The Operations Council met on Wednesday, August 22, 2012, at 8:15 a.m. in the Dakota Room.

**Members present:** Tamara Barber, Angie Milakovic (Faculty Senate Representative), Janelle Masters, Don Roethler, Carla Hixson, Donna Fishbeck, Lane Huber, Jane Schulz (Chair), Henry Riegler, Carla Sivesind (Staff Senate Representative), Rita Lindgren, Janet Dixon, Mary Friesz, Elmer Weigel, Karla Buzick (Note Taker)

**Members Not Present:** Bruce Emmil

**Guests:** None

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

**Old Business**

**Approval of August 8, 2012 Minutes**
Minutes were approved with the following two amendments: under the New Business section BPOS to Office 365 Migration, the first sentence should say “cloud based serviced hosted (not posted)”. Also need to change the header date from June 27, 2012 to August 8, 2012.

**Supervisor Meetings**
Jane asked for topic ideas from the committee as well as volunteers to speak at the next supervisor meeting in October. Elmer is willing to discuss and coordinate purchases of the iPad.

There was a suggestion that supervisors may want to see the results from the satisfaction survey.

If time permits, we may want to present the safety and security report. Jane will set a date/time for later in October and work on an agenda. The meeting will be for approximately 1.5 hours.

**New Business**

**Office of Innovation Update — Carla Hixson**
Carla passed out a handout of the CETI Quarterly Dashboard for FY 2012. This document showed a snapshot of the various wild endeavors and their progress. There were five wild endeavors submitted. One has been completed – Beware the Chair and four are in progress. The East Coulee Outdoor Learning and Restoration Area endeavor will be taken into next year as well as the Mobile Recording Studio.

**Emergency Preparedness Update — Donna Fishbeck & Don Roethler**
Three candidates have been interviewed for the open Security position. There is one person who is a
strong candidate. At this time we are waiting on fingerprinting. The security office will be staying in the Meadowlark building. Jeff Herdebu is currently on campus from 8am-5pm and once the new security person comes on board he will work the day shift and Jeff will work 4pm-12:30am. Donna stated that everyone should have the security number on his/her speed dial in case of emergency situations. There is currently no weekend security staffing. If the budget allows, will try to outsource this.

Don stated that the orange Emergency Procedures flipchart will be updated soon and should be out by late September.

The protocol on who to call and when needs to be discussed. Both the EC and OC need to be on board with the protocol of the emergency call list. This item will be placed on the agenda for the next meeting.

**Campus Quality Survey – Jane Schulz**
The campus quality survey is done every 2 years. It is used to determine what is important and how are we doing campus wide. This was paid for by the system office in the past, but BSC will be taking this over. There is a section of ten questions that we can customize. In the past NDUS used this section to ask specific questions about NDUS. Since BSC is now paying for this survey, we will use this section to ask BSC specific questions. Please send any suggested questions to Jane within the next 10 days or so. Jane will draft some questions and send out to the OC for review.

**Department of Education Mandated Complaint Process – Lane Huber**
Lane passed out a screen shot of BSC’s current online campus Compliance and Complaint Resolution web page. This page has been created in the online campus environment to allow for the student complaint process. This will allow students a method to be transparent. Lane is going to present this to the EC.

**Campus Initiatives & Projects**
Jane handed out a Campus Initiatives and Projects sheet that lists the project, champion and progress. The OC reviewed the document and determined that the following projects/initiatives are complete: Lifecycle of an employee, BSC Bowl Management and the Math 102 Conversion is done and being implemented. The Empowerment Training and Advancing ImageNow projects are ongoing. The Virtual Lab is in progress. Need to move the Dual Credit to the NDUS system Initiatives section. Strategic plan initiatives will also be added to this document.

Jane will update this document and send it out to the group. This document can be shared with the Staff Senate and the campus.

**General Policy - Salary Administration – Rita Lindgren**
Rita provided the OC members with a copy of Salary Administration updates. A new section (Procedures #4) was added to this policy addressing the addition of a one-time bonus that can be authorized by the President with specific constraints listed. The OC suggested the additional wording on Procedure #4 be amended to state “one-time sign-on or retention bonuses” instead of “one-time bonuses”.

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Reports/Updates

Staff Senate Report – Carla Sivesind
Marnie presented the new mystic athletic logo.

Residence life has had RA training, a cookout, dance, and hypnotist. About 309 students were present at move in day.

Faculty Senate Report – Angie Milakovic
Faculty Senate does not meet until September 6, 2012. Angie will have more to report at the next OC meeting.

Department Chair/Program Manager – Henry Riegler
First meeting will be August 23, 2012. The adjunct meeting was held already. Department chairs are working on cancelling low enrollment classes. There are two new department chairs – Brent Reems took over for Jean Rolandelli in the Physical and Biological Sciences department and a new department titled Computers and Office Technology will be chaired by Karen Arlien.

Compliance Updates
The gainful employment access is on the web. Donna reported about 2 new programs: digital audio certificate & AAS and the renewable waste and water certificate & AS. We must make sure to provide certification that the courses will provide gainful employment. Before we offer new programs, there are many changes at the federal level that need to take place.

Construction Updates – Don Roethler
There is excavating being done on the North side of the Community Bowl. They have started the addition on locker rooms and storage.

Fourth Floor of NECE construction is going well and we are hoping for mid-October completion date.

The Bob Kuntz Physical Plant building work is looking at completion the end of October. The workers are currently working overtime to complete this.

The Student Union has been approved to proceed with a $9 million construction budget.

NDSU/UND Audit
Donna and Tamara met with the EC about the processes we have at BSC. The system office is supportive of some of the processes used by NDSU/UND which we also use. We will continue with our same processes until we work through the new tuition and fee model.
Executive Council Updates – Jane Schulz
The chancellor’s new vision was discussed. The efficiency task force meetings have been cancelled.

Jane spoke with Larry about the OC meeting with the EC. If this were to take place, there will need to be a specific agenda that will be followed.

Jane is working with the marketing department on the completion of the final strategic plan documents.

Announcements
Elmer and Tamara talked about the Seaboard implementation of a one-card system. Students who are on the meal program will be first and then we’ll move forward with others.

Elmer stated there will be a massive upgrade of core network service starting on Fri Aug 31. They hope to have everything upgraded Fri night if all goes well.

Meeting adjourned at 9:30am