The Operations Council met on Wednesday, January 9th, at 8:15 a.m. in the Student Union 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, Henry Riegler, Don Roethler, Jane Schulz (Chair), Carla Sivesind and Elmer Weigel

**Members Absent:** Angie Milakovic

**Guests Present:** President Larry Skogen

Schulz called the meeting to order at 8:15 a.m.

**New Business**

**Bismarck Public Schools – Skogen**
BSC has offered to assist Bismarck Public Schools (BPS) as they transition students into the new high school opening in fall 2015. Drake Carter, Dave Clark, Donna Fishbeck, and Don Roethler have been attending the meetings discussing this transition. The BPS school board has approved moving 6th graders into the junior highs and 9th graders into the high schools to help alleviate the congestion in the elementary schools. The school board has not made a decision as to the physical plan of how to do this moving.

A preliminary plan is to bring five portable classrooms to BSC’s campus for the fall 2013. They will be placed to the south of the Career Academy and will accommodate approximately 300 students. 9th graders who are supposed to transition to the new high school will attend classes in these portables. BSC is working with our engineers to secure space for our new residence hall. An additional five portable classrooms will be placed on the east parking lot of the Tech Center (towards Primrose) for the fall 2014 for the next incoming freshman class. BPS will lease the basement of the Gateway to Science for cafeteria space. BPS will use the BSC Aquatic & Wellness Center or the Law Enforcement Training Academy for physical education classes. Students will be bused to campus to alleviate parking issues.

The council voiced several concerns over this arrangement including parking, safety, increased pedestrian and auto traffic, inadequate laboratory space, and marketing challenges.

**Old Business**

**Approve December 12th, 2012 Minutes**
Schulz reviewed the December 12th, 2012 meeting minutes. Barber, Skogen, and Weigel recommended several changes. With those changes, the minutes were approved and will be posted on the web.
General/Student Policy – Tobacco Free Campus – Lindgren and Fishbeck
E-cigarettes were added to the policy’s language so the policy now reads: “Bismarck State College prohibits the use of tobacco and e-cigarettes on campus property at all times.” This change was approved by the council.

New Business

Student Policy – Course Substitution – Schulz
The council reviewed the policy. Weigel asked that clarification be added that states that BSC email addresses are the primary use of communication. The council recommended that the policy be passed to the Faculty Senate for review prior to being presented to the Executive Council.

Campus Quality Survey Results – Schulz
Schulz shared the results from the customized questions the Operations Council added to the survey. Schulz also shared the top ten smallest performance gaps and the top ten largest performance gaps. A full and thorough report will be sent to campus in February.

Christmas/New Year Break Office Hours – Barber
Barber initiated discussion on feedback from employees on the Holiday Break hours. Council members received positive feedback on employees being allowed to wear jeans over the break as well as offices closing at 4pm. However, several offices decided to stay open until 5pm. There was some negative feedback from students about offices closing at 4pm the week before school started. It was suggested that perhaps office hours should switch back to 5pm after New Years’. Some NDUS institutions close over Christmas, and employees have to take annual leave. The council suggested placing this topic on the agenda for discussion after spring break.

Office of Innovation Request for Operations Council Representation on Wild Endeavor Implementation Team (to replace Weigel) - Hixson
Three staff members, three faculty members, and three representatives from the Operations Council sit on the Wild Endeavor Implementation Team. Hixson felt it was important to have an IT person on the team, and Carol Flaa was just approved to serve. Emmil and Huber are currently serving on the committee as Operations Council representatives. Dixon offered to serve on the committee as well.

Team Charter Template – Schulz
The council reviewed and suggested changes to the Team Charter template. Once completed, the fillable form will be placed on the Operations Council website and on SharePoint. Schulz will also encourage campus teams to use the template.

Reports/Updates

Staff Senate Report – Sivesind
- Staff Day is set for the afternoon of Thursday, March 14th. More information will be emailed to staff.
• Staff Senate revised their constitution and by-laws. They moved their elections up a month so a representative from Staff Senate can attend the Strategic Planning Retreat. The constitution and by-laws were approved by President Skogen on Monday.

• NDUS staff was invited to a video conference with Chancellor Shirvani to discuss the Pathways to Success. The question and answer session was recorded, and the link will be emailed to the council.

Faculty Senate Report – Masters
• No Report.

Department Chair/Program Manager Report – Riegler
• No Report.

Compliance Updates
• No Report.

Executive Council Updates – Schulz
• Skogen requested that his office be informed if a meeting with Chancellor Shirvani is scheduled to take place on our campus.
• NDUS is unveiling a new logo.
• There is System interest for NDUS institutions to administer the Collegiate Learning Assessment (CLA), a standardized instrument that assesses student learning.

Construction Updates – Roethler
• The NECE 4th floor has a few minor things to finish up. The final walk-through for the kitchen will take place next week.
• The Robert A. Kuntz Physical Plant building dedication was last Friday. Over 200 people attended the event.
• The MDU Resources Community Bowl construction is on schedule. The track resurfacing bids were sent out last week.
• Notice of contracts has been awarded for the Student Union expansion/renovation. Construction will break ground on the north side of the Union this spring. Due to costs, the lower level of the Student Union will not be renovated.

Announcements
• The council had a discussion on Telecommuting and Flexible Work Hours policies. No action was taken.
• In the next three years the BSC Safety & Security Office will be receiving training for emergency exercises. A future goal is to have the office handle traffic and issue tickets on campus. The office is working with the applicable individuals to move this forward.

Meeting adjourned at 10:05 a.m.