The Operations Council met on Wednesday, October 10th, at 8:15 a.m. in the Dakota Room.

Members Present: Tamara Barber, Amy Brown (Note Taker), Janet Dixon, Donna Fishbeck, Mary Friesz, Lane Huber, Rita Lindgren, Janelle Masters, Angie Milakovic, Henry Riegler, Don Roethler, Jane Schulz (Chair), Carla Sivesind, and Elmer Weigel

Members Absent: Bruce Emmil, Carla Hixson

Guests: Tom Leno, Sandy Fried, Mary Eisenbraun, Jeff Jacobs, Claire Jorgensen

Jane Schulz called the meeting to order at 8:14am.

New Business
Course Drop, Withdrawal to Zero Credits, Drop/Withdrawal Appeals Student Policy
Academic Records, Student Finance, and Financial Aid formed a group to research what other campuses are doing in regards to hardship appeals, including the number of appeals they process. They found that due to BSC’s liberal practices with the hardship policy, the amount we process is significantly higher than other NDUS institutions.

There are several sides to the appeal, and it is difficult to determine what course of action the student is anticipating. The student has the option for a drop/withdrawal grade appeal (appealing a grade they received) and/or a drop/withdrawal tuition/fee appeal (appealing their BSC charges).

There is no formal committee that processes the appeals. The student submits a hardship appeal to Academic Records, who passes it along to Financial Aid, who forwards it to Student Finance. All parties provide their input. After Student Finance, the process will be completed in Campus Connection for the student. The decision regarding their appeal could change the student’s transcript, financial aid, their balance due to BSC, and/or refund.

The group presented their changes to the student policy Course Drop, Withdrawal to Zero Credits, Hardship Drop/Withdrawal. The updated policy (now named Course Drop, Withdrawal to Zero Credits, Drop/Withdrawal Appeals) gives more defined guidelines for the student to follow. The new appeal forms will include a non-comprehensive list of extenuating circumstances that are acceptable reasons for an appeal. The forms will also include a non-comprehensive list of unacceptable reasons for an appeal.

The council agreed that the policy should go through the academic policy review-committee before being presented to Executive Council. It was the council’s feeling that the policy did not need to be brought back to the Operations Council before being implemented.

Financial Aid News and Updates – Jeff Jacobs
Financial Aid staff monitor every class that a student drops and determines a course of action – whether the student gets a refund, whether their financial aid award needs to be adjusted, whether financial aid
funds need to be returned to the Department of Education, whether the student owes BSC for the course, etc.

If a student decides to repeat a course, financial aid will only pay for one repeat of a course. Financial Aid staff must also manually review repeated courses.

Students are awarded based on a full academic year. After the census date, Financial Aid staff manually checks for less than full time students (mainly those in modular courses) and adjusts their financial aid accordingly.

There have been some changes in regards to Satisfactory Academic Progress (SAP).

- When a student receives below a 2.0 GPA for a semester, they are placed on a SAP warning. If they do not receive above a 2.0 GPA in the following semester, they are placed on financial aid disqualification.
- Students can only complete 150% of the number of credits it will take them to graduate (most programs require 60 credits, meaning most students can attempt 90 credits). Once they reach above this 150%, they are placed on financial aid disqualification. This becomes an issue for students who have received a bachelor’s degree or higher and that are returning to school for additional training. Financial Aid staff monitors these students.

When a student receives all failing grades, many times they are considered an unofficial withdrawal. When faculty enters a failing grade into Campus Connection, they should provide the student’s last date of attendance. This not only helps Financial Aid but also the veteran’s office. If the student’s last date of attendance is before the 60% completion mark of the semester, Financial Aid must return funds to the Department of Education.

The Financial Aid office must be compliant with federal regulations regarding the disbursement of aid. They cannot disperse financial aid until the student is at least half-time. This primarily affects students who wouldn’t begin classes until the second 8 week courses.

A common misconception among students is that they need to be full-time to receive financial aid. Our Financial Aid staff will work on communicating to prospective students that they can take less than 12 credits and still receive aid.

Financial Aid and faculty are working together to identify and assist students who are not engaged in courses. A no-show committee has been formed to research how to assist students who don’t go to class.

**Old Business**

**Approve September 12, 2012 Minutes**

Schulz reviewed the September 12, 2012 meeting minutes. Friesz suggested some rewording. The minutes were approved with those changes and will be posted on the web.

**SharePoint on mobile devices – Elmer Weigel**
Since SharePoint is a web-based product, it can be accessed with any internet option. In order to download certain files, one may need the appropriate applications (i.e. Microsoft, Adobe, and AUTOCAD).

**Employee Communication/Media Relations Document – Mary Friesz**
This document is a work in progress. The council will revisit it in the spring semester.

**Report of Death Protocol – Mary Friesz**
This protocol is a work in progress. The council will revisit it in the spring semester.

**New Business**
**Tobacco-Free Campus and Electronic Cigarettes - Fishbeck**
The council discussed the General/Student Policy – Tobacco Free Campus. The current policy does not include electronic cigarettes on the list of prohibited products. Some NDUS institutions have addressed electronic cigarettes in their policy, others have not. NDSCS provided Fishbeck with some resources and wordage that could be added to our policy.

Another topic of discussion was the responsibility/enforcement section of the policy. It was the feeling of the council that the policy is vague in this aspect and should be changed.

Fishbeck will review the policy and bring it back to the council.

**Action Project Updates**
This item was moved to next meeting’s agenda.

**North Dakota Scholarship Data**
Schulz had emailed the council members the ND Academic and Career and Technical Education Scholarships 2012 Highlights. This was for informational purposes.

**Break Time for Nursing Mothers Guidelines – Lindgren**
BSC has Break Time for Nursing Mothers listed as a guideline. Break Time for Nursing Mothers is a federal law that is required of employers and does not apply to students. It requires employers to provide their employees with an adequate and private place to nurse. A copy of this guideline is provided to new employees during orientation and is located in the Staff Handbook. However it is not listed on BSC's website. Since this subject is getting national attention in some educational institutions, Lindgren asked for discussion on whether it should be changed to a policy.

After some discussion, it was the consensus of the council to leave it as a guideline. However, it was suggested that the guideline be reviewed at the next Supervisor Meeting.

**Email Policy**
This item was moved to next meeting’s agenda.

**Policies Review**
This item was moved to next meeting’s agenda.
Reports/Updates
Staff Senate Report – Carla Sivesind
- Staff Senate has two new senators – Leigh Nygaard and Emily McKay.
- Staff Development Day has been set for the afternoon of March 12th, 2013. The committee is working on an agenda.
- The current BSC representative on the ND Council of State Employees (COSE) will complete their 5-year term at the end of the year. Sivesind will send out an email to all staff asking for volunteers. COSE meets about three times per year.

Faculty Senate Report – Angie Milakovic
- At the last Faculty Senate meeting members reviewed some of their policies and procedures. The Academic Standards Committee shared their idea for an effective reading class. Since this will be a rather large endeavor, the Senate suggested it as an AQIP project. The committee is working on drafting a recommendation document.

Department Chair/Program Manager Report – Henry Riegler
- At the last Department Chair/Program Manager meeting, President Skogen met with members to discuss the changes in NDUS – primarily in regards to the Pathways to Student Success and how it will impact BSC. The general feeling of the members was anticipation as we wait for the language to be clarified and further explained.

Compliance Updates
- No report.

Executive Council Updates
- The main topic of discussion at past Executive Council meetings has been the Pathways to Student Success.

Construction Update
- Construction on the 4th floor of the NECE is behind. Workers are trying to have it ready for the President’s Club dinner on Friday, October 26th. Carpet will be going into the State Room next week. The energy conference will be hosted there in November.
- Construction on the Bob Kuntz Physical Plant is roughly three weeks behind schedule.
- Construction on the Community Bowl is going well.

Announcements
Schulz handed out the Student Profile for fall 2012. The number for degrees earned may be adjusted later.

Meeting adjourned at 10:00am.