



## Memorandum

**To: SIAST Faculty and Staff**

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

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### NOVEMBER 2011 SMC SUMMARY REPORT

#### DECISION

##### **SIAS Parking policy #O-1.6: Revision**

The vice-president, administrative services, and institutional secretary presented a revised Parking policy #O-1.6. Revisions to the policy ensure that the rules and regulations for student and general public parking are clearly articulated. Amendments also reflect that assignment of employee parking is now based on order of application rather than on seniority.

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

##### **Policy A-2.7, Student Appeal: Revision**

The provost and vice-president, academic, presented a revised Student Appeal policy #A-2.7 to SMC. Significant revisions were incorporated into the policy to ensure it more closely follows the guidelines related to procedural fairness. Major changes include the addition of definitions and the responsibilities of students; the supervisor of the original decision maker will now receive level one informal appeals; the role of a support person has been clarified; and, modifications have been made to Appendix B to provide for opening statements and the presentation process.

SMC endorsed and the president approved the revised Student Appeal policy #O-1.6. The policy will be posted on the SIAS website and notification provided to the SIAS community.

##### **SIAS Graduate Employment Report and Indicators of 2009-10 Graduates**

SMC received the SIAS Graduate Employment Report and Indicators of 2009-10 Graduates and approved the general release of the documents on the SIAS website.

##### **SIAS Employer Report of 2009-10 Graduates**

SMC received the SIAS Employer Report of 2009-10 Graduates and approved its general release on the SIAS website.

##### **SIAS 2010-11 Student Satisfaction Survey Report**

SMC received the SIAS 2010-11 Student Satisfaction Survey Report and approved its general release on the SIAS website.

##### **Census Student Statistics 2010-11**

SMC received and approved the general release of the addendum to the SIAS student statistics section of the 2010-11 Annual Report and a series of basic standardized student reports on application, enrolment, and graduate student activity.

### **Balanced Scorecard Reporting Scorecard**

Dr. Barb Bremner, consultant, joined SMC to present SIAST's completed management scorecard, detailed data for the management scorecard, a completed board scorecard, and plans for the priority three measures. SMC reviewed the priority one and two measures, including detailed data provided, and discussed the proposed plans for the priority three measures.

Following discussion, SMC endorsed and the president approved the completed management scorecard and supporting data, and the proposed plans for the priority three measures. The provost and vice-president, academic, will distribute the scorecard and supporting data to the senior management assembly.

SMC also endorsed and the president approved the completed board scorecard. The balanced scorecard information will be submitted to the board of directors as information at its November 2011 meeting.

### **SIAST Kelsey Campus Infrastructure Communications Plan**

The executive director, public affairs, presented a SIAST Kelsey infrastructure needs communication strategy to SMC. The strategy purports to garner support to develop a technology centre and raise awareness of the significant increase in enrolment in technical programs and of SIAST's urgent need to expand SIAST Kelsey Campus to accommodate the increased demand.

Pending minor additions, SMC endorsed and the president approved the SIAST Kelsey Campus infrastructure communications plan. The SIAST Kelsey Campus infrastructure communications plan will be submitted to the SIAST board of directors' November 2011 meeting as information.

## **INFORMATION/ENDORSEMENT**

### **Standardized Academic Year (AY) 2012-13**

SMC received notification and endorsed the dates of the 2012-13 academic year, as approved by deans' council on October 11, 2011.

SIAST's 2012-13 academic year is as follows:

August 27, 2012	Start of Fall Semester
September 3, 2012	Labour Day
October 8, 2012	Thanksgiving Day
November 12, 2012	Remembrance Day
December 14, 2012	Semester End
December 17, 2012–January 1, 2013	Christmas Break
January 2, 2013	Start of Winter Semester
February 18, 2013	Family Day
February 19-February 22, 2013	Mid-Semester Break (Choice #1)*
February 25-March 1, 2013	Mid-Semester Break (Choice #2)*
March 29, 2013	Good Friday
April 1, 2013	Easter Monday
May 20, 2013	Victoria Day

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

### **Renewal of Federation Agreement (DTI and SIAST)**

SMC received notification and endorsed the renewal of the Federation Agreement between Dumont Technical Institute (DTI) and SIAST. The five-year agreement expired in January 2011 and an email agreement between both parties extended the arrangement until a formal agreement could be finalized. The agreement permits DTI to offer and deliver SIAST academic programs.

### **Business Development and Advancement (BDA) Revenue Share**

SMC received notification and endorsed an approved Business Development and Advancement (BDA) revenue sharing model wherein net revenue will be shared 50/50 between DBA and the academic division(s) providing the service. BDA will pay all direct costs required for contract/agreement implementation. Deans' council approved the revenue sharing model at its October 11, 2011, meeting.

### **International Student Tuition – Revenue Share**

SMC received notification and endorsed a change from a 70%/30% tuition fee revenue share between programs and International Education for international students to a 40%:60% split. The change to the ratio will increase institutional overhead funding capacity for overall increase to international student services and the ability to recruit new international students. Deans' council approved the revenue sharing model at its October 11, 2011, meeting.

### **SIAST Emergency Notification System**

SMC received and approved a recommendation that the president, provost and vice-president, academic, and vice-president, administrative services, be designated as organization leaders for the purpose of having the authority and ability to send out SIAST-wide emergency information/updates. The campus directors endorsed the recommendation at the October 18, 2011, vice-president, administrative services/campus directors' meeting.

### **SIAST Professional Development Committee 2010-11 Activity Report**

SMC received and endorsed the SIAST Professional Development Committee Activity Report for 2010-11. It was noted that during AY 2010-11, the two professional development committees approved a total of \$369,938 that went to support individual professional or personal development activities. In addition, the committees expended \$78,420 in support of four professional development days.

## **DISCUSSION**

### **Board information items**

The next board of directors' meeting will take place on November 24 at Elk Ridge Resort.

### **Classroom and Facility Usage**

SMC discussed campus classroom and facility usage, particularly perceived space inefficiencies as a result of empty classrooms during peak times. Following the discussion, it was agreed that the vice-president, administrative services, will request that the executive director, facility management & planning, assess the current situation, beginning with SIAST Kelsey Campus, and bring forward an analysis and recommendation to the next SMC meeting.

### **Proposed Restructuring of SIAST's Policy Framework**

The institutional secretary presented a draft concept paper related to a proposed restructuring of SIAST's policy framework. She noted that the concept arose following the implementation of SIAST's first formally-approved Standard as part of SIAST's health and safety initiative.

The institutional secretary informed SMC that the object of the proposed concept is to ensure that SIAST's policy framework aligns with its mission, vision and values, and supports, through the board of directors, the organization's obligations and legal requirements under the law. As well, it was noted that a restructuring of the policy framework could, potentially, provide more effective documentation by clearly outlining the expectations, responsibilities and accountabilities of all SIAST employees, students and visitors. Re-aligning the framework may mitigate identified high- and medium priority corporate risks (e.g. governance structure, internal communication, legal/litigation, regulatory compliance) by clarifying SIAST's governance practices, thereby creating more effectiveness and efficiency, it may also support the board in meeting its reporting requirements and legal obligations related to due diligence.

Following discussion, SMC agreed that a review of SIAST's current policy structure was required to determine the need for a re-alignment. The provost and vice-president, academic, will undertake to seek and retain the services of a consultant to undertake the review and research other post-secondary best practices. In the meantime, the vice-president, administrative services, will inform the director, health & safety, to continue to move forward implementing any required safety Standards.

## **STRATEGIC PLANNING**

### **Naming of SIAST Facilities**

SMC discussed naming of the building in which the Mining Engineering Technology program will operate in Saskatoon. To ensure distinction from SIAST Kelsey Campus, it was agreed that the newly acquired building located on 33<sup>rd</sup> Street East would be named:

SIAST Kelsey Campus Mining Engineering Technology Building