The Operations Council met on Wednesday, June 27, 2012, at 8:15 a.m. in the Dakota Room.

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

**Guests:** Amy Brown

**Members Not Present:** Lane Huber, Angie Milakovic, Henry Riegler, Jane Schulz

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

**Old Business**

**Approval of Minutes June 13, 2012**

Fishbeck reviewed the June 13 minutes. Minutes were approved and will be posted on the web.

**Excellence through Leadership (ETL) Project 2012-13**

Fishbeck asked for ideas for ETL projects. Lindgren and Hixson brought three projects forward: Assisting Faculty Senate subcommittee on processes for revising policies, developing the internal communication plan for campus (working with Marnie), or assisting the Emergency Preparedness Team with help of Tom Dahl, developing the table top exercises for campus emergencies.

**Action Item:** The ETL Project will be brought back after the BSC Retreat to continue discussion on selection of 2-3 projects to move forward for final decision by the EC.

**New Business**

**Process Mapping**

Life Cycle of Employee Final Report was presented by Lindgren. They had come up with twenty-four efficiencies and implemented fourteen. The ten efficiencies left will be implemented by September 2012.

Marnie Piehl & Pat Bjork are assisting to develop a supervisor resource manual with all employee processes and examples of situations. This manual will be a great resource for supervisor and employees to use. For example HR has implemented new hires to come in 5 days before their start date to get computer access and ID, also bringing in there I-9 forms which has saved time and money. They are ready with computer access and able to go to work when they start. The use of process mapping has tied into the Empowerment Training as this has worked in empowering the HR employees.

The next Campus project using process mapping-Life Cycle of a Student is a priority project for the Title III grant. It was decided to move forward with this project and Fishbeck and Schulz will be the liaisons for the team. Hixson stated that she would assist with the facilitators.

**Action Item:** Life Cycle of a Student will be on the upcoming OC agenda. Fishbeck will send an email out to request volunteers for the team.
iPad Purchases-Elmer

Elmer reported that a number of departments are looking at purchasing an iPad. Issues that Elmer expressed are staff not knowing what the iPad can do and that they are not as robust as a laptop/desktop computer. BSC staff have been inclined to purchase at Best Buy, thus getting second generation iPad’s. OC had discussion on how to handle these issues and having supervisor’s approval for purchases of the iPad. Best practices will be to go through IT, Carol Flaa for purchasing of any IT equipment. Hixson stated that Deb Mantz is offering classes on knowing your iPad. Decision was made to have supervisor informative meetings to communicate the decision/monitoring of purchases for iPads and other pertinent information.

**Action Item:** Fishbeck will set up supervisor informative meetings for a two hour block with information on Life Cycle of Employee, IT purchases, and Emergency Training. These meetings will be scheduled in July/August and in October. Thirty minutes will be blocked off for a Q & A for supervisors.

Reports/Updates

Staff Senate Report

Dodge reported elections are completed for new Staff Senators. Carla Sivesind will be representing the Staff Senate at the next OC meeting. Elections for Staff Senate President will be at the next meeting. The person selected will also be the next Staff Senate Operation Council member.

Faculty Senate Report

No Report

Dept. Chair/Program Manager Report

Master stated the Dept. Chair/Program Managers have been working on updating student policies.

Compliance Updates

A BSC team will be looking at Gainful Employment Report form the Department of Education for BSC. Also, BSC is reviewing a request related to veterans pertaining to Standards of Excellence from a letter from the federal government asking higher education institutions to comply with the standards.

EC Updates

Thursday, June 21 a group went to Dickinson to explore ideas for additional housing on BSC’s campus. The model that Dickinson has employed is secured by investors through their Foundation. They viewed an apartment style complex that will give investors money back in years to come. These are primarily used for students and are premade apartments that go up very fast. BSC has purchased the dirt from the Bowl renovation to be used for filling east of Mystic Hall for potential building site. Letters have been sent to the neighborhood about the prospect of building and a meeting will take place at BSC.

Announcements
Welcome Amy Brown; she will be the permanent note taker for the Operations Council starting in July.

Student Union project – additional funds were approved in the amount of 1.4 million to be used from the projects. The funds are BSC auxiliary funds. Met with architects to get project bid by December, they meet today. (Barber reported)

Lindgren reported that an Administrative Assistant position that is opening at the NDUS office is starting at $35,000. Concerns are the difference in the BSC salary which starts Administrative Assistance at $24,000.

Master said they will be interviewing math instructor applicants.

Hixson stated that the Excellence through Leadership Team will be purchasing items for the I.C.E. room.

Roethler updated OC on the construction projects on campus. Ground breaking for the bowl project is this week. Don stated that the dirt may not be moved from the Bowl project to Mystic Hall till the fall. Kuntz Maintenance Building is going up and should be enclosed by July 17. NECE 4th floor is looking at completion by the end of October. Don stated that they are pouring sidewalk around the bowl and areas on campus to complete sidewalks that have been much needed. They are also working on striping the parking lots and will be doing this in-house. The Foundation House has had landscaping and added parking.

Tom Dahl-Security will be staying in the Meadowlark Building instead of moving to the Kuntz Maintenance Building for better access of campus.

Weigel bid out the core networking equipment. Process of going through line items and getting as much as they can with the budget they have to work with.

Dixon submitted a grant to the Department of Commerce for the Energy Program.

Fishbeck gave an FYI on student health insurance, North Dakota Blue Cross Blue Shield is our new carrier, Karen Erickson is the representative for international students, and Nancy Gordon is the representative for domestic students.

New Chancellor will be on campus August 6; he will be meeting with the cabinet and touring campus with Dr. Skogen.

Meeting adjourned at 9:45 a.m.