



SENIOR MANAGEMENT COUNCIL (SMC)

Report of December 14, 2011

ATTENDEES:	Bob McCulloch, president & CEO, David Walls, provost and vice-president, academic, Marine Perran, vice-president, administrative services
EX OFFICIO MEMBERS:	Sylvia Dycer, institutional secretary (recorder) Colleen Gallant, acting executive director, public affairs
GUESTS:	Mark Fachada, executive director, facility projects & planning

1.0 General

1.1 November 1, 2011, Report Review and Action List

The minutes of the November 1, 2011, SMC meeting were approved and adopted as read and the action list updated.

2.0 Decision

2.1 Program Proposal from Deans' Council on November 8, 2011: Fabricator-Welder (Certificate) – Implementation

The provost and vice-president, academic, presented a proposal to implement a Fabricator-Welder Certificate program effective July 1, 2012. The implementation proposal was endorsed by program council on October 26, 2011, and deans' council on November 8, 2011, and is supported by the Welder Trade Board, the Steel Fabricator Trade Board, the Steel Fabricator and Erectors Association of Saskatchewan and the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC).

The implementation of the certificate program is in response to a request from industry to provide pre-employment certificate level training for the Steel Fabricator trade which is currently only offered through apprenticeship training. The new dual trade program will replace an existing Welding certificate intake and graduates will be able to pursue a career in either program. It was noted that the SATCC is prepared to grant Level 1 technical training content for either trade.

SMC endorsed and the president approved the implementation of a Fabricator-Welder Certificate program effective July 1, 2012.

2.2 Program Proposal from Deans' Council on November 8, 2011: Mining Engineering Technology (Diploma) – Implementation

The provost and vice-president, academic, presented a proposal to implement a Mining Engineering Technology diploma program effective July 1, 2012. Following three industry consultations during 2011, the implementation proposal was endorsed by program council on October 26, 2011, and deans' council on November 8, 2011.

Indicators show that labour demand in the mining industry will continue to outpace the number of skilled workers available. The proposed Mining Engineering Technology diploma program is designed to help address labour requirements in this sector. Graduates from the program will find occupations in the mining sector as Mine Ventilation Technologists, Mine Planners, Ground Control Technologists, Rock Mechanics Technologists, Underground/Surface Surveyors, Drafting Technologists, Project Managers and Quality Control Officers.

SMC endorsed and the president approved the implementation of a Mining Engineering Technology diploma program effective July 1, 2012.

2.3 SIAST Social Responsibility

The vice-president, administrative services, presented and SMC reviewed a SIAST Social Responsibility Survey Report 2011: Summary Report. In accordance with Strategic Goal IP2.3 of the SIAST Operating and Capital Plan 2010-11 and as per the direction of SMC, a small task team was 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 the summary report was based on feedback received from a survey that was conducted to gather an inventory of social responsibility activities at SIAST. As well, other initiatives occurring within the organization but not reported through survey feedback were captured and samplings of all the various social responsibility activities were compiled into the report. Following review of what SIAST is already doing with respect to the social responsibility pillars, the task team identified possible next steps to advance the strategic goal to “foster a sense of social responsibility” as stated in the SIAST strategic plan.

Following discussion, SMC agreed the next steps to promote corporate social responsibility within the organization to be:

1. The vice-president, administrative services, will assume ownership of the initiative;
2. Website promotion and media promotion of select initiatives will be undertaken to encourage and inspire SIAST socially responsible activities;
3. A selection of the various initiatives presently occurring within the organization will also be profiled on mySIAST and in the ILDC newsletter;
4. An employee recognition program will be introduced;
5. SIAST senior management will be encouraged to promote, participate in and support socially responsible activities; and
6. Campus ad hoc committees will be established to encourage and report on green-commuting and other socially responsible activities.

The vice-president, administrative services, will highlight a few of the activities presently occurring within the organization in her January 2012 report to the SIAST board of directors. The president requested that any public promotional reporting of initiatives be postponed until after the January board meeting.

2.4 Severance Wording in OOS Letters of Offer

SMC endorsed and the president approved a recommendation made by Human Resources and confirmed by legal counsel that severance language not be included in out-of-scope letters of offer.

2.5 Institutional Space Allocation and Management Policy

The executive director, facility projects & planning, joined SMC to present a new Institutional Space Allocation and Management policy. The policy was developed to govern the allocation and management of institutional space. It applies to all existing physical space owned or leased by SIAST, including Ministry of Government Services-owned properties, and describes the principles

by which SIAST assigns and manages the space within its facilities. The policy also establishes the responsibility, authority and accountability for assigning institutional space including parking and outdoor storage areas.

SMC endorsed and the president approved a new Institutional Space Allocation and Management policy. The new policy will be posted on the SIAST website and notification provided to the SIAST community.

SMC also discussed implementation of the policy and agreed that, to complement the institutional secretary's organizational policy notification email, the vice-president, administrative services, will send out an email to all SIAST senior management re-enforcing the policy and its intent. The executive director, facility projects & planning, will also develop a process to ensure appropriate input into the rules for implementation.

2.6 Policy A-1.6, Audit: Revision

The provost and vice-president, academic, presented a revised Audit Students policy #A-1.6 (formerly titled Audit) to SMC. The policy was reviewed in accordance with the required review period for operational policies and revised to clarify the role of auditing students as observers and to emphasize that auditing a course will be accommodated only where capacity allows. Deans' council endorsed the revised policy at its December 7, 2011, meeting.

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

2.7 Policy A-2.2, Student Honoraria: Revision

The provost and vice-president, academic, presented a revised Student Honoraria policy #A-2.2 to SMC. Student honorarium has been increased to encourage student participation on SIAST-wide committees and the policy's procedures updated to clarify process. Deans' council endorsed the revised policy at its December 7, 2011, meeting.

SMC endorsed and the president approved a revised Student Honoraria policy #A-2.2. The policy will be posted on the SIAST website and notification provided to the SIAST community.

3.0 Information/Endorsement

3.1 Program Proposal from Deans' Council on November 8, 2011: Indigenous Peacekeeping (Applied Certificate) – Implementation

SMC received notification and endorsed the implementation of the Indigenous Peacekeeping applied certificate effective July 1, 2012. Program council endorsed the implementation proposal on October 26, 2011, and deans' council approved the implementation on November 8, 2011. The applied certificate formalizes a previously-run successful pilot project.

4.0 Discussion

4.1 Board information items

4.1.1. Board agenda items

Capital Long-Range Plan (decision) [Perran]
Request for Ministerial Approvals (decision) [Perran]
The SIAST Act (decision) [Perran]
ERM Risk Registry and Matrix (information) [Perran]
Capital Fundraising/Marsh Report (information) [McCulloch]

4.2 January 4, 2012, SMC Meeting: Cancellation

In light of the later December 2011 meeting, SMC agreed to cancel its January 4 and February 7, 2012, meetings and replace them with a January 18, 2012, meeting.

4.3 Institutional Space Utilization

At its November 1, 2011, meeting, SMC discussed campus classroom and facility usage, particularly perceived space inefficiencies as a result of empty classrooms during peak times, and had agreed that the current situation needed to be assessed, beginning with SIAST Kelsey Campus, and an analysis and recommendations developed.

The executive director, facility projects & planning, joined SMC to present a report related to institutional space utilization and present recommendations to address immediate and long-term solutions. SMC discussed the recommendations in general and agreed to move the report forward to the December 15, 2011, SIAST facilities steering committee meeting for further discussion.

5.0 Strategic Planning

5.1 Degree Process

The president acknowledged the tremendous effort put forth by all in preparing for the external organization review with respect to SIAST's degree-granting status. A program self-evaluation for a Bachelor of Science in Psychiatric Nursing degree is being prepared by the provost and vice-president, academic's office and will be submitted to the Ministry of Advanced Education, Employment and Labour for the Saskatchewan Degree Granting Quality Assurance Process. It was noted that a degree-granting expert panel is currently being appointed and is expected to attend SIAST sometime in February. SMC agreed that it was critical that the president and provost and vice-president, academic, be available during the panel consultation.

The president also noted that SIAST has been contacted by Polytechnics Canada requesting that the organization join its membership at an annual cost of \$75,000. Following discussion, SMC agreed to consider joining the national alliance further. The provost and vice-president, academic, informed SMC that he will likely be attending the 2012 Polytechnics Canada Annual conference.

5.2 Student Associations

It was noted that several conflicts have arisen between the University of Regina Student Union and the Students' Association SIAST Wascana Campus, Regina, Inc. related to students enrolled in the new Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) program. The provost and vice-president, academic, indicated to SMC that he has extended an offer to the two groups to utilize the services of Laura Soparlo, who would act as a mediator to help resolve the issues.

SMC also discussed the sale of products by the various SIAST student associations and other related matters.

5.3 Office of Strategy Management

Dr. Anne Neufeld has accepted the position of associate vice-president, strategy management, and will begin her new role at SIAST on January 23, 2012. The director, enterprise risk management, and coordinator, institutional research & analysis will report directly to the position.