The Operations Council met on Wednesday, September 12th, 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, Angie Milakovic, Henry Riegler, Don Roethler, Jane Schulz (Chair), Carla Sivesind, and Elmer Weigel

Guests: Jennifer Klesalek

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

Old Business

Approval of August 22, 2012 Minutes
Schulz reviewed the August 22, 2012 meeting minutes. Weigel suggested some rewording under Supervisor Meetings. Barber suggested some rewording under NDSU/UND audit. The minutes were approved with these changes and will be posted on the web.

New Business

SharePoint – Jennifer Klesalek
SharePoint is a Microsoft product designed to bring project management, work spaces, and meeting work spaces together. Klesalek and her team have created a CORE portal, which stands for Collaboration, Organization, and Reporting Efficiencies. SharePoint is a secure site and will require user identification. It is accessible with all internet browsers. Employees do not need to be on campus to access SharePoint, however, they are only able to see what they have been given rights to see. Under the “Departments” tab each BSC department is assigned a folder to store files. Under the “BSC Now” tab is a news center with links to BSC blogs, calendar of events, and news content. “BSC Now” will reduce the need for emails sent campus wide. Eventually under the “Report Center” tab there will be data models where employees can pick and choose information to filter to identify the data they wish to see. Assigned employees will go through SharePoint “Power User” training, and then go back to their respective departments to train the rest of the staff. The G: drive will continue to be accessible. SharePoint will continue to be updated in the coming weeks. Weigel will research whether or not SharePoint is accessible on mobile devices.

Learn By Doing – Janelle Masters
A committee has been created to discuss the following topic from BSC’s Strategic Plan: every student will have hands-on learning. The committee brought in a speaker for Faculty Development Day that focused on active learning. The committee also hosted a workshop.

Old Business

Supervisor Meetings
The next supervisor meeting will be Tuesday, October 30th at 3pm in the NECE auditorium. Agenda topics include the following:

- Ipad update – Elmer Weigel
- Student Satisfaction Survey Results – Kara Welk and Jane Schulz
- Policy refresher – Rita Lindgren
  - Flexible work schedules
  - Telecommuting options
  - Taking college classes
  - Compensatory/overtime

2012-2013 Excellence through Leadership Group Project
The Executive Council has selected the 2012-2013 ETL Group Project. Participants will study the potential, or develop a plan, for integrating BSC and community activities, facilities, and recreation areas, such as the MDU Resources Community Bowl, the BSC Aquatics and Wellness Center, and the Missouri River. They will also explore possibilities, such as walking trails, outdoor classrooms, picnic areas, and scenic overlooks along with signage and other objects that will enhance student's experiences and increase the number of students and community members using BSC connected activities and facilities. The group will focus on a five year plan.

Emergency Call List Protocol – Fishbeck
Fishbeck presented updates to the emergency procedures document. The committee reviewed the list of individuals to contact if an emergency situation arises. Employees faced with an emergency situation should immediately call 9-911 and then contact one of the people on the emergency contact list.

The decision to close the college because of weather rests with the President. However, the President has authorized Dave Clark to also make that call. BSC does not close unless Bismarck Public Schools closes. A decision will be made by 6am and be communicated via notification and the news media.

There were several wording changes by Friesz who will continue to work with Fishbeck on correct wording.

Campus Quality Survey for Employees
Ten questions can be added to the Campus Quality Survey that will be administered to employees this semester. The Council reviewed suggested some changes. The questions will be finalized and sent to Institutional Research for inclusion in the survey.

Campus Initiatives and Projects
The committee reviewed the Campus Initiatives and Projects document. It was updated and saved to the G: drive.

Reports/Updates
Staff Senate Report – Carla Sivesind
State Staff Senate will be meeting today via IVN. The BSC Staff Senate will be coordinating the election for two senators due to two terminations. A picture of the Senate will be taken following the elections.

Faculty Senate Report – Angie Milakovic
Faculty Senate had their first meeting last week. The meeting was spent organizing the committees into chairs and members.

Department Chair/Program Manager – Henry Riegler
The department chairs/program managers have been in discussion in relation to the Chancellor’s proposal for a 3 tier system and BSC’s response to his proposal. They also talked about the repercussions of moving into a one-year catalog that is primarily online. They also discussed their processes for tracking retention.

Executive Council Updates
The last Executive Council meeting was spent discussing budget concerns and construction updates.

Construction Update
The target date for completion of the NECE 4th floor is Friday, October 26th, when the BSC Foundation plans to host the President’s Club dinner. The kitchen will more than likely not be in working order at that time. The Physical Plant building is moving along slowly, but the crew is starting to work weekends to reach their deadlines. The Bowl is also moving along slowly due to everyone being short on employees.

Announcements
Weigel reminded the committee that next weekend NDUS is migrating from BPOS to Office 365. There will be intermediate interruptions on Saturday and Sunday. Weigel reminded the committee that if they haven’t changed their email password since July 1st, they need to do so.

The committee discussed the way that report of deaths is communicated – whether it is via email, SharePoint, or on the CCN blog. Friesz will research this procedure and report back to the committee.

Meeting adjourned at 9:53am.