The Operations Council met on Wednesday, June 26th, 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, Lane Huber, Stacie Iken, Rita Lindgren, Janelle Masters, Jane Schulz (Chair), Carla Sivesind and Elmer Weigel

**Members Absent:** Faculty Senate Representative, Carla Hixson, Henry Riegler and Don Roethler

**Guests:** Mike Hardy (beginning July 1st, he will be the new BSC Staff Senate Vice President)

Schulz called the meeting to order at 8:18am. Those members that were present introduced themselves to Stacie Iken (began on June 24th as the Chief Institutional Effectiveness & Strategic Planning Officer).

**Old Business**

**Approve June 12th, 2013 Meeting Minutes**
Schulz reviewed the June 12th, 2013 meeting minutes. The minutes were approved and will be posted on the Operations Council website and the CORE Portal.

**Charter Review – Schulz**
Schulz presented an updated charter to the council. Last meeting there was discussion about adding language in the charter about how the Operation Council funds projects through their budget. The additional bullet point under the Purpose section read “manage and disperse funding for college projects as allowed from annual budget appropriations to the Operations Council”. The council approved the revised charter. It will be posted on the CORE portal and the Operations Council website.

**New Business**

**Wiche Non-Traditional No More Project – Fishbeck, Friesz and Huber**
A committee was formed university-system-wide to identify ND residents who have received some college credits but no degree. Members of the committee all saw a need for a project to attract these adult learners to finish their degree. Targeted adult learners were found and data was collected, however the project was halted at the Clearinghouse point. Therefore the project was never completed. There are also cost issues involved in the project. Members found some good examples of similar projects in other states, primarily the communication pieces. ND is not as actively engaged as other states in our completion agenda. However, in terms of completion percentages, community colleges in ND are 61% vs. four year schools in ND at 57%. The
national completion percentage for community colleges is 36%. Members of the committee were provided with information on the five big changes in higher education – completion agenda, student learning outcomes, competency, innovation and performance funding.

OC Policy Review – Fishbeck and Lindgren
It was suggested creating a timeline for reviewing BSC policies be implemented to ensure our policies/procedures are reviewed annually. For example, student policies should be reviewed and approved no later than February so that they can be ready for the fall semester. A lead contact(s) or co-chair(s) would be selected for each of the policy categories (i.e. those related to faculty, student, staff, etc.). Fishbeck and Lindgren will work on drafting guidelines and a timeline, including lead contact(s) or co-chairs of each policy category, to bring to the Operations Council for review.

Contract Review General Policy – Lindgren
The updated policy added two more positions to the list of those who have contractual authority (Chief Buildings and Grounds Officer & Facility Manager MDU Resources Community Bowl). The updated policy also changed two job titles and added facility use agreements to the list of areas for which the Associate Vice President for Continuing Education, Training and Innovation has contractual authority. Fishbeck requested that the Director of Student and Residence Life be added to the list of those who have contractual authority. This position signs contracts for housing and student activities. It was the consensus of the council to add that position and area to the policy. Lindgren will check with Buster Gilliss (Director of Athletics) on any additional contracts in his area. A final draft will be brought to the council for review via email.

Data Inconsistency – Fishbeck
The NDUS office created a document entitled “Recommendations to Resolve Data Inconsistency in Campus Solutions, Financial Systems and Human Capital Management”. The purpose of the document was to identify data inconsistencies, describe them, and then identify the type of resolution and scope of the project (small, medium or large). Fishbeck will look at each data inconsistency and assign to the applicable committee/council.

Reports/Updates

Staff Senate Report – Hardy and Sivesind
- Staff Senate had their officer elections at their last meeting. They elected Marnie Piehl as President, Mike Hardy as Vice President and Alison Zarr as Secretary/Treasurer. Their terms begin July 1st. They decided that the Past President (Carla Sivesind) will serve another year as an Ex-Officio on Staff Senate.
- They updated their constitution and by-laws with the new election times.

Faculty Senate Report
- No Report.

Department Chair/Program Manager Report
• No Report.

Compliance Updates
• No Report.

Executive Council Updates – Schulz
• The Executive Council met on June 17th.
• They reviewed the schedule for the Strategic Planning Retreat in July, which Schulz will attend.
• Kari Knudson shared that the lineworker program is purchasing a simulator for a CDL license.
• The Executive Council also discussed student housing, the Student Union construction timeline and enrollment numbers.

Construction Updates – Barber and Schulz
• The Meadowlark lower level is on schedule to be completed the end of July.
• If the floor tile is shipped on time the Allied Health/UND Health clinic will be completed around the end of July.
• The Kuntz Physical plant building is getting new roof curbs for the HVAC units and a partial new roof replacement to fix the roof leaks.
• The Mandan Mechanical Maintenance addition is on schedule for completion around the end of July or first part of August.
• The Student Union is on a two week delay due to the rain. The air conditioning will hopefully be restored in the next two weeks. The opening of the addition (food service piece) is scheduled for July 2014. Renovation for the main floor will start in August/September 2014.
• Swenson, Hagen & Co. has proposed a site plan for the new student housing. The Student Housing Subcommittee has started the process through the city since they are backlogged. The new student housing will be built south of the Career Academy and east of Lidstrom. The building will either run parallel to or perpendicular to Edwards Avenue. It will be a 28 unit complex with 100+ beds. It will be apartment style with wood construction. The goal is for it to be open by fall 2014. The current on-campus student housing waiting list is about 200 students.

Bismarck Public Schools Transition Update
• No Report.

Announcements
• Lindgren shared that Human Resources is feeling a bigger impact with hiring due to issues with housing. They have reached out to Williston State College and Dickinson State University to share ideas on how to find housing for new employees.
• Lindgren shared that Human Resources is launching new software that will be used in the potential employees’ application process. All the applications will now be done online.
Bismarck Public Schools uses this software, and all but two NDUS institutions are having it installed.

- Lindgren shared that $30,000 has been approved for a staff positions audit of BSC. An RFP for the audit will be done in the fall. The cross-functional team will begin the audit in January and be completed by April.
- With all the new buildings on campus, Fishbeck suggested that, in the future, the Operations Council should discuss ways to document potential office moves from one location to another.
- Schulz thanked everyone for being so involved and engaged in the Operations Council.

Meeting adjourned at 9:14am.