



## Memorandum

**To: SIAST Faculty and Staff**

**From: Dr. Robert G. McCulloch  
President and CEO**

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### MARCH 2010 SMC SUMMARY REPORT

#### DECISION ITEMS

##### **Revised Electronic Communication Policy**

The acting vice-president, administrative services, presented a revised Electronic Communication Services policy #O-3.9 to SMC. This policy has been revised to address internal and external third party access to electronic communication accounts, and retiree access has been revoked.

Pending minor amendments, SMC endorsed and the president approved a revised Electronic Communication Services policy #O-3.9. The policy will be posted on the SIAST website and notification sent to the SIAST community.

##### **SIAS Policies: Framework, Approval and Administration Policy #G-2.8**

The institutional secretary presented a revised SIAS Policies: Framework, Approval and Administration policy #G-2.8. The policy was reviewed in accordance with the required review period for board-approved policies and minor amendments incorporated into the policy's footnote to clarify the requirement for board member and student adherence to relevant operational policies.

SMC endorsed the revised SIAS Policies: Framework, Approval and Administration policy #G-2.8 and the president approved its procedures. The policy will be submitted to the board of directors' governance/policy committee for endorsement and the board of directors for approval.

Because of its significance, SIAS Policies: Framework, Approval and Administration policy #G-2.8 will be incorporated into the Supervisor's Checklist for New Employee Orientation.

##### **OCP 2009-10 Mid-Year Performance Report**

The senior vice-president, academic, presented and, pending minor revisions, SMC endorsed the Operating and Capital Plan 2009-10 Mid-Year Performance Report. The report will be submitted to the March 2010 board of directors' meeting for information purposes.

SMC noted that AY 2009-10 is a transition period for performance reporting. Cascading of strategy development throughout the organization using the balanced scorecard approach will be implemented for the 2010-11 academic year. Because SIAST is moving to the balanced scorecard approach, a mid-year performance report will not be prepared during 2010-11, but instead a two-part annual report will be submitted. The first part will be the financial report that is tabled with the Legislative Assembly by September 2011, and the second part will be the annual

balanced scorecard report due at the end of November 2011. The balanced scorecard report will incorporate the performance measures indicating progress towards SIAST's strategic objectives.

#### **2008 SIAST Graduate Employment Report**

SMC received the 2008 SIAST Graduate Employment Report and approved its general release on the SIAST website.

#### **External Borrowers Policy #A-1.22 Revision**

The senior vice-president, academic, presented a revised External Borrowers policy #A-1.22 to SMC. Minimal amendments to the policy include minor language housekeeping and the addition of apprenticeship.

SMC endorsed and the president approved a revised External Borrowers policy #A-1.22. The policy will be posted on the SIAST website and notification sent to the SIAST community.

#### **Occupational Health and Safety Practitioner Certificate: Implementation Proposal**

The senior vice-president, academic, presented an Occupational Health and Safety (OH&S) Practitioner certificate implementation proposal to SMC for approval. Deans' council endorsed the proposal at its January 12, 2010, meeting, and program council endorsed it at its November 5, 2009, meeting.

The cost-recovery program will offer an additional opportunity for educational advancement for occupational health and safety professionals including graduates of SIAST's Occupational Health and Safety Practitioner applied certificate program. The 33-week, distance print-based certificate-level of education will be the second step in the emerging OH&S career pathway delivered by SIAST. The program will prepare graduates to competently assist Saskatchewan workplaces to meet their OH&S program needs in a constantly changing work environment.

SMC endorsed and the president approved the implementation of an Occupational Health and Safety (OH&S) Practitioner certificate program effective July 1, 2010.

### **INFORMATION/ENDORSEMENT ITEMS**

#### **2010-11 SMC Meeting Schedule and SIAST Board of Directors' Submission Dates**

SMC received the 2010-11 SMC meeting schedule and required submission dates for board agenda items.

The 2010-11 SMC meeting dates are as follows:

August 31, 2010  
October 5, 2010  
November 2, 2010  
December 7, 2010  
January 5, 2011  
February 1, 2011  
March 1, 2011  
March 29, 2011  
May 3, 2011  
May 25, 2011

#### **Harassment & Discrimination Awareness On-line Training Module**

SMC received notification of the implementation of the Harassment & Discrimination Awareness on-line training module. The module will be available to all students and employees on mySIAST.

#### **SIAST Procurement and Furniture Disposal and Recycling**

The acting vice-president, administrative services, provided an update to SMC on the new green strategy that will be used to dispose of SIAST's used furniture:

- 1-800-GOT-JUNK will be utilized for all furniture disposals. This company is a full service junk removal expert that recycles as much as possible;
- The Procurement department will oversee the disposal process of all SIAST furniture, whether it involves the storage of furniture for future usage or complete disposal of it.

SMC endorsed the new furniture disposal and recycling strategy.

#### **Trust and Endowment Investment Committee Update**

SMC received and endorsed the Trust and Endowment (T & E) Investment Committee summary report as at March 2, 2010. The acting vice-president, administrative services, also circulated an updated copy of SIAST's Trust and Endowment Investment Summary.

#### **Advisory Committee on Education Equity (ACEE) – Dissolution**

SMC received notification and endorsed the dissolution of the SIAST advisory committee on education equity (ACEE) effective immediately.

#### **Cytotechnology Diploma: Minor Revision (Admission Requirements and De-designating Program from High Demand to First Qualified First Admitted) (FQFA)**

SMC received notification and endorsed the Cytotechnology diploma minor revision program proposal as approved by deans' council on January 12, 2010.

#### **Power Engineering Technology Diploma: Designating Program as High Demand**

SMC received notification and endorsed that the Power Engineering Technology diploma program be designated as high-demand effective July 1, 2011.

#### **Standardized Academic Year 2010-11**

SMC received notification and endorsed the approved dates for the 2010-11 academic year. Deans' council approved the dates on January 12, 2010.

The senior vice-president, academic, noted that the majority of programs will be able to align with the standard school year, thereby contributing to consistency in SIAST operations and the provision of breaks for staff and students. Flexibility will permit programs, with dean approval, to choose alternate start and end dates where there is an inability to align with the recommended dates. For the AY 2010-11, programs/divisions can, at the discretion and approval of the dean, choose one of two options for a winter break.

SIAST's 2010-11 academic year is as follows:

August 30, 2010	Suggested start of Fall Semester
September 6, 2010	Labour Day
October 11, 2010	Thanksgiving Day
November 11, 2010	Remembrance Day
December 17, 2010	Semester End
December 20, 2010–January 3, 2011	Christmas Break
January 4, 2011	Suggested start of Winter Semester
February 21, 2011	Family Day
February 21-February 25, 2011	Mid-Semester Break (Choice #1)
February 28-March 4, 2011	Mid-Semester Break (Choice #2)
April 22, 2011	Good Friday
April 25, 2011	Easter Monday
May 23, 2011	Victoria Day

## **DISCUSSION ITEMS**

### **Board information items**

Effective immediately, board of directors' agenda material will be distributed electronically.

The next board of directors' meeting will be held at the SIAST Administrative Offices on March 26, 2010.