



Senior Management Council
May 1, 2012 (8:30am)
SIAST Administrative Offices, Saskatoon

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

Guests: Anne Neufeld, associate vice president, Strategy Management, Gary Earles, associate vice president, Human Resources

MAY 2012 SMC SUMMARY REPORT

1.0 MINUTES AND ACTION ITEMS

The minutes of the April 3, 2012 SMC meeting were approved and adopted as read and the action list updated.

2.0 DECISION

- **Operating and Capital Plan 2012-13**

Provost & vice president, Academic, Walls and associate vice president, Strategy Management, Neufeld presented the Operating and Capital Plan 2012-13. It was noted the document is leaner, with a higher level of detail, and very clear messaging.

SMC endorsed and the president approved the draft Operating and Capital Plan 2012-13 with minor revisions and additions as suggested. Pending approval by the board of directors, the Operating and Capital Plan 2012-13 will be submitted to the Minister of Advanced Education, Employment and Immigration for approval. Following approval, the OCP 2012-13 will be posted on the SIAS website and notification provided to the SIAS community.

- **Policy G-3.5 Reasonable Accommodation: Revision**

Provost & vice president Walls presented the revised Reasonable Accommodation Policy G-3.5. The policy was revised to include: the addition of the role of Student Associations (2.7); emphasis placed on timeliness of decision making (Appendix C, 9); changes to clarify the role of Basic Education; and updates in Appendix D including services for students with disabilities, clarification of documentation required, roles and responsibilities additions.

SMC endorsed and the president approved the new revised Policy – 3.5 Reasonable Accommodation. Following approval by the board of directors, the policy will be posted on the SIAS website and notification provided to the SIAS community.

- **Policy O-2.0 SIAS Asset and Materials Disposal: New**

A/vice president, Administrative Services, Fachada presented the new Policy O-2.0, SIAS Asset and Materials Disposal. This policy and its accompanying guidelines were created to support the effective management of surplus assets and materials limits liability and disposal costs.

The SIAS Procurement department is responsible for disposal/redeployment/salvage and recycling of SIAS assets and materials. This new policy has been endorsed by ASC.

Prior to approval by SMC, this item will be provided to Dean's Council for Information, and then will be re-submitted to SMC on June 5, 2012 for approval at that time.

- **Policy G-4.11 Enterprise Risk Management: Revisions**

The Provost & vice president, Academic, Walls and associate vice president, Strategy Management, Neufeld presented the newly revised Enterprise Risk Management Policy G-4.11. These current revisions to this policy have been endorsed by Dean's Council, ASC, and the ERM Steering Committee.

SMC endorsed and the president approved the new revised Policy – G-4.11 Enterprise Risk Management. Following approval by the board of directors, the policy will be posted on the SIAST website and notification provided to the SIAST community.

- **Enterprise Risk Management – Corporate Risk Registry**

The Provost & vice president, Academic, Walls and associate vice president, Strategy Management, Neufeld presented the ERM Corporate Risk Registry.

This ERM Corporate Risk Registry will be presented to the next Board Audit and Governance Committee next meetings and will be presented to the Board of Directors on June 22nd.

SMC endorsed and the president approved the Enterprise Risk Management – Corporate Risk Registry. Following approval by the board of directors, the policy will be posted on the SIAST website and notification provided to the SIAST community.

- **SIAST Facility Steering Committee**

A/vice president, Administrative Services, Fachada presented the SIAST Facility Steering Committee meeting notes of January 24, 2012.

SMC endorsed and the president approved the FSC meeting notes of January 24, 2012.

3.0 INFORMATION/ENDORSEMENT

- **Approved Program Proposals from Deans' Council April 11, 2012: Major Revision**

Provost and vice president, Academic, Walls provided notification to SMC regarding the Approved Program Proposals from Deans' Council April 11, 2012: Major Revision. These major revisions relate to the following programs:

1. Basic Critical Care Nursing advanced certificate: major revision, effective July 1, 2012
2. Dental Hygiene diploma: major revision, effective July 1, 2012 for year 1 courses and effective July 1, 2013 for year 2 courses.
3. Geographic Information Science for Resource Management certificate: major revision, effective July 1, 2012.

SMC endorsed the Approved Program Proposals from Deans' Council April 11, 2012: Major Revision.

- **Approved Program Proposal from Deans' Council April 11, 2012: Psychiatric Nursing Re-Entry Applied Certificate Minor Revision**

Provost and vice president, Academic, Walls provided notification to SMC regarding the Approved Program Proposals from Deans' Council April 11, 2012: Psychiatric Nursing Re-entry Applied Certificate Minor Revision.

SMC endorsed the Approved Program Proposals from Deans' Council April 11, 2012: Psychiatric Nursing Re-entry Applied Certificate Minor Revision.

- **Saskatchewan Advantage Scholarship**

Provost and vice president, Academic, Walls provided an update on the Saskatchewan Advantage Scholarship program. The provincial government has determined that every Saskatchewan grad will get \$500 off tuition for each of 4 years based on certain residency conditions.

- **Brown Governance Review**

SIAST is participating in the Government of Saskatchewan's detailed review of the current state of accountability and governance policies and practices within Saskatchewan's seven regional colleges, SIAST and SATCC. The AVP, Financial Services, Schmitz is the SIAST representative to this Governance Committee and Chair Schwann is the SIAST Board representative, with the EA to

the President managing the responsibility of documentation compilation and the submission of this corporate response in the absence of the institutional secretary.

4.0 DISCUSSION

- **Budget – Communications Component of OCP Discussion**

The executive director, Public Affairs, Gillies provided information to SMC regarding communications planning surrounding the launch/release of the OCP following its approval by the board of directors, and minister of Advanced Education, Employment and Immigration.