



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

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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: Cheryl Schmitz, AVP, Financial Services, Gary Earles, AVP, Human Resources

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**DECEMBER 2012 SMC SUMMARY REPORT**

**1.0 MINUTES AND ACTION ITEMS**

The minutes of the November 7, 2012 SMC meeting and the action list were approved and adopted with one revision.

**2.0 DECISION**

- **Policy A-1.23 Program Council: Revision**  
Provost & vice president, Academic, Walls presented the revised Policy A-1.23 Program Council: Revision to SMC. The minor revisions to the policy and terms of reference included updates reflecting organization changes, clarification of chair and vice-chair eligibility, the addition of a statement on conflict of interest, and minor word edits.  
SMC endorsed and the president approved the Policy A-1.23 Program Council: Revision. This revised policy will be posted on the SIAST website and notification provided to the SIAST community.
- **Legal Services Policy: New**  
President Rosia presented the new and revised Legal Services Policy to SMC. This revised policy will be distributed at Deans' Council and Administrative Services Council. Discussion followed regarding the SIAST-wide consultation and engagement process in regard to SIAST policies. Revision discussed will be made to Policy G-2.8 (SIAST Policies: Framework, Approval and Administration) and it will be presented again to SMC in February 2013.  
SMC endorsed and the president approved the Legal Services Policy with today's added revisions.
- **SIAST Lean Initiatives – Project Selection**  
Provost & vice president, Academic, Walls presented to SMC the SIAST Lean Initiative project selections for approval. As required by the Ministry of Advanced Education four projects were selected for consideration by SMC. Discussion of the four suggested projects ensued. Additionally, Lean information sessions will be held at each campus.  
SMC endorsed and the president approved the four projects of the Lean Initiative as proposed.
- **Internal Audit Plan for SIAST 2012-2015**  
Vice president, Administrative Services, Perran presented the revised internal audit plan for SIAST for 2012-13, 2013-14, and 2014-15 for approval by SMC. SIAST has had an internal audit policy in

place since January 2003, along with an internal audit charter. As part of the Brown Governance review completed in 2012, a new annual internal audit plan will be implemented and will include the revisions discussed during its presentation in the November SMC meeting. Once the plan is approved by SMC it will be provided to SMA.

This information will be presented in December meetings to Dean's Council and Administrative Services Council respectively and if possible to the January meeting of the Board Audit Committee, and subsequently to the Board of Directors on January 25.

SMC endorsed and the president approved the revisions to the Internal Audit Plan for SIAST 2012-15.

- **SIAST Facilities Steering Committee**

The vice president, Administrative Services, Perran presented the SIAST Facility Steering Committee meeting notes of October 25, 2012.

SMC endorsed and the president approved the Facility Steering Committee meeting notes of October 25, 2012.

- **SIAST Kelsey Campus Renewal Advocacy Plan**

Executive Director Gillies presented the Kelsey Campus Renewal Advocacy Plan to SMC. The plan was created in follow up to the SIAST Kelsey Campus Renewal Plan that is included in the 2013-14 Operations Forecast. This is an internal communications document and will be provided to SMA for information.

This item will be presented to the Board of Directors as an information item on January 25, 2013.

SMC endorsed and the president approved the revised SIAST Kelsey Campus Renewal Advocacy Plan with minor revisions.

### 3.0 INFORMATION/ENDORSEMENT

- **Security Officer Applied Certificate Implementation Proposal**

Provost & vice president, Academic Walls presented to SMC the approved Security Officer Applied Certificate Implementation Proposal from Deans' Council on November 6, 2012.

SMC received and endorsed the approved Security Officer Applied Certificate Implementation Proposal as presented.

### 4.0 DISCUSSION

- **Additional 2013-14 SIAST-wide Contingency Plan Suggestions**

Vice president, Administrative Perran and AVP Financial Services Schmitz provided a report summarizing the additional 2013-14 contingency plan suggestions created by ASC for consideration by SMC.

A special SMC meeting regarding 2013-14 contingency planning and OCP will be scheduled the week of Jan. 21<sup>st</sup>

- **Review of Management Structure**

Vice president, Administrative Services, Perran and AVP Earles presented to SMC information and the recommendation for consideration for an external review of the current management structure at SIAST.

SMC endorsed and the president approved the initiation of this external review, which shall be presented in follow up to the employee survey.

- **Economic Impact Study**

Executive Director Gillies led a discussion regarding the current Economic Impact Study in follow up to last month's presentation to the Board of Directors.

- **Advanced Education / SIAST Quarterly Meeting Agenda Items**

President Rosia led the discussion of proposed agenda items for the December 10<sup>th</sup> meeting. The agenda items were finalized and EA Slavin will provide them to Advanced Education.

- **SMA Event Update**  
 SMC discussed the feedback received during and after the recent SMA event. Provost Walls will work with AVP Neufeld to create a summary of the findings from the planning discussions and create a list of action items to be brought to the January SMC meeting for further discussion.
- **SFA Lunch Today**  
 President Rosia, VP Perran & AVP Earles presented information regarding SMC's lunch meeting today with the leadership of the SIAST Faculty Association. A similar lunch meeting will be created with the new leadership in the PSBU in the coming weeks.
- **International Student Residence**  
 Executive Director Gillies advised SMC that media inquiries have been received regarding the status of this initiative. VP Perran is leading a committee dedicated to researching this matter further, and will keep SMC apprised of progress.
- **President's Community Award**  
 President Rosia provided a handout regarding the University of Regina President's Community Award for discussion and consideration by SMC. Discussions revolved around its similarities to SIAST's Honorary Diploma awards. Consideration of current external recognition programs will be conducted by a committee including Bill Coulthard, Pam McLellan, a Dean (tbd), Patricia Gillies & President Rosia.
- **SMC Terms of Reference**  
 President Rosia presented the SMC Terms of Reference for consideration and revision. Organizational changes during 2011-12 require that the Terms of Reference be revised to reflect the change in the title of the provost & vice president, Academic, and the role of the notetaker executive assistant to the president and CEO. These current revisions are to be incorporated. Additional discussions regarding current ex officio members will be relayed to the January 9 SMC meeting when VP Perran can be in attendance.
- **President's Office Travel Expense Procedure Revised**  
 In keeping with Lean Principles, President Rosia presented a recent revision to the travel expense claim procedure for the President's office team members (non-SMC members). Travel time shall no longer exceed meeting times. If required, participation will be via electronic media including but not limited to teleconference, videoconference, SKYPE, etc.