The Operations Council met on Wednesday, March 27th, at 8:15 a.m. in the Student Union Alumni Room.

**Members Present:** Tamara Barber, Amy Brown (Note Taker), Janet Dixon, Bruce Emmil, Donna Fishbeck, Mary Friesz, Carla Hixson (Chair), Rita Lindgren, Janelle Masters, Angie Milakovic, Henry Riegler and Carla Sivesind

**Members Absent:** Lane Huber, Don Roethler, Jane Schulz and Elmer Weigel

**Guests:** 2012-2013 Excellence through Leadership Team

Hixson called the meeting to order at 8:17am.

**Old Business**

*Approve February 27th, 2013 Meeting Minutes*

Hixson reviewed the February 27th, 2013 meeting minutes. The minutes were approved and will be posted on the website and the CORE Portal.

**New Business**

*Innovation Update – Hixson*

Hixson updated the council on innovation initiatives through the end of the FY13 third quarter (end of March). Four projects have been completed – the I.C.E. Cube, the Mobile Recording Studio, the BSC WEB Club Radio, and the Mobile Device Charging Stations. There are three projects in progress – the Alumni Kiosk, Lab Virtualization, and the East Coulee Outdoor Learning and Restoration Area. The Lab Virtualization project started as a BSC project but has since turned into an NDUS project, so it is taking a bit longer. The East Coulee Outdoor Learning and Restoration Area project is on hold due to the building of students housing. Wild Endeavors has committed $10,611 of their $40,000 FY13 budget, leaving $29,389 non-committed.

The Office of Innovation continues to track the number of hours employees spend process mapping. This information is beneficial for Schulz to have as part of AQIP.

*Supervisor’s Meeting Discussion – Hixson*

The council discussed whether another supervisor meeting should be held prior to commencement. Lindgren and Hixson would like to update the supervisors on the ETL program and share successful projects from the program. Skogen could give another legislative update. An update could be given from the BSC 75 Year Celebration committee. Fishbeck would like to share our summer and fall registration numbers. The meeting could be kept to an hour and should be held the week before finals – April 29 – May 3.
Excellence through Leadership Team Project – Dusty Anderson, Mary Fisk, Kevin Holmstrom, Keith Landeis, Kayla McCloud and Tyler Schau (Crystal Forster and Brent Reems were unable to attend.)

This project was one of three ideas chosen by the Operations Council and passed to the Executive Council. The Executive Council chose this team project and gave it to the Excellence Through Leadership Team in September 2012.

The project was to 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 Aquatic and Wellness Center, and the Missouri River.

The project is organized into three stages.

- The first stage is to develop a Mystic Trail, an interactive walking trail around campus (trail is 2 miles, loop is 1.2 miles). The trail will connect the Tom O’Leary walking trail with BSC and the MDU Resources Community Bowl. The trail will have signs with a map of the route, and trail market signs will be placed. Another plan is to have a phone number with a recording of BSC’s history. Benches, doggie-walk bag dispensers, and garbage cans will be placed strategically along the trail. The cost of the first stage is approximately $9,010, with completion in the fall of 2013.

- The second stage is to develop an outdoor classroom area between Schafer Hall and Werner Hall. It will include four picnic tables and a 16’ X 20’ shelter for a 30 person capacity. The cost of the second stage is approximately $17,059, with completion in the late fall of 2013.

- The third stage is to develop an outdoor learning center on the west side of the coulee behind the BPS Career Academy. This will also include four picnic tables and a 16’ X 20’ shelter for a 30 person capacity. The cost of the second stage is approximately $17,059, with completion yet to be determined (due to student housing construction).

The team explained how these projects tie into BSC’s Strategic Plan. The team also sent an online survey to BSC employees that received very positive feedback on the project.

Possible funding sources of the project include the following: BSC Foundation grant application, BSC Wild Endeavors grant (approximately $4,500), assistance from the Bismarck Parks and Recreation, and inclusion in BSC’s Budget. Hixson is recommending that the project be added as one time funding in BSC’s budget under the Buildings and Grounds line items.

Partners in this project include the following: Mel Fischer (MDU Resources Community Bowl), Don Roethler (BSC Buildings and Grounds), Jean Rolandelli (Champion of the BSC East Coulee Project), Earl Torgerson (BSC Associate Professor of Carpentry), Mary Friesz (BSC Director of College Relations), and the BSC Board of Governors.

The council gave the team several ideas. Students in the Engineering Tech program must complete a capstone project in which they survey an area of campus. To cut down on costs, the team could have the students survey the areas for the outdoor classrooms. It was also suggested
that the sign markers should indicate that the new student union is the “central location” of campus.

**Reports/Updates**

**Staff Senate Report – Sivesind**
- Staff Senate met on March 19th.
- Nodland and Piehl presented on the BSC 75 Year Celebration.
- Staff Senate emailed a STAFF day survey.
- The election committee was formed. Elections will take place in June.
- Leigh Nygaard, Admissions Counselor, is talking to departments about assisting with high school tours in March and April.
- There was positive feedback from Staff Senate regarding the spring break hours.

**Faculty Senate Report – Milakovic**
- No Report.

**Department Chair/Program Manager Report – Riegler**
- The department chairs/program managers attended the supervisor’s meeting.
- They are working on scheduling.

**Compliance Updates**
- BSC is required by federal law to abide by the Clery Act, which calls for a Fire and Safety Report. Fishbeck’s office has received an open records request for the last two reports.
- Employees will be receiving an email requiring Fraud Training. The training is run through NDUS. Our Human Resources department is also looking at required harassment training.
- CETI was recently informed that all non-credit training courses need to follow FERPA regulations. This regulation applies to both BSC employees and outside companies taking non-credit training courses through CETI. CETI is working with Tom Leno and Cynthia Goulet to meet this requirement. One option would be to require all BSC employees taking a non-credit training course to sign a FERPA release form. The other option is to make it a condition of employment and include it in an employee’s job description. Hixson and Lindgren are working on the second option.

**Executive Council Updates**
- No Report.

**Construction Updates – Barber**
- There are three BSC groups located in the Horizon Building – OSHA, College Relations, and several of Barber’s staff. The engineering firm leasing the third floor of the Horizon Building is looking for more space. The owners of the Meadowlark building will be renovating its lower level to allow OSHA and Barber’s staff to move into it. College Relations will be moving to various locations within the NECE in the next 4-6 weeks.
Bismarck Public Schools Transition Update
• No Report.

Announcements
• Kubisiak, Klesalek, and Fishbeck will be attending a Higher Learning Commission meeting next week. They will be presenting our process mapping and how it ties to innovation. They will also share BSC’s life cycle of a student and life cycle of an employee.

Meeting adjourned at 9:12am.