



Memorandum

To: SIAST Faculty and Staff

From: Dr. Robert G. McCulloch
President and CEO

NOVEMBER 2010 SMC SUMMARY REPORT

DECISION

Division Name Change – Educational Services

SMC endorsed and the president approved changing the Educational Services division name to Research and Innovation, effective immediately. The new title, Research and Innovation Division, promotes the educational innovation expertise within SIAST and better aligns the organization's plans with the priority initiatives outlined in the Premier of Saskatchewan's mandate letter to the Minister of Advanced Education, Employment and Immigration.

Fraud Prevention and Reporting Policy and Procedures

At its June 2010 meeting, SMC reviewed a draft Fraud Prevention and Reporting policy and had agreed that it should include information on the conduct of fraud investigations. The associate vice-president, financial services joined SMC to present a revised new Fraud Prevention and Reporting policy. She noted that fraud policies are common in large organizations and are an integral part of corporate governance.

Pending a minor revision, SMC endorsed and the president approved a new Fraud Prevention and Reporting policy. However, SMC also agreed that the policy will not become effective until a third party reporting option has been finalized and related procedures were available for SIAST employees.

Policy O-1.10 Fleet Vehicle Usage

The associate vice-president, financial services, joined SMC to present a revised Fleet Vehicle Usage policy #O-1.10. The policy was revised to provide further clarification on the minimum standards required to drive a SIAST fleet vehicle in that the Canada Safety Council's course (available online) is an acceptable alternative to the required Saskatchewan Safety Council's Defensive Driving Course.

SMC endorsed and the president approved a revised Fleet Vehicle Usage policy #O-1.10. The policy will be posted on the SIAST website and notification provided to the SIAST community.

Policy O-1.5 – Travel Allowances: Vehicle, Lodging, Meals and General Expenses

The associate vice-president, financial services, joined SMC to present a revised Travel Allowances: Vehicle, Lodging, Meals and General Expenses policy #O-1.5. A minor deletion was made to the policy to reflect that SIAST telephone credit cards are no longer available for charging business telephone expenses.

SMC endorsed and the president approved a revised Travel Allowances: Vehicle, Lodging, Meals and General Expenses policy #O-1.5. The policy will be posted on the SIAST website and notification provided to the SIAST community.

Policy O-1.9 Procurement Policy

The associate vice-president, financial services, joined SMC to present a revised Procurement policy #O-1.9. The policy was revised as a result of an economic partnership agreement entered into among the Governments of British Columbia, Alberta, and Saskatchewan on July 1, 2010.

The “New West Partnership” is a comprehensive agreement to remove barriers to trade, investment, and labour mobility, and covers all public sectors including government ministries and their agencies. As a result of the partnership agreement, procurement thresholds were amended. SIAST’s Procurement policy #O-1.9 has been amended to comply with the terms of the New West Partnership agreement and/or to reflect present marketplace thresholds.

Pending a minor clarification, SMC endorsed and the president approved a revised Procurement policy #O-1.9.

Census Student Statistics 2009-10

SMC received the Census Student Statistics for Academic Year 2009-10 Annual Report Addendum and a series of basic standardized student reports on application, enrolment, and graduate student activity, with a request for approval of the general release of the documents on the SIAST website.

Pending a final review by the senior vice-president, academic, SMC endorsed and the president approved the general release of the Census Student Statistics for Academic Year 2009-10 Annual Report Addendum and series of basic standardized student reports on application, enrolment, and graduate student activity. The final annual report addendum will be submitted to the SIAST board of directors as information.

INFORMATION/ENDORSEMENT

Standardized Academic Year (AY) 2011-12

SMC received notification and endorsed the dates of the 2011-12 academic year, as approved by deans’ council on October 13, 2010.

SIAST’s 2011-12 academic year is as follows:

August 29, 2011	Suggested start of Fall Semester
September 5, 2011	Labour Day
October 11, 2011	Thanksgiving Day
November 11, 2011	Remembrance Day
December 16, 2011	Semester End
December 19, 2011–January 1, 2012	Christmas Break
January 3, 2012	Suggested start of Winter Semester
February 20, 2012	Family Day
February 21-February 24, 2012	Mid-Semester Break (Choice #1)*
February 27-March 2, 2012	Mid-Semester Break (Choice #2)*
April 6, 2012	Good Friday
April 9, 2012	Easter Monday
May 21, 2012	Victoria Day

* Programs will choose one spring break option in consultation with the appropriate dean.

Approved Program Proposal from Deans' Council on October 13, 2010: Minor Revision – Changing Admission Requirements: Health Information Management Diploma

SMC received notification and endorsed the following minor revision program proposal approved by deans' council on October 13, 2010:

- Health Information Management diploma: admission requirements, effective immediately.

All Hazards Emergency Incident Command Structure

The director, SIAST Kelsey Campus, joined SMC to present a proposed three-layer all-hazards emergency incident command structure for SIAST.

The third phase of the All Hazards Emergency Preparedness project involves the development of a suitable incident command structure for implementation within SIAST, including the identification of the specific roles within that structure and recommendations with respect to likely incumbents to those roles from within the organization. This structure will require consistent approach and application for all SIAST campuses and Administrative offices with the same personnel at each location responding to all emergencies. In addition, a command and control structure has been developed within SIAST's pandemic plan and this project would build upon that.

The director, SIAST Kelsey Campus informed SMC that Marsh Consulting has undertaken a number of activities during the past several months to determine what types of hazards or emergencies SIAST may be faced with. Following site visits and collection of datum, Marsh Consulting developed a top 10 list of hazards/emergencies. Utilizing the list, Marsh developed a tailored incident command structure for SIAST. The vice-president, administrative services, presented the proposed Incident Command Structure to SMC and noted it was modeled from the National Incident Command System. The presented structure proposes a three layer system. The first will engage the emergency and will involve site/building/program response team members. The second deals with crisis management and will include institutional administrative members. The third will be the executive team and will deal with overall institutional communication and business continuity. The main objective of this stage of the project will be the establishment and training of the site/building/program response teams.

The director, SIAST Kelsey Campus confirmed that the first layer's emergency response team would be led by the applicable campus director. Depending on the nature and severity of an incident, the campus director will determine if the command structure needs to be expanded to the second or, possibly, third layer. The executive director, public affairs, noted and the director, SIAST Kelsey Campus, confirmed that Marketing and Communications would be involved early in any incident.

Following discussion, SMC received and endorsed the proposed three-layer All Hazards Emergency Incident Command structure as submitted by Marsh Consulting. Next steps include Marsh Consulting developing new or refining existing emergency response plans and developing table-top exercises for training purposes.

Students' Associations Master Partnership Agreement

The SIAST and the Students' Associations Master Partnership Agreement was formally executed at a signing ceremony held in Regina on November 1, 2010. The president and vice-president, administrative noted they looked forward to the development of individual campus sub-agreements and the continued good relations with the students associations.

DISCUSSION

Board information items

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