



Memorandum

To: SIAST Faculty and Staff

From: Dr. Robert G. McCulloch
President and CEO

SEPTEMBER 2009 SMC SUMMARY REPORT

DECISION ITEMS

Academic Authorities Grid policy #A-1.1: Revision

SMC endorsed and the president approved a revised Academic Authorities Grid policy #A-1.1. To optimize internal communication processes, the authority level for adding, deleting or changing annual intake capacity at existing sites for core-funded programs has been amended to the dean of the division, with notification to deans' council.

Print/AV Materials Acquisition policy #A-1.21: Revision

SMC endorsed and the president approved the Print/AV Materials Acquisition policy #A-1.21. The policy was reviewed in accordance with the required review period for president-approved policies. No changes were made to the policy.

Faculty Preparation and Development policy #A-1.25: Revision

SMC endorsed and the president approved a revised Faculty Preparation and Development policy #A-1.25. The policy was revised to reflect current practice and to provide more flexibility in the timelines for completion of the program.

Procurement policy #O-1.9

SMC endorsed and the president approved a revised Procurement policy #O-1.9. The policy was reviewed in accordance with the required review period for president-approved policies, and amended to include reference to SIAST policies on Conflict of Interest, Gift Acceptance, Violence and Harassment and Discrimination.

Generally Accepted Accounting Principles policy #O-1.6

SMC endorsed and the president approved deletion of Generally Accepted Accounting Principles policy #O-1.6. The policy is redundant as it is a requirement that financial statements are prepared in accordance with Generally Accepted Accounting Principles as established by the external accounting body, the Canadian Institute of Chartered Accountants.

Conflict of Interest policy #O-2.2

At its June 2009 meeting, SMC had reviewed a revised Conflict of Interest policy #O-2.2 and had requested further revisions to the policy. The associate vice-president, human resources and director, people strategies, joined SMC to present the revised Conflict of Interest policy #O-2.2. The policy has been revised to reflect current titles, include reference to students acting in an official capacity within the organization, and provide clear direction regarding the issue of conflict of interest.

Pending additional minor amendments, SMC endorsed and the president approved the revised Conflict of Interest policy #O-2.2.

Professional Development – OOS Employees policy #O-2.7

The associate vice-president, human resources and director, people strategies, joined SMC to present a revised Professional development – Out-of-Scope Employees policy #O-2.7. The policy has been updated to reflect changes to out-of-scope benefits effective July 1, 2009.

SMC endorsed and the president approved a revised Professional development – Out-of-Scope Employees policy #O-2.7

Annual Vacation Entitlement and Carryover – OOS policy #O-2.1

The associate vice-president, human resources and director, people strategies, joined SMC to present a revised Annual Vacation Entitlement & Carryover – Out-of-Scope policy #O-2.1. The policy was reviewed in accordance with the required review period for president-approved policies, and amended to reflect changes to benefits resulting from the implementation of the Out-of-Scope Total Rewards Strategy.

SMC endorsed and the president approved a revised Annual Vacation Entitlement & Carryover – Out-of-Scope policy #O-2.1.

INFORMATION/ENDORSEMENT ITEMS

Gerontological Nursing LPN Advanced Certificate: Deletion

SMC received notification and endorsed the deletion of the Gerontological Nursing LPN advanced certificate effective July 1, 2009. The program has been suspended since July 1, 2007, due to a decline in applications and enrolment.

Approved Program Proposals (Minor Revisions – Admission Requirements) from Deans' Council on June 9, 2009

SMC received notification and endorsed the following program proposals approved by deans' council on June 9, 2009:

- Basic Diabetes Education for Health Care Providers applied certificate: minor revision (admission requirement), effective September 2010
- Nursing Education Program of Saskatchewan (NEPS) Second Degree Entry Option: minor revision (admission requirement), effective July 1, 2010
- Perioperative Nursing LPN advanced certificate: minor revision (admission requirement), effective July 1, 2009
- Short Order Cooking applied certificate: minor revision (admission requirement), effective July 1, 2010

SIAST Operating and Capital Plan 2009-12 and 2009-10 Operating Budget

SMC received a copy of the August 27, 2009, SIAST 2009-10 operating and capital plan and budget approval letter from the Minister of Advanced Education, Employment and Labour. The SIAST board of directors will be asked to formally adopt the 2009-10 operating and capital plan and budget at its September 25, 2009, meeting.

Policy O-1.9 Procurement – Sole Sourced Purchases

As per Procurement policy #O-1.9, SMC received a summary report of sole sourced purchases greater than \$100,000 that had excluded from the competitive bidding process during fiscal year 2009. Following review and discussion, SMC endorsed the listed purchase orders for fiscal year 2009.

Information Technology Network Security Assessment Results

The associate vice-president, information technology services joined SMC to present the results of an Information Technology network security assessment conducted in June 2009. The assessment was conducted by Deloitte & Touche LLP in accordance with Information Technology Services policy G-4.2.

The results of the assessment identified 31 problems which, if not addressed, could place portions of SIAST's technology infrastructure at risk. Of the 31 problems, 16 were deemed to be high risk, 13 were classified medium risk and 2 were classified low risk. The associate vice-president, information technology services informed SMC that actions have been initiated to address each of the identified issues as quickly as possible. Many of the issues identified as high risk have already been addressed. New procedures will be defined and existing procedures enhanced to proactively identify similar issues in the future.

The results will be submitted to the SIAST board of directors' audit committee and the provincial auditor's office for information purposes.

Brokerage, Partnership and Affiliated Arrangements Annual Summary 2008-09

SMC received and endorsed the SIAST brokerage, partnership and affiliated arrangements annual summary 2008-09.

DISCUSSION ITEMS

Board information items

The next SIAST board of directors meeting will be held on September 25, 2009, at the SIAST Administrative Offices.