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

**Members present:** Tamara Barber, Norm Betland (Staff Senate Representative) Amy Brown (Note Taker), Janet Dixon, Bruce Emmil, Donna Fishbeck, Lane Huber, Rita Lindgren, Janelle Masters, Henry Riegler, Don Roethler, Jane Schulz, and Elmer Weigel

**Members Not Present:** Mary Friesz, Carla Hixson, and Angie Milakovic

**Guests:** Lorelei Anderson, Mary Morrell, Deb Kraft, Deb Sandness, Kristin Ellingson, Leah Diehl, JoDean Knutson-Person, and Karen Bauer

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

**New Business**


The 2011-2012 Excellence through Leadership (ETL) project was to create a campus childcare facility feasibility report. The committee was provided a copy of the report. Lorelei Anderson presented the information. There was a daycare on campus years ago, but it closed due to concern over competition and space issues. The ETL group gathered information from a variety of sources. They also met with the ND Child Care Resource & Referral. There is a definite demand for childcare in the community. Survey results of BSC employees indicated survey respondents have 180+ children. 30% of students at community colleges are parents, 16% of which are single parents. This is more than twice the percentage at a four year institution. A campus daycare could be a valuable marketing tool towards non-traditional students. A section of the report showed ways that a childcare facility would increase learning opportunities for students and how many campus departments would benefit. A childcare facility would assist in the recruitment and retention plan. The group did not research a contract option with an outside facility.

The 2011-2012 ETL group recommended that a childcare facility be incorporated into BSC’s Strategic Plan. The following step would be to develop a business plan for the childcare facility.

After the ETL group was dismissed from the meeting, the Operations Council discussed their recommendation.

With a motion from Huber and a second from Riegler, the committee authorized Schulz to approach the Executive Council with the ETL’s recommendation. Schulz would recommend that the Executive Council invite the ETL group to present at their meeting.
Old Business

Approval of July 11, 2012 Minutes
Fishbeck reviewed the July 11th minutes. Minutes were approved and will be posted on the web.

Excellence through Leadership (ETL) Project 2012-13
The council discussed possible project options for the 2012-2013 ETL group.

1. Faculty Senate
   a. Revising and updating policy
   b. Review the processes to increase efficiency and timeliness
2. Internal Communication Plan
   a. Develop how communication is done on campus
   b. Develop the flow of information and communication
3. Messages to Students
   a. Identify what messages we are giving students with BSC materials
   b. Can it be streamlined, be less confusing, have more consistency
4. Emergency Preparedness
   a. Develop the exercises to practice the new procedures (table top exercises)
5. Focus Groups
   a. Set up focus groups on their experience with BSC from the outside and develop a report with findings
      i. Focus groups could be parents of students, students or alumni
      ii. Create focus groups on certain BSC processes (1-2 of our high profile processes)
      iii. Focus groups would meet outside of normal business hours (which is when the ETL group meets anyway)
      iv. Would tie into the Life Cycle of a Student project
6. Student Input Test Results
   a. From this year’s results, identify one area to improve and make suggestions on potential ways to improve
7. Strategic goal of market analysis
   a. Would be a combination of #2 and #3
8. Workforce optimization
   a. Utilize workforce more efficiently
   b. Address increased workloads with limited capability to increase FTE

** Roethler, Barber, and Fishbeck exited the meeting. **

9. Outside Spaces Feasibility Study
   a. Adding benches, sculptures, etc.
   b. Would need to work with the Park Board
10. Teaching and Learning Center – under Drake Carter
    a. Development of a center to help faculty develop teaching skills
       i. Provide technical support needed
       ii. Assistance in setting up a class and devising a curriculum
For future ETL projects, the Operations Council and Executive Council will choose a project prior to receiving ETL applications; therefore applicants will know the project prior to applying.

Action Item: Jane Schultz will present Executive Council with the following three possible ETL projects: Focus Groups, Outside Spaces Feasibility Study, and the Teaching and Learning Center

Life Cycle of a Student
A core team has been chosen and will be meeting after school begins.

Supervisor Meetings – Rita Lindgren
Feedback from the first Supervisor Meeting was positive. Many mentioned that is was worth attending, and that is was helpful to have an agenda prior to the meeting. The committee discussed having the meetings be mandatory during the school year. However, the committee decided that if attendance drops during the next several meetings, it can be addressed then.

The committee is looking into October for the next Supervisor Meetings. Possible agenda items include some IT items from Elmer, NDUS and the services they provide, and sharing survey report findings.

New Business

Strategic Planning Retreat – Jane Schulz
Those attending the Strategic Planning Retreat came away with four main priorities. Schulz will create a booklet with the information, which will be distributed in early fall. Schulz will be asking the Operations Council for advice at a later time.

Faculty Development Day Agenda – Janelle Masters
Masters shared the Faculty Development Day agenda with the Operations Council. Karl Smith is the keynote speaker. The Shining Eyes video is an inspirational video about a music teacher. Faculty will be split into groups to discuss the film.

BPOS to Office 365 Migration – Elmer Weigel
Our existing email system (BPOS) is a cloud based service hosted by Microsoft. Microsoft will be transitioning to the next generation email system, Office 365. Elmer will send out the information after school begins. The NDUS will send out additional information. From a users’ perspective, there will be no changes.

Retirement of bsc.nodak.edu domain – Elmer Weigel
NDUS is looking at discontinuing mail going to @bsc.nodak.edu addresses. They have found that most emails sent to nodak.edu are spam. The retirement of the domain will take place December 31st.

Reports/Updates

Office of Innovation Update – Carla Hixson
  • Moved to next meeting’s agenda

Emergency Preparedness Update – Donna Fishbeck & Don Roethler
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• Moved to next meeting’s agenda

Staff Senate Report
• At the last Staff Senate meeting, those in attendance elected officers. Carla Sivesind was elected President, Norm Betland Vice President, and Alison Zarr Secretary/Treasurer. Committees were also filled.

Faculty Senate Report
• No Report

Dept. Chair/Program Manager Report
• Jeff Jacobs and Marlene Seaworth are setting up a process that requires faculty to provide a “last day of attendance” if a student receives a failing grade. There will also be an option for “never attended class”.
• The BSC Bookstore is moving to online adoption. Students will be able to go to the Bookstore’s website, choose their class, and see which book they need. This process will eliminate paperwork.
• Adjunct faculty orientation is on Thursday evening during Faculty Development Week.
• They have created a committee who will take a look at “no shows” and how to identify them early on in semester.

Compliance Updates
• Huber shared that the Department of Education ruling for state authorization for distance education was appealed. DOE will no longer seek to enforce the current federal student aid regulation extending state authorization requirements to distance education. States must still follow state laws for authorization but, for the time being, distance education students will not lose their federal student aid eligibility due to a college’s oversight or error in state authorization compliance.
• Gainful employment disclosure information is online at http://www.bismarckstate.edu/academics/disclosure/. BSC is required to make this information available to students as a means of letting them know the costs and placement data for job-preparation programs. You may get questions from students, parents, or others related to the gainful employment information and you will be able to direct them to the site.

EC Updates
• The Learn by Doing Report was presented at the last Executive Council meeting.

Announcements
• Safety & Security has been moved from under Don Roethler to under Donna Fishbeck.
• The council discussed the Excellence through Leadership program, its purpose and goals, and suggestions for improvement.
• Emmil shared that the site visit for the Smart Grid grant from the Department of Education went well. They are trying to get an extension.

Meeting adjourned at 9:48 a.m.