

**Senior Management Council****September 4, 2012****(8:30am)****SIAS Administrative Offices, Saskatoon**

Present: Larry Rosia, president & CEO, David Walls, provost and vice president, Academic, Cheryl Schmitz, 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

SEPTEMBER 2012 SMC SUMMARY REPORT**1.0 MINUTES AND ACTION ITEMS**

The minutes of the June 5, 2012 SMC meeting were approved and adopted as read with one minor revision, and the action list updated.

2.0 DECISION**• Operations Forecast 2013-14**

Provost & vice president, Academic, Walls and AVP of Strategy Management Neufeld provided background on the creation and intent of the Operations Forecast 2013-14, and its use to communicate SIAS's financial goals and plans to the Ministry of Advanced Education for planning purposes. This year's forecast was developed according to the guidelines received from the Ministry of Advanced Education (AE) on July 25, 2012. It will be presented to AE representatives on September 25, 2012.

SMC received and conditionally endorsed the Operations Forecast 2013-14 based on incorporation of today's suggested revisions to this document, which will resubmitted to SMC by email on Monday, September 10th for reconsideration and approval by SMC at that time.

• Kelsey Renewal Proposal

Provost & vice president, Academic, Walls and AVP of Strategic Management Neufeld presented the Kelsey Campus Renewal Proposal. Addressing facility issues at SIAS Kelsey Campus is SIAS's most pressing capital need. Government endorsement and support are required to make this vision a reality.

AVP, Strategy Management Neufeld will create a review of the 2012-13 strategic action items from the OCP and present it to SMC at the October meeting. This OCP Action Items Listing will then be presented as a mid-year report to the board providing a clear indication of progress made to date on all targeted goals.

SMC received and conditionally endorsed the Kelsey Campus Renewal Proposal based on incorporation of suggested revisions to this document, which will be resubmitted to SMC by email on Tuesday, September 10th for reconsideration and approval at that time.

• Policy G 3.2 Admissions: Revision

Provost & vice president Walls presented the revised Admissions Policy G 3.2, minor revision.

Revisions to the policy wording ensures that high demand programs are those programs where “qualified” applicants are seeking admission.

SMC endorsed and the president approved the revised Admissions Policy G 3.2. Following submission to and approval by the board of directors, the policy will be posted on the SIAST website and notification provided to the SIAST community.

- **Program Suspensions from Deans’ Council on June 13, 2012**

Provost & vice president, Academic, Walls presented to SMC the Program Suspensions from Deans’ Council on June 13, 2012.

It was recommended that the president approve the suspension of the Forest Ecosystem Technology diploma program effective July 1, 2012 and the suspension of the Psychiatric Nursing re-Entry applied certificate program, effective July 1, 2012.

SMC endorsed and the president approved the suspension of the Forest Ecosystem Technology diploma program effective July 1, 2012, and the suspension of the Psychiatric Nursing Re-Entry applied certificate program, effective July 1, 2012.

- **Electronics Engineering Technology Diploma: Deletion**

Provost & vice president, Academic, Walls presented the Electronics Engineering Technology diploma program proposal for deletion, effective July 1, 2012.

In April 2010 the Electronics Engineering Technology program was suspended and no admissions were accepted for the 2010/11 or 2011/12 academic years. Since that time all students who were in the program at the time of its suspension have graduated as of April 2012.

SMC endorsed and the president approved the deletion of the Electronics Engineering Technology Diploma, effective July 1, 2012.

- **2011-12 Capital Budget Carry Forward & 12/13 NOA Projections**

A/vice president, Administrative Services, Schmitz presented the 2011-12 Capital Budget Carry Forward & 12/13 NOA Projections.

SMC endorsed and the president approved the 2011-12 Capital Budget Carry Forward & 2012/13 NOA Projections, and the recommendations to access the deferred revenues.

3.0 INFORMATION/ENDORSEMENT

- **Program Proposals from Deans’ Council June 13, 2012: Minor Revisions (Admission Requirements)**

Provost and vice president, Academic, Walls provided notification to SMC regarding the Program Proposals from Deans’ Council June 13, 2012: Minor Revisions.

These three minor revisions included changes to the admission requirements of: Early Childhood Education certificate (effective July 1, 2012 for 2013 intake); Nursing Re-Entry applied certificate (effective July 1, 2012); and Psychiatric Nursing diploma (effective July 1, 2013).

The detailed revisions are included in the June 13, 2012 Deans’ Council meeting minutes and proposals.

SMC endorsed the Program Proposals from Deans’ Council June 13, 2012: Minor Revisions (Admissions Requirements).

- **Brokerage, Partnership and Affiliated Arrangements Annual Summary 2011-12**

Provost and vice president, Academic, Walls provided for information the SIAST brokerage, partnership and affiliated arrangements annual summary 2011/12.

The Brokerage, Partnership and Affiliated Arrangements Annual Summary 2011-12 will be provided to all relevant parties and then to the board of directors at the September 21st board meeting for information purposes.

SMC received the Brokerage, Partnership and Affiliated Arrangements Annual Summary 2011-12.

- **Qualified Applicant Report (Admissions Based on Seat Capacities) Kelsey Campus**

Provost and vice president, Academic, Walls presented SMC with the Qualified Applicant Report (Admissions Based on Seat Capacities) Kelsey Campus report for the 2012-13 academic year.

For the 2012-13 AY, two-thirds of applicants to Kelsey’s base certificate and diploma programs were qualified to take a seat in the program.

It was determined that this information will be provided to the board of directors with added information relating to each campus at the September 21st board meeting for information purposes. SMC received the Qualified Applicant Report (Admissions Based on Seat Capacities) Kelsey Campus.

4.0 DISCUSSION

- **Analysis of SIAST Sources of Revenue**

Provost and vice president, Academic, Walls and AVP, Financial Services Schmitz presented to SMC the Analysis of SIAST Sources of Revenue.

The analysis of SIAST sources of revenue is prepared as an information item to inform the board prior to the September Leadership and Development Forum. This information was received by SMC in good order.

- **SIAST's Current State Accountability of Governance Practices Inventory**

A/vice president, Administrative Services, Schmitz presented to SMC SIAST's current state accountability and governance practices inventory.

The Ministry of Advanced Education (AE) is leading the development of an *Action Plan on Accountability and Governance* (APAG) for the PSE sector. As an initial step, the Ministry undertook an inventory of current institution accountability and governance practices, beginning with those in place at the Regional Colleges, SIAST and SATCC. AE commissioned Brown Governance Inc. (BGI) to complete this review.

SMC is the primary owner and responsible party for this inventory and initiative, and have determined June 30, 2013 as the date by which completion of all aspects will be required toward SIAST's full APAG compliance.

Vice president, administrative services, Perran will create a time line of actionable items towards SIAST's APAG compliance, which will be presented at the October SMC meeting.

The board will be provided with an update on the APAG findings at the October 26 meeting.

President Rosia requested the drafting of a new policy regarding interaction with SIAST legal counsel which mirrors the procedure determined by SMC in August 2006.

This information was received by SMC in good order.

- **Treasury Board Presentation**

It was determined that a draft of this presentation will be created and provided to SMC at a special meeting to be scheduled after September 14th.

The executive director, Public Affairs Gillies and AVP, Management Strategy Neufeld will create a draft for consideration by SMC, possibly pulling information from the operations forecast & the OCP.

The EA to the president will provide the tentative Treasury Board presentation dates to all participants (October 11, 16 & 23).