The Operations Council met on Wednesday, July 11, 2012, at 8:15 a.m. in the Dakota Room.

**Members present:** Tamara Barber, Amy Brown (Note Taker), Janet Dixon, Bruce Emmil, Donna Fishbeck, Mary Friesz, Carla Hixson, Lane Huber, Rita Lindgren, Janelle Masters, Henry Riegler, Carla Sivesind (Staff Senate Temporary Representative), Jane Schulz, Elmer Weigel

**Members Not Present:** Angie Milakovic and Don Roethler

**Guests:** Annette Martel, Mike Kubisiak, Kara Welk, Steve Schanandore

Jane Schulz called the meeting to order at 8:16 a.m.

**Old Business**

**Approval of Minutes June 27, 2012**
Fishbeck reviewed the June 27th minutes. Minutes were approved and will be posted on the web.

**Excellence through Leadership (ETL) Project 2012-13**
Lindgren and Hixson shared a few ETL project ideas last meeting. They requested this item be placed on the agenda for the July 25th meeting.

*Action Item:* The ETL Project will be brought back after the BSC Strategic Plan Retreat to continue discussion on selecting 2-3 projects to move towards a final decision by the EC.

**Life Cycle of a Student**
Schulz and Fishbeck shared that discussions will start at a meeting scheduled for July 18th.

*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.

**Supervisor Meetings**
Fishbeck shared that the “Supervisor Meetings” topic surfaced from the OC’s discussion about ipad purchases. The idea is to have a supervisor meeting 2-3 times per year with several agenda topics and a question and answer section. Weigel requested that the ipad be on the agenda for a later meeting (possibly in October). The first tentative meeting date is August 1st from 2pm-4pm. Some suggested topics of discussion include Empowerment Training, the Life Cycle of Employee, and a Report on Ongoing Projects. The council discussed if this type of meeting had been done in the past. The meetings will be more formal but not mandatory for the 50+ supervisors. We hope that more agenda topics will come out of the question and answer section.

*Action Item:* Fishbeck will coordinate the first “Supervisor Meeting” for August 1st.
New Business

Retention – Annette Martel
Martel and a Retention Subcommittee of the Enrollment Management Committee are in the brainstorming phase of creating a campus wide retention plan. Currently the BSC retention rate is above the national average. The plan is to build on current retention activities and add new activities that are relatively inexpensive and manageable. One of the steps the subcommittee plans to take is completing a policy audit – researching what policies promote student retention and what policies may be contributing to student dropouts. The subcommittee will also try to implement the use of e companion in all classes.

At freshman orientation/registration, all students are required by the NDUS to take a survey. From those results, BSC can identify high risk students. Staff and faculty can be assigned several students to meet with over the course of the semester to provide support. Financial Aid Disqualification regulations have changed. Rather than a semester or two of warning, a student can be placed on disqualification after having only one semester with a low GPA. Staff and faculty can also be assigned several of those students to meet with over the course of the semester to provide them support.

The subcommittee will work with Institutional Research to control and analyze data. BSC utilizes the Hobson Connect software for recruitment purposes. Adding additional Hobson software is not a budget priority right now for the NDUS, but System Office officials are aware BSC’s interest. Ideally, BSC would like the Hobson Retain software which works with current students. http://www.hobsons.com/

Kubisiak, Schulz, and Martel attended training on developing a retention plan. One of the ideas that came out of the training is to have “robo calls” from President Skogen. The target audience could be students who have not registered in a timely manner.

Title III – Mike Kubisiak, Kara Welk and Steve Schanandore
Kubisiak stated that BSC has been awarded a $2 million Title III grant from the Department of Education. The grant is for five years, through October 2016. From this grant, three employees were hired – Kara Welk (Research Coordinator), Steve Schanandore (Effectiveness & Assessment Coordinator) and Ashley Truchan (Administrative Assistant). The grant will also cover the costs of new technology. Kubisiak shared that Truchan will be leaving BSC for Fargo. The three focuses of the Title III group are the following: institutional effectiveness, professional development, and student success. The group will play a part in mapping the “Life Cycle of a Student”. Welk shared that her role is focused on structuring and tracking data. She will make sure that employees have better access to the data and are taught how to utilize and analyze the data. Schanandore shared that his role is assessing programs, developing evaluation plans for campus departments and units, and initiating SharePoint and TracDat.

Operations Council Timeline
The council reviewed the Operations Council timeline that was created when the council was formed. Following is the path for the new timeline: G:\GROUP\Operations Council\OC 2013 File\OC Chair’s timeline 2013.docx

Reports/Updates
Staff Senate Report
- Sivesind, the current Staff Senate Vice President, reported that the Staff Senate elections will be on Tuesday, July 16th. The Staff Senate By-Laws were changed so that the Vice President has to be voted into the Presidency.
- The Tuition Waiver Task Force (made up of Finance employees from all campuses) and the State Staff Senate have tabled the changes to the NDUS Tuition Policy until the fall of 2012.
- State Staff Senate now has a non-voting member on the ND Human Rights Council.

Faculty Senate Report
No Report.

Dept. Chair/Program Manager Report
- Riegler stated that at the last Department Chair/Program Manager meeting they discussed the awards from the Skills USA conference and dual credit policies.
- Riegler shared that his department is developing a psych lab with computers and technology capable of prepping students for a four year degree in Psychology from Minot State University (MSU). Together they are coordinating more of their classes and curriculum for a seamless transition from BSC to MSU.

Compliance Updates
- Schulz shared that her office is compiling new information on gainful employment.
- Lindgren has sent out a required report about how BSC completes background checks for prospective hires.
- Emmil has submitted gainful employment for the Water and Wastewater Technology Program.
- Huber shared that as a result of the State Authorization meeting, they may bring in someone on a part-time basis to reorganize and make sure that his office being compliant.
- Fishbeck stated that BSC plans to be compliant with the U.S. Standards of Excellence in relation to veterans.

EC Updates
- President Skogen met with the Chancellor Ham Shirvani last week. Shirvani is recommending $10 million in funding for the energy oil impact fund, which will be disbursed to western NDUS institutions to address staff, operating, and capital funding needs. Shirvani recognizes BSC’s need for housing. Shirvani will be attending the welcome at next week’s Strategic Planning retreat.
- Enrollments are currently down 4-5% from last year at this time.
- Mike Hilman’s last day at NDUS is tomorrow. During the remaining months of his employment, he will be on special assignments to President Skogen working on special projects.

Announcements
- Lindgren shared that she did not get any feedback on the Administrative Assistant position that opened up at NDUS. Emmil mentioned that he had heard some comments.

Meeting adjourned at 9:23 a.m.