



Senior Management Council
October 3, 2012 (8:30am)
SIAS Administrative Offices, Saskatoon

Present: Larry Rosia, 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, AVP, HR, Doug Finney, Leadership Saskatoon

OCTOBER 2012 SMC SUMMARY REPORT

1.0 MINUTES AND ACTION ITEMS

The minutes of the September 5, 2012 SMC meeting were approved and adopted as read and the action list updated.

2.0 DECISION

- **SIAS Graduate Employment Survey of 2010-11 Graduates**

Provost & vice president, Academic, Walls presented the SIAS Graduate Employment Survey of 2010-11 Graduates to SMC.

3,619 graduates were surveyed 6 to 12 months after graduation. Of these, 2106 responded for an overall response rate of 59%. Overall, graduates reported a 93% employment rate, a modest increase over recent years. As with the previous year, 99% of respondents rated the overall program quality as good to excellent and 96% rated the ability of the program to prepare them for employment in their field of study as good to excellent. 95% of respondents employed in training-related positions were working in Saskatchewan, similar to previous years. Of this figure, 50% were working either in Regina or Saskatoon, down 3% from last year.

SMC endorsed and the president approved the general release and posting on the website of the SIAS Graduate Employment Survey of 2010-11 Graduates.

- **SIAS Employer Survey of 2010-11 Graduates**

Provost & vice president Walls presented the SIAS Employer Survey of 2010-11 Graduates to SMC. The Employer Survey of 2010-11 graduates was administered by an external consultant via telephone in spring 2012 to employers who had hired SIAS graduates of the 2010-11 AY.

SMC endorsed and the president approved the general release and posting on the website of the SIAS Employer Survey of 2010-11 Graduates.

- **Policy O 2.8 Retirement: Review**

Vice president, Administrative Services, Perran presented the revised Policy O 2.8 for review by SMC. This policy was due for review as per Policy G 2.8 (Framework, Approval and Administration). The Human Resources Leadership Team reviewed the policy and identified that Procedure #3 was not actually a procedure, revised it to a note and corrected a grammatical error.

SMC endorsed and the president approved the newly revised Policy O 2.8 Retirement. The policy will be posted on the SIAST website and notification provided to the SIAST community.

- **Revised Administrative Services' Council Mandate & Terms of Reference**
Vice president, Administrative Services, Perran presented the revised Administrative Services' Council Mandate & Terms of Reference to SMC. This revised version includes updated government ministry titles and changes to the Administrative Services' Council. SMC requested a revision to final bullet point in this document which referenced decision making bodies – correction required.
SMC endorsed and the president approved the updated Administrative Services' Council Mandate and Terms of Reference with revisions cited during SMC.
- **SIAST Facilities Steering Committee**
The vice president, Administrative Services, Perran presented the SIAST Facility Steering Committee meeting notes of May 24, 2012.
SMC endorsed and the president approved the Facility Steering Committee meeting notes of May 24, 2012.
- **Presentation from Leadership Saskatoon**
Vice president, Administrative Services Perran and AVP, Human Resources, Earles introduced Mr. Doug Finney of Leadership Saskatoon who provided a corporate presentation to SMC. Mr. Finney's presentation detailed the benefits of membership in this community-based leadership training program. Supporting this membership could provide positive results of community involvement and opportunities for employees who may have interest in this leadership training. SMC agreed to consider this membership opportunity and will decide the level of SIAST involvement at a future meeting.

3.0 INFORMATION/ENDORSEMENT

- **Policy O 1.9 Procurement – Sole Sourced Purchases**
Vice president, Administrative Services, Perran in accordance with Policy O 1.9 (Procurement) presented to SMC the summary of the sole sourced purchases greater than \$75,000.
SMC received and endorsed according to Policy O 1.9 the sole source purchases as required.
- **Market Study**
Executive director, Public Affairs, Gillies presented to SMC for information the reports on the market study conducted on behalf of SIAST.
Marketing and Communications conducted a market study, the results of which inform program marketing initiatives. This report provides up to date applicant, student and parent information which will assist in determining allocation of SIAST resources for maximum effectiveness for both stakeholders, and current and potential students.
The executive director, Public Affairs, Gillies will provide a presentation of this information to the Board of Directors, Deans' Council, ASC and to the Recruitment Team.
SMC received for information and endorsed the market study conducted on behalf of SIAST.

4.0 DISCUSSION

- **Treasury Board Presentation October 11, 2012**
President Rosia discussed with SMC the plans and outline for the Treasury Board Presentation on October 11, 2012. A hand out was provided by executive director of Public Affairs, Gillies based on the Deputy Minister's template.
Suggested revisions of this presentation were provided by SMC on a page by page basis.
- **Advanced Education Lean Training**
President Rosia discussed with SMC the next stages of lean training at SIAST. On September 12, 2012 the Honourable Minister Don Morgan wrote to the SIAST Board of Directors and Senior Management regarding his mandate for Lean Training to be provided to and incorporated by

Saskatchewan's post-secondary educational partners. SIAST's Senior Management Council including president & CEO, provost & vice president, Academic and vice president, Administrative Services participated in the two-day lean training opportunity which was provided by the Ministry of Advanced Education in Saskatoon on October 1 and 2. The forty members of SIAST's Senior Management Assembly will complete their lean training at one-day events provided by Advanced Education which have been scheduled on November 7th in Regina and 19th in Saskatoon.

The third aspect of this required training is the *Train the Trainer* phase. Anne Neufeld, Heather West, and Lawrence Boehm will be asked to participate in this phase and provide future internal lean training at SIAST.

- **SIAST Board Leadership Forum & Advocacy Training**

The SIAST board of directors has requested an advocacy strategy list of key points for their use in external interaction, critical points in a 'leave-behind' document. AVP, BDA Dave Harvey has amassed solid data for this document.

Executive director of Public Affairs, Gillies will combine it with other information and create a draft Advocacy Sheet to be provided for endorsement at the next SMC meeting.

- **Economic Impact Study**

The SIAST board of directors has requested SMC commission an Economic Market Impact Study, which ideally would be completed by November 17, 2012. Discussions included references to a similar study conducted for SIAST in 2004 by CCBenefits.

Executive director of Public Affairs, Gillies will consult with AVP's of Finance & Strategy Management for other sources that may be able to provide this type of report in a timely manner.