



## Memorandum

**To:** SIAST Faculty and Staff

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

---

### DECEMBER 2010 SMC SUMMARY REPORT

#### DECISION

##### **Facility Project Management Guide and Procedures**

The vice-president, administrative services, presented a new Facility Project Management Guide and Procedures, revised procedures to Capital Planning – Major Projects policy #G-4.12, and a revised SIAST Facilities Steering Committee Mandate and Terms of Reference to SMC.

The Facility Project Management Guide and Procedures contains several related and integrated documents to guide facility project management at SIAST. It discharges the responsibility and accountability for facility project management and specifies the financial procedures required in order to ensure accountabilities and responsibilities are appropriately and consistently discharged.

The SIAST Capital Planning – Major Projects policy #G-4.12 provides the overarching authority under which these guidelines and procedures apply. The procedures to the policy have been amended to reference that all facility projects must be managed in accordance with the SIAST Facility Project Management Guide and Procedures.

The SIAST Facilities Steering Committee Mandate and Terms of Reference have been updated to reflect current titles and practice.

Pending minor amendments to the Facility Project Management Guide and Procedures and the SIAST Facilities Steering Committee Mandate and Terms of Reference, SMC endorsed and the president approved a revised Capital Planning – Major Projects policy #G-4.12, a new Facility Project Management Guide and Procedures, and a revised SIAST Facilities Steering Committee Mandate and Terms of Reference.

The revised Capital Planning – Major Projects policy #G-4.12 will be posted on the SIAST website and notification provided to the SIAST community. The new Facility Project Management Guide and Procedures will be posted on mySIAST.

##### **Policy G-3.1 Management Authorities Grid**

The vice-president, administrative services, presented a revised Management Authorities Grid policy #G-3.1 and a revised Schedule 2 to Management Authorities' Grid policy #G-3.1. Minor amendments were made to the policy statement to ensure that monthly purchasing card transactions (pcard) are included for one-up approval and Schedule 2 has been amended to more clearly identify that one-up approval is required for all fees, business hospitality expenses, procurement card purchases/statements and unbudgeted purchases or purchasing contracts within division/department available resources. As well, section D(5) of Schedule 2 has been

amended to align with a new Facility Project Management Guide and Procedures, as referenced in Capital Planning - Major Projects policy #G-4.12.

SMC endorsed the revisions to the Management Authorities' Grid policy statement. The revised policy will be submitted for endorsement by the SIAST board of directors' governance/policy committee and approval by the SIAST board of directors at each of its respective January 2010 meetings.

SMC also endorsed and the president approved the revisions to Schedule 2 of the Management Authorities' Grid policy #G-3.1. The revised Schedule will be posted on the SIAST website and notification provided to the SIAST community.

#### **SIAST Graduate Employment Report of 2008-09 Graduates**

SMC received the 2008-09 SIAST Graduate Employment Report and approved its general release on the SIAST website.

#### **SIAST 2008-09 Student Satisfaction Survey Report**

SMC received the SIAST 2008-09 Student Satisfaction Survey Report and approved its general release on the SIAST website.

#### **SIAST Employer Report of 2007-08 Graduates**

SMC received the SIAST Employer Report of 2007-08 Graduates and approved its general release on the SIAST website.

#### **Geomatics Technology (Diploma): Reinstatement**

SMC endorsed and the president approved the reinstatement of the Geomatics Technology diploma program effective July 1, 2011. Deans' council endorsed the reinstatement on November 9, 2010.

Program reinstatement is based on the following factors:

- The Saskatchewan Land Surveyors' Association will provide significant increased support to the program through scholarships, joint student recruitment initiatives, and capital equipment acquisition.
- There is a high labour market demand for geomaticists in Saskatchewan with 3.5 times more co-op opportunities than number of students. It has been reported that there will be a demand for up to 55 geomaticists in the next five years.
- Formal recognition by the Canadian Board of Examiners for Professional Surveyors will be sought to accredit this program.
- There will be no incremental resources needed to offer the program during the 2011-12 academic year and there will be limited resources required for the 2012-13 academic year.
- An internal program validation took place in the last week of October 2010 and an industry validation is planned for January 2011.

#### **Program Proposal from Deans' Council on November 9, 2010: Business Insurance (Diploma) Implementation**

SMC endorsed and the president approved the implementation of a Business Insurance diploma program effective July 1 2011. Deans' council endorsed the new diploma program at its November 9, 2010, meeting. The program is being implemented due to labour market demand to address a current and growing shortfall of education/trained employees in the insurance sector.

#### **Policy A-1.23, Program Council: Revision**

The senior vice-president, academic, presented a revised Program Council policy #A-1.23 to SMC. Deans' council endorsed the revised policy at its November 9, 2010, meeting. Minor amendments have been made to the policy's procedures (terms of reference) to reflect current titles and the reduced number of student associations.

SMC endorsed and the president approved a revised Program Council policy #A-1.23. The policy will be posted on the SIAST website and notification will be provided to the SIAST community.

#### **Recruitment Agency Use Policy**

The vice-president, administrative services, presented a new Recruitment Agency Use policy to SMC. The new policy has been developed to provide guidance and consistency regarding the use of recruitment agencies for hard-to-recruit positions.

Pending minor amendments, SMC endorsed and the president approved a new Recruitment Agency Use policy. The institutional secretary will give the policy an appropriate policy number, post it on the SIAST website, and provide notification to the SIAST community.

### **INFORMATION/ENDORSEMENT ITEMS**

#### **Approved Program Proposal from Deans' Council on November 9, 2010: Water and Wastewater Technician (Certificate) Major Revision**

SMC received notification and endorsed major revisions to the Water and Wastewater Technician certificate effective July 1, 2011, as approved by deans' council on November 9, 2010.

#### **Approved Program Proposal from Deans' Council on November 9, 2010: Business Financial Services (Diploma) Minor Revision – Changing Admission Requirements**

SMC received notification and endorsed minor revisions to the Business Financial Services diploma program, effective July 1, 2011, as approved by deans' council on November 9, 2010.

#### **Absentia of President/CEO and SIAST Senior Managers policy #G-2.9**

The president & CEO presented, and SMC reviewed, a draft revised Absentia of President/CEO and SIAST Senior Managers policy #G-2.9. The policy has been amended to broaden the succession lines in the event of the absence or disability of SIAST's senior managers to enable temporary leadership opportunities for other employees.

Pending minor revisions, SMC endorsed a revised Absentia of President/CEO and SIAST Senior Managers policy #G-2.9. The revised policy will be submitted for endorsement by the SIAST board of directors' governance/policy committee and approval by the SIAST board of directors at each of its respective January 2010 meetings.

### **DISCUSSION ITEMS**

#### **SIAST Social Responsibility**

SMC reviewed and discussed a Corporate Social Responsibility Review Project report as presented by the vice-president, administrative services. The report was researched and prepared in accordance with Strategic Goal IP2.3 of the SIAST Operating and Capital Plan 2010-11.

The vice-president, administrative services, noted that research has indicated best practices are considered in place if an organization:

- Makes social responsibility explicit in its strategic plan/strategic goals and annual operating plans;
- Establishes clear accountability for social responsibility at the board and senior management levels;
- Integrates social responsibility into its decision-making/culture/way of doing business;
- Puts in place some type of planning and implementation framework for corporate social responsibility using a standard planning cycle (e.g. plan; do; check/evaluate; adjust/improve); and

- Reports against some type of social responsibility indicators using general headers of economic, social and environmental impacts [or as in the case of SIAST – four pillars of social well-being, prosperity, environment (greening) and culture].

Following discussion related to next steps, SMC agreed that specific financial resources will not be designated to carry the project forward, however, a task team will be established to define the context as to what corporate social responsibility is and how it can fit into the organization as framed under the four strategic theme pillars.

The vice-president, administrative services, will discuss the initiative with the director, SIAST Wascana Campus and, thereafter, establish a small (three or four people) task team to define corporate social responsibility more clearly, create an inventory of activities currently undertaken within the organization, and develop a recommendation as to possible steps in the process.

#### **Capital Fundraising – Institutional Priority of Identified Items**

The director, donor and alumni relations, joined SMC to present a list of identified capital funding needs and to seek the priorities of the institution related to capital fundraising initiatives. She noted that an initial compilation of identified capital funding needs had been presented to SMC in May 2010. At that time, SMC reviewed the identified projects, which were a mixture of facility projects and capital equipment, and ranked each as to institutional priorities. The purpose for the ranking was to assist Donor and Alumni Relations focus when contacting donors or potential donors.

SMC reviewed the presented list and agreed all identified items were mindful of consideration. Accordingly, it was agreed that Donor and Alumni Relations should use the entire list as a menu of designation options for donors or potential donors.

#### **Regional Colleges Review**

The president encouraged SMC to review the regional colleges' review mandate which is posted on the Ministry of Advanced Education, Employment and Labour's website.