



Memorandum

To: SIAST Faculty and Staff

From: Dr. Robert G. McCulloch
President and CEO

JANUARY 2010 SMC SUMMARY REPORT

INFORMATION/ENDORSEMENT ITEMS

Management Authorities Grid policy #G-3.1

The associate vice-president, financial services, and institutional secretary presented a revised Management Authorities' Grid policy #G-3.1 to SMC.

The institutional secretary informed SMC that the SIAST board of directors' governance/policy committee directed that processes be put in place to ensure the board of directors, as a whole, approves transactions involving the purchase or sale of real property, and unbudgeted major capital renovations or projects exceeding \$1M. Amendments to the Management Authorities Grid policy #G-3.1 assign the authority level for these financial commitments to the board of directors.

In addition, authority levels within Schedule 2 related to capital commitments have been amended to ensure proper consultation and authorization occurs. The policy was also amended to reference SIAST's associate dean positions, and the authority levels for leaves with pay over 10 days have been increased.

Pending requested revisions to the policy and its schedules, SMC endorsed the revised Management Authorities' Grid policy #G-3.1 and Schedule 1, and the president approved the revised Schedule 2. The revised policy will be submitted to the January 22, 2010, SIAST board of directors' meeting for approval of changes to the policy statement and the authorities assigned to the SIAST board of directors.

Capital Planning – Major Projects policy: New

At its December 8, 2009, meeting, SMC reviewed a new Capital Planning – Major Projects policy and had requested additions to address internally-funded major capital projects or new projects that are funded through SIAST's annual capital budget.

The associate vice-president, financial services, and institutional secretary presented the revised new Capital Planning – Major Project policy to SMC. The policy addresses how SIAST arrives at decisions on major capital projects and covers priorities, interface with annual plans, and approval processes.

Pending additional minor revisions, SMC endorsed the new Capital Planning – Major Projects policy. The policy will be submitted to the January 22, 2010, SIAST board of directors' meeting for approval.

Real Property – Acquisition and Disposal policy: New

The institutional secretary presented a new Real Property – Acquisition and Disposal policy to SMC. The policy was developed at the request of the SIAST board of directors' governance/policy committee and sets out the principles to be applied when real property transactions are undertaken by SIAST.

Pending a minor amendment, SMC endorsed new Real Property – Acquisition and Disposal policy. The policy will be submitted to the January 22, 2010, SIAST board of directors' meeting for approval.

Policy A-2.3 Confidentiality of Personal Information and Records of Applicants and Students: Revision

The senior vice-president, academic, presented a revised Confidentiality of Personal Information and Records of Applicants and Students policy #A-2.3 to SMC. Extensive revisions were made to the policy to clearly recognize SIAST's responsibility to protect the confidential records of prospective, current and former students. It was also revised to provide guidelines for access to and/or use of student record information.

Pending minor amendments, SMC endorsed and the president approved a revised Confidentiality of Personal Information and Records of Applicants and Students policy #A-2.3. The revised policy will be posted on the SIAST website and notification provided to the SIAST community.

Census Student Statistics 2008-09 Annual Report Addendum

At its December 8, 2009, meeting, SMC received an addendum to the SIAST student statistics section of the 2008-09 annual report and had noted that although the overall equity participation numbers have increased, equity categories have declined when stated as percentage of total enrolment. Accordingly, SMC agreed that head count should be used for equity stats rather than percentage of enrolment. SMC also agreed that an indication of students taking programs at the regional colleges needed to be stated and had requested that this number be separated out from the off-campus Continuing Education program FLE number.

The senior vice-president, academic presented a revised addendum to the SIAST Student Statistics section of the 2008-09 Annual Report. The data reveals an increase in overall FLE enrolment from 2007-08 by 4.4% to 15,476 FLEs, principally due to a 20% increase in apprenticeship training. The number of graduates has also increased by 3.7% to 3,770.

SMC endorsed the revised addendum to the SIAST student statistics section of the 2008-09 annual report and approved the general release of the addendum on the SIAST website under Annual Reports. The senior vice-president, academic, will submit the annual report addendum to the January 22, 2010, board of directors' meeting as information.

INFORMATION/ENDORSEMENT ITEMS

Approved Program Proposals from Deans' Council on December 9, 2009

SMC received notification and endorsed the following major revision and implementation program proposals approved by deans' council on December 9, 2009:

- Correctional Studies diploma: major revision, effective July 1, 2010
- Law Enforcement applied certificate: implementation, effective January 1, 2010
- Ironworker applied certificate: implementation, effective April 1, 2010
- Office Education certificate: major revision, effective July 1, 2010

DISCUSSION ITEMS

Board information items

The next board of directors meeting will be held Friday, January 22, 2010, at the SIAST Administrative Offices.