Operations Council  
Wednesday, December 12, 2012  
Student Union Dakota Room 8:15 – 10:00 a.m.

The Operations Council met on Wednesday, December 12th, at 8:15 a.m. in the Student Union Dakota Room.

**Members Present:** Amy Brown (Note Taker), Janet Dixon, Bruce Emmil, Mary Friesz, Carla Hixson, Lane Huber, Deb Kraft, Rita Lindgren, Janelle Masters, Henry Riegler, Don Roethler, Jane Schulz (Chair), and Elmer Weigel

**Members Absent:** Tamara Barber, Donna Fishbeck, and Angie Milakovic

**Guests Present:** President Larry Skogen

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

**New Business**

**Governor’s Budget – Skogen**

The Governor’s proposed budget is a very good budget for BSC. In the 2011-2013 biennium, BSC was funded $28 million in appropriations. BSC’s operating costs are three times that amount. The other two thirds come from tuition/fees and auxiliary revenues. For the 2013-2015 biennium, the State Board of Higher Education recommended $30.9 million in appropriations to BSC. However, the Governor proposed $35 million in appropriations to BSC.

The Governor’s budget included $13.3 million for the Communications and Creative Arts Center. The estimated price tag on the 140,000 square foot building is $40 million. President Skogen feels that with $13.3 million, BSC would be able to build a learning commons as well as space for the Communications (English, Speech) and Art departments. The new space would free up beds in Werner Hall, where the Art department is currently located. The additional $26.7 million requested would have provided for three performance spaces. President Skogen said that if the legislature were to add funding to this project, he hopes it would cover the cost of adding the 400-seat theatre (Dave Clark is checking to see what that would cost). The BSC Foundation has $400,000 from a bequest that specified that the funds go towards a new library. If that can be used on this project, Skogen is prepared to fundraise up to $3 million more, if necessary.

Included in the Governor’s budget is a $30 million match pool for higher education. $20 million will be designated to NDSU and UND. The remaining $10 million will be available to the remaining nine NDUS institutions. The funds would be available for a 2 for 1 match. This recommendation is ambiguous as to how the funds can be used.

Skogen provided those in attendance with a copy of the Governor’s proposed higher education funding formula. All funding would be performance based. Institutions would only get funding for the courses that their student’s successfully complete (a D or higher). The weighted student credit hours take into account courses with higher difficulty. The credit volume factor is an adjustment for smaller schools where operating costs are higher per student.
President Skogen shared that BSC and the Foundation are working together to build new student housing east of Lidstrom Hall. President Skogen recognizes the need for a daycare center on campus. However, right now, we don’t have the space. The Governor’s budget includes $6.6 million for the Highway Patrol’s driving and firing range with the promise that next session’s budget will include funding for their new building. The ND Highway Patrol Training Academy building on BSC’s campus includes two classrooms, space for 30+ beds, a kitchen, and a gym.

Old Business

Approve November 14, 2012 Minutes
Schulz reviewed the November 14th, 2012 meeting minutes. The minutes were approved and will be posted on the web.

New Business

General/Student Policy – Use of Computer and Network Facilities – Weigel
Weigel shared that some questions came up on the updated Use of Computer and Network Facilities Policy. Therefore, one bullet under Limits and Regulations was changed to read: “Use of BSC computers, systems, networks and/or services for peer-to-peer file sharing applications to download or share music or movies is prohibited unless explicitly authorized to do so by the Chief Information Services Officer.” There needed to be additional clarity to that rule. Several BSC courses have the option to use peer-to-peer applications.

General/Student Policy – Tobacco Free Campus – Schulz
Schulz shared that the Board of Governor’s created a resolution supporting the changes approved by the Operations Council at its October 24th meeting.

It was brought up that in the updated policy; e-cigarettes are listed under tobacco products, even though e-cigarettes contain nicotine, not tobacco. The policy should not prohibit nicotine patches or nicotine gum. Lindgren and Fishbeck will work on re-wording the policy. They will bring it back to the council for review.

Team Guidelines – Schulz
In the Higher Learning Commission’s appraisal of our last portfolio, it was determined that we do not articulate whether a systematic process is in place to form teams. It was suggested that we establish team charters that will guide the governance role of such groups. Therefore, Schulz suggested that the Operations Council provide a team charter form/template that any group could use. A team charter outlines a group’s goals, expectations and timelines.

Schulz provided those in attendance with a sample team charter template. Schulz will put together a form/template and bring it back to the council to review. Hixson stated that she will share this information with CETI’s facilitators at their next meeting.

Quarterly Office of Innovation Update – Hixson
Hixson provided those in attendance with the Innovation Quarterly Dashboard FY 2013. She will be looking for three additional people to serve on the Wild Endeavors (WE) Committee. BSC Club Radio is moving forward with their two year funding. The East Coulee Outdoor Learning and Restoration Area project is on hold. Hixson provided the number of hours CETI staff spent on process mapping projects.

A wild endeavor project for mobile device charging stations was submitted and approved by the WE committee. The project would provide five charging stations on campus. Each station plugs into a regular wall outlet. After purchasing the five stations there is an ongoing yearly budgetary expense of $100 for maintenance. The stations include a wall mount and security. It was the consensus of the council to approve the project and move it forward to Executive Council.

Reports/Updates

Staff Senate Report – Kraft

• The Orientation and Campus Relations standing committee has been in ongoing discussions about developing a mentoring program, including tracking an employee’s accomplishments. The tracking could be a part of the Life Cycle of an Employee committee or could fall under an AQIP project.
• The Professional Development team is structuring the 2013 “Staff Development Day” as more of an in-service, half day, training session. It is scheduled for the afternoon of March 12th, 2013.
• Tanya Fuhrer’s three-year term as BSC’s COSE representative ends December 31st. Rita Nodland has been approved to be BSC’s new representative.

Faculty Senate Report – Milakovic

• No Report.

Department Chair/Program Manager Report – Riegler

• The department chairs/program managers spent their last meeting in the I.C.E. room doing group exercises and brainstorming possible approaches to some issues that have come up.

Compliance Updates

• Huber shared that Karla Gabriel will be working part-time to investigate each state’s distance education approval process.

Executive Council Updates – Schulz

• The council discussed the Governor’s proposed budget.
• The council discussed the possibility of BSC applying for a TRIO grant. Fishbeck is leading the project.
• BSC is looking at a Petroleum Production partnership with Garden City Community College in Kansas.
• Hixson shared the Facility Office’s goals and forms.

Construction Updates – Roethler

• Bid opening for the Student Union Renovation/Expansion will be held on December 13th.
• The dedication for the Robert A. Kuntz Physical Plant building will be Friday, January 4th, 2013 at 10 a.m.
• The elevator and the kitchen on the NECE 4th floor are nearing completion.
Announcements

- Roethler shared that BSC is in conversations with Bismarck Public Schools (BPS) about possibly housing high school students in portables on BSC’s campus. Up to ten portables would be placed behind the BPS Career Academy for two to three years. BPS estimates 250-300 students per year. BSC is working with an engineer to make sure that future student housing projects are protected. The council had some concerns on this arrangement. The council asked that this item be placed on future agendas for updates and discussion.

- Weigel asked if the Operations Council would be interested in posting their minutes and other documents on the CORE portal. It was the consensus of the council to approve that request. Jennifer Klesalek will work with Brown on the necessary procedures.

Meeting adjourned at 9:48am.