the current handbook. They are planning on September to initiate table top exercises. The first section of the handbook the team is reviewing is the tornado portion. Based on current recommendations, updates are needed to the locations determined in each building of where individuals should go in case of a tornado; hallways are no longer an option.

**Facilities Usage and Fees Policy**

Fishbeck stated that the policy had been approved by EC after it had been updated by Pat Seaworth, BSC’s Legal Counsel.

**Action Item:** Rita will get the Facilities Usage and Fees Policy posted on the web and sent out to campus.

**Flexible Work Hours-Lindgren**

Lindgren updated everyone on the added content in the policy Flexible Work Hours which incorporates the request initiated by Staff Senate about similar office hours of summer for for winter and spring breaks. The approved office hours are 7:30 am-4:00 pm, Monday-Friday during winter and spring break.

**Action Item:** Flexible Work Hours Policy will move forward to the EC for approval.

**New Business**

**Standing Committee Budget Review**

Fishbeck presented five budget requests from three standing committees for Operations Council to review and discuss. All five request were approved by the committee as follows: Sustainability Team $750; Constitution Day $500; A Healthy BSC Community-Grocery Bag Bingo $800, Health Fair $1,500,
and Wellness Wednesdays $1,600. The total request for this year is $5,150. The Operations Council has a fund of $12,400, the same as last year. Budget requests for last year totaled 5,616.

**Action Item:** Fishbeck will contact the standing committees and communicate the status of their funding requests. All were approved.

**Tuition and Fee Waiver Policy-Barber**

Barber explained the new Tuition and Fee Waiver Policy. This student policy was created in pursuant to the SBHE Policy 820.2 for waivers.

**Action Item:** The Tuition and Waiver Policy will be moved forward for approval by the EC.

**Tuition Assistance Policy-Lindgren**

Lindgren stated that the Tuition Assistance Policy last year was heavily utilized. They reallocated from the Human Resources budget to cover all the requests for 2011-12. They have reduced the allocation from $1,000 to $800 for 2012-2013. This will provide more opportunity for more employees. In the future we may need to look at criteria to award the tuition assistance. There was consensus by OC to reword the policy to exclude a specific dollar amount and add wording such as “awarded on funding availability and the number of applicants received”. When Lindgren emails information out she will include that $800 will be the target amount for assistance for the upcoming academic year.

**Action item:** Lindgren will make changes to the Tuition Assistance Policy and move to the EC.

**Reports/Updates**

**Staff Senate Report**

Dodge reported that Staff Senate will be voting on the tuition assistance program next meeting at the state level. New Staff Senate elections for BSC will be June 4-8 with new Senators taking office on July 1.

**EC Update**

- Chamber Leadership – Deb Larsen will be representing BSC for next year
- Dr. Skogen will be going to Norway in early June for energy development related activities
- NECE 4th floor bookings will be popular so look at the next two years and get events booked

**Announcements:**

**Lindgren**-HR is finalizing the salary paperwork and notifications to employees will be sent out in June. Lindgren stated that BSC has been chosen as one of the top 10 places to work by Young Professional Network of Bismarck-Mandan.

**Weigel**-Schafer Hall lost wireless connection and the repair will take 5-7 days. The last week of classes the wireless connection for students in Schafer Hall ran out of IP addresses. He also stated that
employee’s using hard wire and wireless on their laptops at the same time takes up two IP addresses. He will be sending an email reminding employee to have them turn off wireless when using hard wire for computers.

The student list serve is monitored by Elmer Weigel and Carol Flaa on what will be released to students and which group it should be repopulated to.

Roethler-The NECE 4th floor is going well. They are sheet rocking now. Completion or the project is estimated to be by August and finishing the elevator at a later date. The Kuntz maintenance building is on track with completion in October.

Emmil-Energy is working with the Foundation on a Department of Labor Grant for 15 million for Energy Programs working with dislocated workers. They are also working with Ghana on possible sending faculty there and some coming to BSC and students doing online classes.

Hixson-Marnie is working with the Office of Innovation on updates to create more activity in this area. Hixson would like to present an update at our next OC meeting on the Office of Innovation.

Meeting adjourned at 9:40 a.m.