



Senior Management Council
March 6, 2012 (8:30am)
SIAS Administrative Offices, Saskatoon

Present: Bob McCulloch, president & CEO, David Walls, provost and vice president, Academic, Marine Perran, vice president, Administrative Services, Patricia Gillies, executive director, Public Affairs (ex-officio), Ev Slavin-Scharback, executive assistant to president & CEO (ex-officio)

Guests: Gary Earles, associate vice president, Human Resources, Dave Harvey, associate vice president, Business Development & Advancement (by teleconference)

MARCH 2012 SMC SUMMARY REPORT

1.0 MINUTES AND ACTION ITEMS

The minutes of the January 18, 2012 SMC meeting were approved and adopted as read and the action list updated.

2.0 DECISION

- **SIAS Facility Steering Committee**
SMC endorsed and the president approved the SIAS facility steering committee meeting notes of December 15, 2011.
- **2012-13 SMC Meeting Schedule**
SMC endorsed and the president approved the revised 2012-13 SMC meeting schedule as follows:

September 2012	Aug 29
October 2012	3
November 2012	7
December 2012	5
January 2013	9
February 2013	6
March 2013	6
April 2013	3
May 2013	8
June 2013	5

3.0 INFORMATION/ENDORSEMENT

- **Trust and Endowment Investment Committee Update**
SMC received and endorsed the Trust and Endowment Investment committee update as presented by the vice president, Administrative Services.

- **SIAST Graduation Procedures Document: Revision**

The vice-president, Administrative Services, presented a revised SIAST Graduation Procedures document to SMC. Following discussion it was determined that the new procedures would be revised to include reference to the Marketing & Communications division creating a template to enable uniform printing and layouts of SIAST graduate programs for ease of set-up and printing at each campus. SMC received and endorsed the SIAST Graduation Procedures document with the single revision as cited.

- **2012 SIAST Honorary Diploma Recipients**

SMC received and endorsed the 2012 SIAST Honorary Diploma Recipients as recommended by the committee, and as approved by the president and CEO.

The following SIAST honorary diplomas will be presented at the 2012 campus graduation ceremonies:

- Mr. Kerry Heid, (Magna Electric Corporation) of Regina at the Palliser Campus graduation.
- Mr. Wally and Ms. Colleen Mah, (North Ridge Development Corp.) of Saskatoon at the Kelsey Campus graduation.
- Mr. Richard Ahenakew, (Northern Lights Casino) of Prince Albert at the Woodland Campus graduation.
- Mr. Brian Stettner, (formerly of Evraz Steel SA Inc.) of Regina at the Wascana Campus graduation.

- **SIAST Honorary Diploma Committee Procedures and Terms of Reference: Revision**

The president and CEO presented a revised SIAST Honorary Diploma Committee Procedures and Terms of Reference. Revisions included changes to several of the deadlines listed to better reflect current practices, as well as reference to the increase of promotional efforts in the future, earlier in the academic year. SMC received and endorsed this documentation as revised. The executive assistant to the president and CEO will ensure this revised procedure and terms of reference documentation will be posted on mySIAST.

4.0 DISCUSSION

- **Board information items**

The March 2012 board of directors' meeting will be held at SIAST Administrative Office on March 16, 2012. The board meeting is scheduled to commence at 9:00 a.m.

- **SIAST Fundraising: Campaign Readiness and Planning**

The associate vice president, Business Development and Advancement, presented the SIAST Fundraising: Campaign Readiness and Planning proposal, with the Report Executive Summary by Ross W Marsh & Associates Inc.

Two presentations are planned for the March 2012 SIAST board meeting. First, Ross Marsh & Associates will present the findings of the Fundraising Planning / Feasibility Study report – with revisions as proposed by SMC. Secondly, the associate vice president, Business Development and Advancement will present the proposed next steps to campaign implementation which include: development of specific capital projects to support the vision; establishment of agreements with AEEI on contributions to each project; the building of capacity and incentives within Donor and Alumni Relations to coordinate the campaign; the options for campaign financing; and the timelines for campaign implementation. The board will only be required to provide feedback at this juncture. Following discussions, with numerous specific revisions required to the Executive Summary as presented, SMC received and endorsed the SIAST Fundraising: Campaign Readiness and Planning documentation with revisions.

5.0 STRATEGIC PLANNING

- **Open discussion – new developments, opportunities, challenges**
The vice president, Administrative Services, provided a report to SMC on current P3's initiatives.