BISMARCK STATE COLLEGE
OPERATIONS COUNCIL CHARTER
Revised June 2013

PURPOSE

The Operations Council (OC) is created to “flatten” the operations of the organization by having well-trained and empowered employees who will be more productive when they are more directly involved in the decision making and problem solving process. A flat or more streamlined structure elevates the level of responsibility of baseline employees, allowing decisions and communication to flow more quickly through the organization. The OC will provide operational leadership to the campus including, but not limited to, the following:

- Review new policies and changes to existing policies for Executive Council (EC) approval
- Provide input in annual budget process
- Manage and disperse funding for college projects as allowed from annual budget appropriations to the Operations Council
- Monitor campus-wide strategic planning initiatives
- Use CQI principles to identify potential operational issues. If an issue needs to be addressed the Operations Council has the authority to put together cross-functional teams (consisting of staff, faculty, and students, as needed) to address and provide solutions to those issues.
- The Operations Council meetings shall be used as a location for its members to receive input and feedback on issues in their separate divisions that would affect system wide operations.
- Provide tools and resources to strengthen a flat or streamlined culture on the BSC campus.

MEMBERSHIP

Permanent members: Permanent members shall consist of Associate Vice Presidents, Deans, Chiefs, and select departments:

Associate Vice President for Continuing Education, Training and Innovation
Associate Vice President for Finance and Operations
Associate Vice President, National Energy Center of Excellence
Associate Vice President for Student Affairs
Dean of Academic Affairs
Chief Buildings & Grounds Officer
Chief Distance Learning and Military Affairs Officer
Chief Human Resources Officer
Chief Information Services Officer
Chief Institutional Effectiveness and Strategic Planning Officer
Director of College Relations
Resource Development Representative.
Rotating members (1-year term beginning July 1):

- Faculty Senate representative (chosen by the Senate)
- Staff Senate representative (chosen by the Senate)
- Department Chair/Program Manager representative (chosen by the chairs/PMs).

If a Staff Senate, Faculty Senate or Department Chair/Program Manager or Resource Development member of the council is unable to complete his/her term, each body will appoint a replacement for the remainder of the term.

All council members have equal voice and status. While members bring expertise from a particular area, they are to represent the BSC campus at large when present at OC meetings. All members should participate fully in the meetings and be engaged and objective in all discussions. Issues of a confidential nature should not be shared outside of the meeting.

MEETING PROTOCOL

Council will hold regular semi-monthly meetings on the 2nd and 4th Wednesday of each month. Council can, at any point, determine to hold regular meetings more or less frequently than semi-monthly. Council can also hold special meetings to address lengthy projects like the annual budget process.

If a permanent member is not present, he/she will not have a replacement at the meetings. Rotating members will send a replacement on their behalf when they are unable to attend the OC meetings.

A minimum quorum of 9 members is needed to make decisions or take action. Major decisions will be made following Robert’s Rules of Order. Other discussions will be less formal and decisions will be made by consensus.

The council chair will be an associate vice president and will rotate annually beginning July 1. The order of rotation shall be as follows:

- Associate Vice President for Finance and Operation
- Associate Vice President for Continuing Education, Training & Innovation
- Associate Vice President, National Energy Center of Excellence
- Associate Vice President for Student Affairs

The chair will serve on the Executive Council (EC) as an ad-hoc member to facilitate communication between the EC and the OC. The chair (with the assistance of his/her administrative assistant or an appointed administrative assistant) will be responsible for calling for agenda items, taking and posting meeting minutes on a timely basis, and communicating to the campus.
The council will invite other campus employees and students to meetings as needed to address particular issues.

Employees will have access to the council either directly through a council member, or indirectly through a special web-site or CORE where minutes will be located and where employees can request an item be added to future agendas.