The Operations Council met on Wednesday, October 24th, 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

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

Old Business

Approve October 10, 2012 Minutes
Schulz reviewed the October 10, 2012 meeting minutes. The minutes were approved and will be posted on the web.

Tobacco-Free Campus and Electronic Cigarettes – Lindgren and Fishbeck
Recommended changes to the policy were provided to the council members. Fishbeck received feedback from a staff member at the NDUS office who coordinates substance abuse prevention. Not all ND institutions are tobacco-free; some are only smoke-free. BSC was the first campus to be tobacco-free. The changes in the policy reflect the language from the North Dakota State College of Science tobacco policy. It lists all the tobacco products that are prohibited.

Lindgren recommended the following change in bold: “The prohibition includes indoors, outdoors, and college/state vehicles.” Huber requested that the policy strike “by individuals and/or companies” from the following sentence: “This policy will be reflected in all agreements/contracts for use of BSC grounds and property by individuals and/or companies.” Hixson recommended that the list of tobacco products that are prohibited be the second sentence under the heading “Policy”.

Heather Sheehan will present the recommended changes to the policy to the Board of Governors. Then the policy will be taken to the Executive Council.

New Business

Action Project Updates – Schulz
BSC is required to submit at least three projects to the Higher Learning Commission. One project is developing a one-card system. The project will start in January with student food services. A second project is to develop plans and processes for systematizing institutional effectiveness efforts. Another project is to help entering student succeed in college. A small group of students who placed into two ASC courses are enrolled in the “first year experience” course. Yet another project is to improve and enhance service learning.

Email Policy – Emmil
It has come up through several cross-functional teams (including the Life Cycle of a Student committee) that students’ BSC email is not being used. Some that do use it say it is ineffective. The student email
policy may need to be reviewed. Students are provided a preferred option email in Campus Connection, so some are not utilizing their BSC email. There are security issues if BSC employees are sending emails to student’s non-BSC email address. It was the general consensus of the council to delay further discussion/action until the Life Cycle of a Student committee identifies the efficiencies within the life cycle.

**Student Policies – Final Grade Change; Grades; Final Grade Change Form; President’s Honor Roll; Honor Points and GPA**
The policies have gone through two committees and were passed by Faculty Senate. With a motion from Fishbeck and a second from Huber, the council approved the policies.

**General/Student Policy – Use of Computer and Network Facilities**
A Wild Endeavor request for a BSC club radio has been submitted. The Wild Endeavor will be tied to the mass communications department. Therefore, Weigel suggested striking “web radio” from the list of peer-to-peer applications prohibited on BSC’s computers, systems, networks and/or services. After discussion, it was the consensus of the council to strike all the examples of peer-to-peer applications from the policy.

**Supervisor Meeting Agenda**
The Supervisor Meeting Agenda includes the following: Safety and Security Report (Fishbeck, Lemieux, Roethler), Ipad Update (Weigel), Policy Refresher (Flexible work schedules, telecommuting options, taking college classes, compensatory/overtime (Lindgren)), and the Student Satisfaction Survey Results (Welk, Schulz).

**Reports/Updates**

**Staff Senate Report – Carla Sivesind**
- There have been some cleanliness concerns with the BSC Aquatics and Wellness Center. Kylee Wilson will be going to the Board of Governors to get their opinion.
- Staff Senate took their staff picture, and it will be posted online.
- Staff Senate is working on Staff Development Day, the Holiday Party, and Employee Recognition.

**Faculty Senate Report – Angie Milakovic**
No report.

**Department Chair/Program Manager Report – Henry Riegler**
- Discussions about the changes in the NDUS tuition model
- Looking at students for “Who’s Who in Junior Colleges”

**Compliance Updates**
- Lindgren is working on drafting a fraternizing policy. It will be brought to the council.

**Executive Council Updates – Barber**
- There will be dedication of the NECE 4th floor at some point.
• BSC completed a proposal to bring 14 Libyan students to campus through a Canadian program. They would be studying the process plant curriculum. They would not receive college credit, and they would be on their own for housing.

Construction Update – Roethler
• The NECE 4th floor is moving along. The priority is the state room and the lobby. The breakout rooms are looking good. Getting the kitchen up and running will be the most difficult. The restrooms are completed. The blinds will be delivered soon. The second elevator will be operational in a few weeks.
• The Physical Plant building is three weeks behind. Contractors are working on the parking lot and on painting and installing ceiling in the offices.
• The Mechanical Maintenance building in Mandan will be undergoing at 30' X 80' expansion on the east side of the building. The Foundation is undergoing this project.
• The Student Union expansion/renovation will be going out for bids in mid-December.

Announcements
• Nancy Gordon shared that 70 students attended grocery bag bingo during Healthy BSC. 112 individuals came through the Health Fair, which included 25 vendors and 8 BSC nursing students.
• Schulz announced that she is canceling the December 26th Operations Council meeting due to Christmas.
• Friesz announced that the Mandanites Progressive Dinner will be held on December 14th.
• Hixson passed out the Innovation Quarterly Dashboard for FY 2012.

Meeting adjourned at 9:24am.