The Operations Council met on Wednesday, May 22nd, at 8:15 a.m. in the Student Union Dakota Room.

**Members Present:** Tamara Barber, Amy Brown (Note Taker), Donna Fishbeck, Mary Friesz, Lane Huber, Janelle Masters, Henry Riegler, Don Roethler, Jane Schulz (Chair) and Elmer Weigel

**Members Absent:** Janet Dixon, Bruce Emmil, Faculty Senate Representative, Carla Hixson and Rita Lindgren

**Guests:** Norman Betland attended for Carla Sivesind

Schulz called the meeting to order at 8:15am.

**Old Business**

**Approve May 8th, 2013 Meeting Minutes**
Schulz reviewed the May 8th, 2013 meeting minutes. Hixson and Fishbeck recommended some revisions. The revised minutes were approved and will be posted on the website and CORE Portal.

**Charter Review**
After Schulz’s retirement, the Associate Vice President for Institutional Effectiveness & Strategic Planning position will be turned into a Chief position. Schulz’s replacement will still be on the Operations Council; however, he or she will not be a rotating chair position. Fishbeck recommended that the council look into all permanent members becoming rotating chairs. The chair of the Operations Council also attends Executive Council meetings (which meets once a week or once every other week) and meets with President Skogen (once every three weeks). The chair of the Operations Council has the opportunity to feel more connected with what’s going on around campus. The consensus of the council members was that the AVPs should continue to rotate as chair. The council discussed the ground rules listed in the charter. It was suggested to reformat the rules into a paragraph form rather than bullet points. Schulz will work on several revisions and send it to the council for review. The Charter Review will also be placed on the June 12th meeting agenda.

**COSE Status**
In a conversation between Schulz and Lindgren, it was decided to place the COSE budget under the Human Resources budget. Lindgren felt it was a good fit there, and she felt there were sufficient funds in the Human Resources budget to cover the COSE budget request. Schulz will share the decision with Rita Nodland.
**Budget Requests**
Operations Council’s budget for FY14 is $12,800. The council reviewed seven funding requests. With a motion from Barber and a second from Weigel, the council approved the following six budget requests: A Healthy BSC Community Priority #1 ($2,000), A Healthy BSC Community Priority #2 ($2,700), Constitution Day Committee ($500), Staff Senate Priority #1 ($400), Staff Senate Priority #2 ($700) and the Sustainability Team ($730) for a total of $7,030. Schulz will notify the team contacts of the approval. The seventh request was to fund COSE travel. With the move of COSE to Human Resources, the funding request was unnecessary.

**New Business**

**Process Mapping Update – Fishbeck**
Fishbeck is the chair of the Life Cycle of a Student committee (a core team of 13). The committee will give their formal report and recommendations this fall. The mapping project consisted of three phases. The first phase was to look at the processes of communication with a prospective student up till their course registration. The second phase was to look at the experiences of the student while they are in classes. This phase also included what was happening behind the scenes – financial aid, student finance, MACC, faculty interaction, etc. The third phase looked at a student’s cycle after graduation, when they either enter a four year institution or their career field.

The Office of Institutional Research personnel went into eight classrooms to ask students open-ended questions about the processes at BSC. They are transcribing these interviews and dividing their findings into major themes.

Through this process, a Student Communication Plan subcommittee was created to focus on BSC’s communications with a student. The committee members are charged with providing consistency in the communications students receive from various departments on campus.

Fishbeck recommended that the next year be spent implementing the results of the Life Cycle of a Student process map rather than beginning a new process mapping project. It was the consensus of the council to follow that recommendation.

The council will continue to encourage process mapping for smaller processes within individual departments. As these process maps are completed, employees should be invited to a council meeting to report their findings.

**Reports/Updates**

**Staff Senate Report - Betland**
- Staff Senate had their first meeting with new Senators on May 21st.
- They approved amending their constitution to move the elections up a month so that the new officers can attend the Strategic Planning retreat and the State Staff Senate face to face meeting.
• With the constitution change, they will hold their officer elections in June (for President, Vice President and Secretary).

Faculty Senate Report
• No Report

Department Chair/Program Manager Report – Riegler
• Their first meeting of the summer will be on June 3rd.

Compliance Updates
• Huber shared that BSC has received distance learning authorization from 22 states. He and his staff may work with a Washington, D.C. law firm (who is handling the situation) on some of the remaining states.
• Fishbeck shared that she and her staff are working on the safety report (required by the Clery Act). It gathers data from January 2012 to December 2012. They hope to have the report finished in mid-June to file in August with the Department of Education.

Executive Council Updates – Schulz
• Annette Martel presented a TracDat demo at the last Executive Council meeting. The council found it very helpful.
• Plans are underway to have the 2013 Holiday Party on the NECE 4th Floor. Brown shared that the move was due to overwhelming survey requests to have the party moved on-campus and moved to a Saturday. Executive Council approved the use of a cash bar (selling wine and beer only) for the party. The Holiday Party Committee will work with an outside company that is licensed and insured for cash bar sales. Brown shared that an outside cleaning company will be hired to ensure that Maintenance staff can enjoy the party. The Holiday Party Committee will also hire a caterer that won’t require kitchen use to ensure that Food Service staff can enjoy the party as well.

Construction Updates – Roethler
• The footings are being poured for the Mechanical Maintenance building expansion in Mandan.
• The lower level of the Meadowlark building is being framed and should be set up by the end of the week. The rough in for the electrical work will be done next week.
• Construction on the Student Union expansion was delayed due to the weather. In the next several weeks construction crews will be changing out a transformer. They are working on scheduling the power shutdown for after-hours or for a weekend. There will also be a small shutdown when they change over the water main.
• The storage building and locker rooms are completed on the Community Bowl. The state track meet will take place this weekend so there will be a lot of traffic on campus. Parking will be difficult.

Bismarck Public Schools Transition Update – Roethler
Four portables will be placed behind the Career Academy on June 10th. Once they are in place, electrical work will begin.

Three vending machines (one Coke, one Pepsi and one candy machine) in Schafer Hall were moved to the first floor. The rest were removed from the building.

BSC is working on preparing several classrooms in Schafer Hall for the Bismarck Public School Adult Learning Center. As far as Roethler knows, the two testing labs in the Tech Center will remain there.

**Announcements**

- Schulz emailed a survey to supervisors asking for their feedback on the supervisor’s meetings. She will present the results at the June 12th meeting.
- The Bank of ND is partnering with BSC in a pilot program geared towards individuals with post-secondary credits who are interested in completing an associate’s degree. The individuals need to be seeking a degree that aligns with the needs of ND. The program was recently approved by the state legislature. The Bank of ND will be investing $120-150,000 per year to assist potential students with two thirds of their tuition costs. They are looking at a January 2014 implementation date. Fishbeck will provide an update at the Strategic Planning retreat.

**Meeting adjourned at 9:02 am.**