Memorandum

To: **SIAST Faculty and Staff**

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

MARCH 2011 SMC SUMMARY REPORT

DECISION

SIAST Employer Report of 2008/09 Graduates
SMC received the SIAST Employer Report of 2008-09 Graduates and the president approved the general release of the document on the SIAST website.

Fixed Asset Capitalization Limit policy #O-1.1
The associate vice-president, financial services, joined SMC to present a revised Fixed Asset Capitalization Limit policy #O-1.1. The policy has been revised to reduce the minimum dollar level from $500 to $200 for capitalization of individual components within a capital project over $5,000. The reduction will ensure there is better utilization of capital dollars and aid in fewer operational dollars being directed to small asset purchases.

SMC endorsed and the president approved a revised Fixed Asset Capitalization Limit policy #O-1.1. The policy will be posted on the SIAST website and notification provided to the SIAST community.

Proposed Internal Audit Project
Under Internal Audit Function policy #G-4.5 Internal Audit Charter, SMC has the responsibility to develop an annual internal audit plan and semi-annually report to the board of directors' audit committee on such plan. The associate vice-president, financial services, joined SMC to present a recommendation that a review of Information Technology Account Management be targeted for an internal audit for AY 2010-11. The account management audit would review both Information Technology Services' and academic program account management practices in relation to the requirements of Information Technology Security policy #G-4.2.

Following discussion, SMC endorsed and the president approved an internal audit of Information Technology account management as part of the 2010-11 internal audit plan. The vice-president, administrative services, will inform the board of directors' audit committee of the project at its March 17, 2011, meeting, and present the results of the audit in June 2011.

Data Management Policy
The director, client & infrastructure services, joined SMC to present a new Data Management policy. The new policy incorporates the principles of Managing Information as a Shared SIAST Resource policy #O-3.4 and Stewardship and Sharing of Information Resources policy #O-3.7, and establishes clear roles and responsibilities for data stewardship, standards, classification, access, security and maintenance.

SMC endorsed and the president approved a new Data Management Policy. The policy will be numbered within the Operations & Administrative Services – Information Management section of SIAST's policies and procedure manual, posted on the SIAST website, and notification sent to the SIAST community.

Deletion of ITS Policies O-3.4 and O-3.7

The director, client & infrastructure services, joined SMC to present a recommendation that Managing Information as a Shared SIAST Resource policy #O-3.4 and Stewardship and Sharing of Information Resources policy #O-3.7 be deleted. Both policies are redundant as their concepts and components have been incorporated into the newly-approved Data Management policy.

SMC endorsed and the president approved deletion of Managing Information as a Shared SIAST Resource policy #O-3.4 and Stewardship and Sharing of Information Resources policy #O-3.7. Notification will be provided to the SIAST community.

Deletion of ITS Policies O-3.3, O-3.6 and O-3.8

The director, client & infrastructure services, joined SMC to present a recommendation that Change Control policy #O-3.3, Standards/Architectural Models for the Management of Information Resources policy #O-3.6, and Strategic Planning policy #O-3.8 be deleted. He noted that the policies are redundant as their original concepts and practices have been incorporated into the day-to-day operations of the Enterprise Architecture function within Information Technology Services.

SMC endorsed and the president approved deletion of Change Control policy #O-3.3, Standards/Architectural Models for the Management of Information Resources policy #O-3.6, and Strategic Planning policy #O-3.8. Notification will be provided to the SIAST community.

Revisions to SIAST Parking Policy O-1.6

The vice-president, administrative services, presented a revised Parking policy #O-1.6 to SMC. The policy has been revised to delineate the payment terms and conditions for employees who work casual assignments, redefine the definition of an extended leave of absence, and include the Facility Services department as a means of contact.

SMC endorsed and the president approved a revised Parking policy #O-1.6. The policy will be posted on the SIAST website and notification provided to the SIAST community.

SIAST Social Responsibility

At its December 2010 meeting, SMC reviewed and discussed a Corporate Social Responsibility Review Project report that had been prepared by the vice-president, administrative services, in accordance with Strategic Goal IP2.3 of the SIAST Operating and Capital Plan 2010-11. At that time, SMC had agreed that a small task team should be established to define corporate social responsibility more clearly, create an inventory of activities currently undertaken within the organization, and develop a recommendation as to possible next steps in the process.

The vice-president, administrative services, informed SMC that after its December 2010 direction, a small ad hoc committee had been formed to develop a definition and mandate for social responsibility at SIAST, develop terms of reference for a SIAST social responsibility committee, and develop a survey of division heads on what initiatives were currently underway within the organization that might fit within the definition. Following review, SMC amended the social responsibility mandate and committee terms of reference.

SMC endorsed and the president approved that the definition of social responsibility at SIAST is:

SIAST's commitment at all levels of the organization is to operate in a socially, economically and environmentally sustainable manner while recognizing the interests of its stakeholders.

SMC also endorsed and the president approved a SIAST social responsibility mandate as follows:

Social responsibility at SIAST is accomplished through actions that go above and beyond regulatory and statutory requirements in areas such as:
- Governance and ethical behaviour
- Health, safety and conditions of work
- Environmental stewardship
- Human rights
- Sustainable development (including social and economic as well as environmental sustainability)
- Community involvement/investments
- Commitment to and respect for diversity

As well, SMC endorsed and the president approved the SIAST social responsibility committee terms of reference, membership and administrative process. Membership on the committee will consist of:

Marine Perran, vice-president, administrative services
Susan McIntyre, academic director, student development
Bill Coulthard, director, SIAST Wascana Campus
Ron Colin, director, enterprise risk management
Lucie Clark, instructor, Chemical Technology, SIAST Kelsey Campus

SIAST Student Reporting – Completer Definitions
The associate vice-president, student affairs, joined SMC to present recommended definitions of what constitutes a completer in Apprenticeship programming, Basic Education Adult 10 and Adult 12 programs, and all other Basic Education non-credentialed programming.

The associate vice-president, student affairs informed SMC that the ODS-EDW Standardized Student Reporting project will incorporate the ability of SIAST to report on both graduates and training completers to enable the institution to track its program towards increasing the number career-ready graduates and training completions by 15% within the next three years. SIAST does not currently track training completions, therefore, new definitions must be approved to allow for SIAST to implement training completions in Banner and ensure completer statistics are reportable from the ODS by November 2011.

The associate vice-president, student affairs, also informed SMC that the Saskatchewan Apprenticeship Commission had been consulted in developing a completer definition for Apprenticeship programming, and criteria are set by the Ministry of Education that define credential completion for Basic Education Adult 10 and Adult 12 programs.

Following review of the proposed definitions, SMC endorsed and the president approved the following SIAST student reporting completer definitions:

Apprenticeship Programming

Apprenticeship completer = Any apprenticeship student who has successfully completed an apprenticeship level in accordance with the requirements of the Saskatchewan Apprenticeship Commission (currently minimum 60% grade on each course in the level attempted, and minimum 70% overall average for the level sought). An ME (met exit standards) outcome status will be applied to the Banner graduation record.

Basic Education Adult 10 and Adult 12 Programs

> Completer with Credential = Any Basic Education student who has met all Adult 10 or all Adult 12 requirements for graduation, indicated by a Banner graduation record with an ME (met exit standards) outcome status.

Following further review of the proposed definition for a completer in all other Basic Education non-credential programming (e.g. ESL, GED Preparation, Literacy, LINC, etc.), SMC agreed that recognized measures of various levels of training need to be established in order to measure a student's successful steps of completion. Accordingly, SMC requested that the associate vice-president, student affairs, revisit the Basic Education non-credential programming and develop levels and defined benchmarks within each program in order that student completer success can be measured.

INFORMATION/ENDORSEMENT

SIAST's Health and Safety Management Program

The director, health and safety, and associate vice-president, human resources, joined SMC to provide a summary update of the SIAST health and safety project steering committee progress and activities since March 2010, and present a proposal that the health and safety project steering committee be disbanded and a new health and safety advisory committee be established.

SMC endorsed and the president approved the disbanding of the health and safety project steering committee, the creation of a SIAST health and safety advisory committee that will develop and provide the overall strategic direction for health and safety at SIAST and, pending a minor amendment, the SIAST health and safety advisory committee mandate and terms of reference, and the SIAST health and safety advisory committee membership as follows:

> Ed Lloyd, director, health and safety (chair)
> Marine Perran, vice-president, administrative services
> Gary Earles, associate vice-president, human resources
> Dennis Johnson, dean, industrial training
> Rhonda McCorriston, dean, community services
> Lynda Kushnir-Pekrul, associate dean, nursing
> Larry Fladager, director, SIAST Woodland Campus
> Peter Lapointe, director SIAST Palliser Campus
> Gail Lepp, manager, procurement & asset management, Financial Services
> Susan McIntyre, academic director, student development, Student Affairs
> Sylvia Dycer, institutional secretary, President's Office
> Deirdre Marshall, consultant, Human Resources
> One or two program heads (TBD)

The director, health and safety, informed SMC that a request for proposals was being developed for an electronic health and safety database reporting system. The electronic database will assist in managing health and safety-related information such as numbers of incidents, where they are happing, corrective actions taken, etc. As well, an online health and safety management system will be developed to assist in employee training.