



Senior Management Council
November 7, 2012 (8:30am)
SIAST Administrative Offices, Saskatoon

Present: Larry Rosia, president & CEO, David Walls, provost and vice president, Academic, Marine Perran, vice president, Administrative Services, Colleen Gallant, communications manager for executive director, Public Affairs (ex-officio), Ev Slavin-Scharback, executive assistant to president & CEO (ex-officio)

Guests: Anne Neufeld, AVP, Strategy Management

NOVEMBER 2012 SMC SUMMARY REPORT

1.0 MINUTES AND ACTION ITEMS

The minutes of the October 3, 2012 SMC meeting and the action list updated were approved and adopted with one revision.

2.0 DECISION

- **SIAST Balanced Scorecard 2011-12**

Provost & vice president, Academic, Walls & AVP, Strategy Management Neufeld presented the SIAST Balanced Scorecard 2011-12 to SMC.

A report on refinements to the 2011-12 scorecard was presented for information at the October 26th board meeting.

SMC endorsed and the president approved the SIAST Balanced Scorecard for the 2011 – 12 academic year.

- **Access Copyright Model License**

Provost & vice president Walls presented the Access Copyright Model License and SMC discussed the matter. As of January 1, 2011 SIAST has operated as an 'opt-out' institution and has met its copyright compliance obligation through the use of, and/or linking to content from other sources, requesting permission from copyright owners when necessary, and fair dealing. Fair dealing permits the use of a copyright-protected work without permission from the copyright owner or the payment of royalty fees.

SMC endorsed and the president approved that SIAST continue to opt out of the ACCC Copyright Model License.

- **Lean Initiative**

Provost & vice president, Academic, Walls & AVP, Strategy Management Neufeld presented a Lean Initiative report to SMC. In August 2012, the Ministry of Advanced Education invited SIAST be a part of their newly mandated Lean Initiative. The provincial government adopted Lean in 2010 and is the first province in Canada to successfully apply Lean across public services through a range of projects.

SMC endorsed and the president approved the Lean Initiative as proposed.

- Appropriate Use of Information Technology Resources Policy O-3.10**
 Vice president, Administrative Services, Perran presented the revised Appropriate Use of Information Technology Resources Policy O-3.10. This policy was brought forward as part of the regular 5-year review cycle, and required minimal revision. The revised policy has been reviewed by both ASC and Deans' Council.
 SMC endorsed and the president approved the revisions to the Appropriate Use of Information Technology Resources Policy O-3.10. This revised policy will be posted on the SIAST website and notification provided to the SIAST community.
- Conflict of Interest Policy O-2.2 Revised**
 The vice president, Administrative Services, Perran presented the revised Conflict of Interest Policy O-2.2. This policy was brought forward as part of the regular 5-year review cycle, and required minimal revision. The revised policy has been reviewed by both ASC and Deans' Council.
 SMC endorsed and the president approved the revised Conflict of Interest Policy O-2.2. This revised policy will be posted on the SIAST website and notification provided to the SIAST community.
- SIAST 2011-12 Student Satisfaction Survey Report**
 Provost & vice president, Academic, Walls & AVP, Strategy Management Neufeld presented the SIAST 2011-12 Student Satisfaction Survey Report to SMC.
 This report will be presented for information at the October 26th board meeting.
 SMC endorsed and the president approved the executive summary and general release of the SIAST 2011-12 Student Satisfaction Survey Report.
- Census Student Statistics 2011-12**
 Provost & vice president, Academic, Walls & AVP, Strategy Management Neufeld presented the Census Student Statistics 2011-12.
 SMC received and endorsed and the president approved the addendum to the SIAST Student Statistics section of the 2011-12 Annual Report, and the series of basic standardized student reports on application, enrolment and graduate activity, and the general release of these documents.
- SIAST Facilities Steering Committee**
 The vice president, Administrative Services, Perran presented the SIAST Facility Steering Committee meeting notes of September 11, 2012.
 SMC endorsed and the president approved the Facility Steering Committee meeting notes of September 11, 2012 with one revision.

3.0 INFORMATION/ENDORSEMENT

- Standardized Academic Year (AY) 2013-14**
 Provost & vice president, Academic Walls presented to SMC the approved dates for the Standardized Academic Year 2013-14.
 SMC received and endorsed the Standardized Academic Year (AY) 2013-14 as presented.
- Legal Services Policy - New**
 President & CEO Rosia presented to SMC for information the newly created Legal Services Policy, which was created in follow up to and as a result of the 2012 Brown Governance Inc. review.
 Major revisions were determined to be required during this discussion and the current policy needs to be revised.
 This policy will be re-presented to SMC in the December meeting. SMC received for information regarding the new legal services policy and will receive and review it again at the next SMC meeting.
- Information Technology Security Policy G-4.2**
 Vice president, Administrative Services, Perran presented the revised Information Technology Security Policy G-4.2. This policy was brought forward as part of the regular 5-year review cycle,

and required minimal revision. The revised policy has been reviewed by both ASC and Deans' Council.

SMC endorsed and the president approved the revised Information Technology Security Policy G-4.2. The revised policy will be submitted to SIAST board of directors' governance/policy committee for endorsement at the November 16, 2012 meeting and then will be provided to the SIAST board of directors for approval.

- **Program Proposals from Deans' Council on October 10, 2012: Minor Revisions**
Provost & vice president, Academic Walls presented Program Proposals from Deans' Council on October 10, 2012: Minor Revisions (Admission Requirements/Graduation Requirements). SMC endorsed and the president approved the revised Program Proposals from Deans' Council on October 10, 2012: Minor Revisions (Admission Requirements/Graduation Requirements).
- **Internal Audit Plan for SIAST 2012-15**
Vice president, Administrative Services, Perran presented the proposed internal audit plan for SIAST 2012-13, 2013-14 and 2014-15 for discussion and endorsement. In conjunction with Internal Audit Function policy G-4.5 this 2-3 year internal audit plan will aid in aligning SIAST strategic priorities, establishing requirements with a clearly defined scope. The plan will be presented at the next Board Audit Committee meeting.
SMC received for information and endorsed the Internal Audit Plan for SIAST 2012-15 with incorporation of revisions cited.
- **SIAST's Accountability & Practices Inventory**
Vice president, Administrative Services, Perran presented SIAST's Accountability & Practices Inventory in conjunction with the Saskatchewan Government, Ministry of Advanced Educations' Action Plan on Accountability and Governance (APAG).
SMC received for information and endorsed the Accountability & Practices Inventory with incorporation of revisions cited.

4.0 DISCUSSION

- **Board Leadership & Development Forum – September 2012**
Provost & vice president, Academic, Walls & AVP, Strategy Management Neufeld provided a report on the Board Leadership & Development Forum – September 2012 with a follow-up action plan to SMC for discussion.
President Rosia and AVP Neufeld will create a report regarding this action plan for presentation to the board of directors.
- **Ethical Standards at SIAST**
Vice president, Administrative Services, Perran presented to SMC the current ethical standards documentation at SIAST. Following lengthy discussion by SMC, it was determined that the creation of new policies will not be required, but that during the 2012-13 academic year a review of SIAST's current policies relating to ethics be conducted, and that as a result, possible revisions be identified and made to these relevant policies if required.
- **SIAST Employee Satisfaction Survey**
Communications manager Gallant (for executive director Gillies) updated SMC on the current status of the SIAST Employee Satisfaction Survey, with expected timelines. The final report with survey results will be provided to at the January 9th meeting.
- **SAIT Update**
Executive assistant Slavin presented SMC with an update on the status of the December 7, 2012 meeting with and Tour of SAIT Polytechnic in Calgary. The Honourable Minister Morgan and the Board of Directors will all participate in this event with SAIT and SIAST Senior Management.

5.0 STRATEGIC PLANNING

- **Open Discussion**

President Rosia advised SMC that SIAST received unanimous approval for membership by the Polytechnics Canada Board of Governors on November 6, 2012.