Operations Council  
Wednesday, June 13, 2012  
Dakota Room 8:15 – 10:00 a.m.

The Operations Council met on Wednesday, June 13, 2012, at 8:15 a.m. in the Dakota Room.

**Members present:** Mike Dodge, Bruce Emmil, Mary Friesz, Carla Hixson, Lane Huber, Rita Lindgren, Janelle Masters, Gerry Pabst (Note Taker), Henry Riegler, Don Roethler, Jane Schulz, Elmer Weigel

**Members Not Present:** Tamara Barber, Donna Fishbeck, Janet Dixon, Angie Milakovic

**Guests:** Karla Buzick, Karen Erickson

Jane Schulz called the meeting to order at 8:15 a.m. for Donna Fishbeck (chair).

**Old Business**

**Approval of Minutes May 23, 2012**
Schulz reviewed the May 23 minutes. Minutes were approved with no changes and will be posted on the web.

**Emergency Management Team-Roethler**
The Emergency Management Team is going through the Emergency Manual and updating section by section. Roethler reported the team met and went through the emergency procedures for Tornado Watch/Warning and updated the identified shelter areas for each building. New weather radios were purchased and distributed to designated buildings.

**Tuition and Fees Waiver Policy-Barber**
Barber was not present. Policy is moving through process.

**New Business**

**Student - Criminal History Background Checks Policy-Karen Erickson**
Karen Erickson went through the student policy and addressed questions from the OC. The North Dakota University System requires the four questions are on the admission application. If a student checks yes to one of these questions they will need to go through the background check process. If a student is denied admission based on their background check (a committee reviews all cases and makes a decision) they are able to appeal the decision. BSC averages around 150 students per year who fall into the circumstance of having to provide reports on their backgrounds.

**Action Item:** Lindgren will make changes discussed to the policy and send out to OC for review one more time and then can be moved onto the EC.

**Drug-Free Workplace Policy-Lindgren**
Lindgren went through the policy and highlighted recommended updates. The updates clarify that a supervisor can require and employee to undergo alcohol or controlled substance testing if the supervisor has reason to believe that the employee is under the influence of alcohol or a controlled substance. The OC had discussion on the work event clarifications for employees. Rita will work on the wording and send out to the OC.
Action Item: Rita will update changes and send for review to OC. The policy will move to the EC once OC approves through email.

Excellence through Leadership (ETL) Project List
Lindgren and Hixson stated they have eight participates this year in the ETL program. The Excellence through Leadership Team for this academic year is Dusty Anderson, Mary Fisk, Crystal Forester, Kevin Holmstrom, Keith Landeis, Kayla McCloud, Brent Reems, and Tyler Schau. Operations Council will be looking at two to three projects that tie into the strategic plan for the Executive Council to choose from.

Action Item: OC will revisit this at the next meeting. Asking council to bring back projects that can be completed within the academic year and make a difference at BSC.

Office of Innovation Update-Hixson
Hixson updated the OC on the ETL project called I.C.E. the 2010-2011 leadership team. The project is moving forward with the location in Armory 125. The space will be for individuals to get away and create. Faculty will be able to use this room with their students also. Equipment should be in place with a completion by fall. The Office of Innovation will help promote the I.C.E. project. This year’s ETL project (2011-2012) was to do a feasibility study of bringing a day car on campus.

The Wild Endeavor project that will be implemented is a recording mobile audio program that Brianne Fuse presented used for solo and open microphone night in the Student Union.

Hixson stated that they will work with Marnie Piehl in communication efforts with innovations. The three main points: why innovation is important to BSC; what innovation is; and the component of innovation can be learned. She suggested the u-tube on the Innovation web page with Dr. Skogen message on innovation.

Granting of Tenure-Faculty Policy-Lindgren
Lindgren reviewed the Granting of Tenure policy. She stated that updates were mainly cleaning up the policy and make sure it is consistent with the board policy.

Action Item: Lindgren will review and wordsmith. Granting of Tenure policy will go back to the Faculty Senate for review.

Empowerment Training Update-
Hixson proposed a concept on how to move forward with the Empowerment Training. She stated the supervisors have participated in two empowerment training classes. They will have two more supervisor trainings which Dr. Skogen will explain how they will move forward with the empowerment and process mapping their departments. The plan is to involve the whole campus using the process mapping concept for each department. This would improve relations in departments. Lindgren stated that CQI will be available for facilitators. Supervisor as the leaders will need to promote the process mapping to their departments.
Reports/Updates

Staff Senate Report
Dodge reported that Staff Senate is holding elections through Friday, June 15.

Faculty Senate Report
Riegler stated they are winding down with budgets and learning new systems.

Dept. Chair/Program Manager Report
Masters stated that the Department Chairs/Program Manager meet every other Monday afternoon.

Compliance Updates
Lane reported that at the federal level they are re-examining the state department involvement in garnering state approval for schools offering online courses in other states. ND has received a couple 100 communications from schools wanting to deliver online courses. Department of Education and Federal Financial Aid went to a court and it was ruled that there is a lack of clarification in the information provided for the schools to be compliant.

Announcements:

- Don updated on construction project, NECE 4th floor is going well. The kitchen will be completed by the end of July. The second elevator is approved and will be installed. Completion will be in September. The Bowl project was approved for construction a small portion was determined to be cut back. They will be removing 4000 cubic yards of dirt which will be moved beside Mystic Hall for future building site for housing. They will be starting in two to three weeks with completion by fall. The Kuntz Maintenance Building is going well and will be completed by end of October.
- Schulz discussed the possibility of having the Security Office stay in Meadowlark building for easy access and view of the campus for security purposes. The consensus was to have Tom Dahl, Law Enforcement Supervisor stay in his office at Meadowlark Building. Schulz will send an update with the Title III grant and announce the move for staff from Institutional Effectiveness from the NECE to the Meadowlark Building.
- Lane stated that Jesse Klein, National Guard Recruiter will be moving in Amanda Miller’s old office in the NECE Building.

Meeting adjourned at 9:40 a.m.