



Memorandum

To: SIAST Faculty and Staff

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

OCTOBER 2010 SMC SUMMARY REPORT

DECISION

Development of 2011-12 Operating and Capital Plan and Budget

The senior vice-president, academic, presented a draft 2011-12 annual planning and budgeting process document to SMC. He noted that the proposed schedule has been revised from previous years to correspond with the new Balanced Scorecard framework.

Pending a review by the associate vice-president, financial services, SMC approved the SIAST planning and budgeting process for 2011-12.

INFORMATION/ENDORSEMENT

Campaign Readiness Audit and Feasibility Study/Sponsorship Inventory and Valuation

The director, donor and alumni relations joined SMC to provide an update regarding a combined campaign feasibility study and sponsorship inventory and valuation for SIAST.

In May 2010, SIAST issued a Request for Proposals for a combined Campaign Feasibility Study and Sponsorship Inventory and Valuation. The contract was awarded to Ross W Marsh and Associates and Partnership Group, who submitted a joint proposal. The purpose of both studies is to prepare SIAST for a major campaign and develop the plans and tools needed for such a campaign.

The director, donor and alumni relations informed SMC that the feasibility study and sponsorship inventory have commenced and will be conducted simultaneously. The feasibility study will include both internal and external stakeholders and will be used to assess the level of support for a major campaign. One-on-one interviews will be conducted with both stakeholder categories. Following completion of the study, a final report will be presented to SMC and the board of directors.

The director, donor and alumni relations advised SMC that the sponsorship inventory and valuation will include both tangible and intangible assets and property, and will determine potential sponsorship opportunities. The first of the consultants' on-site inventory visits will occur on October 13 at SIAST Kelsey Campus. The director advised that both reports are targeted to be concluded by the end of March 2011.

Policy G-3.4, Program Review: Revision

The senior vice-president, academic, presented a revised Program Review policy #G-3.4 to SMC. He noted that following SMC's June 2010 endorsement of the revised policy, the SIAST

board of directors' governance/policy committee requested that the revised policy be reconsidered for addition of words that include a more 'forward looking' approach. The senior vice-president, academic, informed SMC that it has been deemed that the policy statement does indicate that the data will be used to inform decisions, however, additional minor wording changes were made to the Phase 1 procedures to strengthen the 'forward looking' approach.

Following review, SMC endorsed the revised Program Review policy #G-3.4. In accordance with the direction given by the June 30, 2010, board of directors' governance/policy committee, the revised policy will be presented directly to the board of directors for approval.

Brokerage, Partnership and Affiliated Arrangements Annual Summary 2009-10

SMC received and endorsed the SIAST brokerage, partnership and affiliated arrangements annual summary 2009-10.

SIAST Professional Development Committee 2009-10 Activity Report

SMC received the SIAST Professional Development Committee 2009-10 Activity Report. The vice-president, administrative services, noted that during the 2009-10 AY, the two professional development committees approved a total of \$321,396 that went to support individual professional or personal development activities. In addition, the committees provided \$23,029 in support of two professional development days.

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 been excluded from the competitive bidding process during fiscal year 2010. Following review and discussion, SMC endorsed the listed purchase orders for fiscal year 2010.

DISCUSSION

Board information items

The president advised SMC that a formal resignation had been received from board member, Bob Loewen. He also advised SMC that the board's subcommittees' memberships had been set for AY 2010-11.