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**Senior Management Council**  
**June 5, 2012 (8:30am)**  
**SIAS Administrative Offices, Saskatoon**

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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: Liz Duret, diversity workplace consultant, HR, Garth McCormick, associate vice president, ITS, Gary Earles, associate vice president, Human Resources, Barb Bremner, consultant

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**JUNE 2012 SMC SUMMARY REPORT**

**1.0 MINUTES AND ACTION ITEMS**

The minutes of the May 1, 2012 SMC meeting were approved and adopted as read and the action list updated.

**2.0 DECISION**

- **Planning Process 2013-14**

Provost & vice president, Academic, Walls presented the Planning Process 2013-14. This planning process timeline will support the creation of a three year rolling operating and capital plan. Anne Neufeld, AVP, Strategy Management, will work with the SIAS board governance committee to ensure this document and the processes cited are communicated as appropriate and that they remain in line with board planning. SMC endorsed and the president approved the Planning Process 2012-13 timeline with minor revisions and additions as suggested.

- **Policy G-4.1 International Education and Skills Training: Revision**

Provost & vice president Walls presented the revised International Education and Skills Training Policy G-4.1. This policy was issued in June 2009 and is due for review. The policy has been amended and renamed to reflect changes in international priorities such as the growing importance of international students on campus and to reflect organizational changes with the establishment of the Business Development & Advancement Division. It was endorsed by Dean's Council May 8, 2012. SMC endorsed and the president approved the revised Policy G-4.1 International Education and Skills Training with revisions. Following approval by the board of directors, the policy will be posted on the SIAS website and notification provided to the SIAS community.

- **Program Advisory Committee PAC Memberships**

Provost & vice president Walls presented the new and revised memberships to the SIAS Program Advisory Committee effective July 1, 2012. SMC endorsed and the president approved the revised Program Advisory Committee PAC Memberships effective July 1, 2012.

- **SIAST Policy Framework**

Provost & vice president, Academic, Walls and consultant Barb Bremner presented the results of the SIAST policy framework review in relation to board governing policies and management operational policies to SMC. This review was timely relative to the Brown Governance Inc. governance and policy review currently underway at SIAST.

Summary findings point to SIAST's current policies requiring complete restructuring.

SMC endorsed and the president approved this policy review with the provision that it will be brought forward to the governance committee in the fall.

- **Policy O-1.7 Entertainment & Hospitality Expenses: Revision**

Vice president, Administrative Services, Perran presented the revised Entertainment & Hospitality Expenses Policy O-1.7 as part of the regular five year review cycle.

The revisions were proposed to increase accuracy and clarity and include the title of the policy including the work 'entertainment', modification of the preamble, wording revision regarding approval process, and details regarding political contributions being prohibited. Guidelines have been developed that support the policy. ASC has reviewed and endorsed the revised policy.

This item will go to Dean's Council for information.

SMC endorsed and the president approved the revised Entertainment & Hospitality Expenses Policy O-1.7. The revised policy will be posted on the SIAST website and notification provided to the SIAST community.

- **Policy O-2.0 Asset and Materials Disposal**

Vice president, Administrative Services, Perran presented the Asset and Materials Disposal Policy O-2.0. This new policy was originally presented to SMC on May 1, 2012 and was to be resubmitted to SMC once reviewed and endorsed by Deans' Council. It has now been vetted by Deans' Council as required.

SMC endorsed and the president approved the Asset and Materials Disposal Policy O-2.0. The policy will be posted on the SIAST website and notification provided to the SIAST community.

- **SIAST Facility Steering Committee**

Vice president, Administrative Services, Perran presented the SIAST Facility Steering Committee meeting notes of March 27, 2012.

SMC endorsed and the president approved the FSC meeting notes of March 27, 2012.

### 3.0 INFORMATION/ENDORSEMENT

- **Approved Program Proposals from Deans' Council May 8, 2012: Architectural and Building Technologies (Diploma) and Architectural and Interior Technologies (Diploma) – Major Revisions**

Provost and vice president, Academic, Walls provided notification to SMC regarding the Approved Program Proposals from Deans' Council May 8, 2012: Architectural and Building Technologies (Diploma) and Architectural and Interior Technologies (Diploma) Major Revisions. These major revisions relate to: Basic Critical Care Nursing advanced certificate; Dental Hygiene diploma; and Geographic Information Science for Resource Management certificate. The detailed revisions are included in the May 8, 2012 Deans' Council meeting minutes and proposals.

SMC endorsed the Approved Program Proposals from Deans' Council May 8, 2012: Major Revision.

- **Approved Program Proposal from Deans' Council May 8, 2012: Practical Nursing (Diploma) Minor Revision (Admission Requirements)**

Provost and vice president, Academic, Walls provided notification to SMC regarding the Approved Program Proposals from Deans' Council May 8, 2012: Practical Nursing (Diploma) Minor Revision. This minor terminology revision relates to the admission requirements pertaining to Cardiopulmonary Resuscitation (CPR) Certification.

SMC endorsed the Approved Program Proposals from Deans' Council May 8, 2012: Practical Nursing (Diploma) Minor Revision.

- **Enterprise Risk Management – Risk Tolerance**  
 Provost and vice president, Academic, Walls presented SMC with the Enterprise Risk Management – Risk Tolerance information.  
 SMC endorsed the Enterprise Risk Management – Risk Tolerance with the risk score of 7.5.  
 Following submission to the board governance committee, and submission to and approval by the board of directors, this information will be posted on the SIAST website and notification provided to the SIAST community.
- **Information Technology Governance Committee Proposal**  
 AVP, Information Technology Services McCormick proposed the creation of the Information Technology Governance Committee (ITGC).  
 SMC agreed that this proposal is a good first step and starting place for the further development of a more detailed proposal.
- **Succession Planning Framework for Senior Management**  
 AVP, Human Resources Earles presented the Succession Planning Framework for Senior Management. HR agreed with the recommendations provided and proposed to respond with a three-year implementation plan.  
 SMC endorsed the need for continued work on this initiative, suggested HR compare these findings with the previous SIAST plans developed and researched in the past, and resubmit the new plan to SMC in the new academic year.
- **Diversity Plan Framework**  
 AVP, Human Resources Earles and the diversity workforce consultant Duret presented the Comprehensive SIAST Diversity Plan Framework for endorsement by SMC. The new framework would provide a framework for further development of a diversity program by a proposed “Diversity Leadership Council” in partnership with HR.  
 SMC endorsed the framework presented as a good directional document, agreed with the 8 recommendations provided, and appreciate that a business plan will be created in the next year to support this framework which will be re-submitted to SMC for endorsement. It has been considered at Deans’ Council.

#### 4.0 DISCUSSION

- **Advanced Education Meeting June 7, 2012**  
 President McCulloch confirmed that he was advised by AE that Darcy Cherney is unable to attend this quarterly meeting but SIAST will still proceed with the meeting. SMC looks forward to meeting the new deputy minister and the key item on the agenda will be the OCP.