



Senior Management Council
January 9, 2013 (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, Human Resources, Gerry Bonsal, Director, Kelsey

DECEMBER 2012 SMC SUMMARY REPORT

1.0 MINUTES AND ACTION ITEMS

The minutes of the December 5, 2012 SMC meeting and the action list were approved and adopted with one revision.

2.0 DECISION

- **Program Proposal from Dean's Council December 11, 2012: Mental Health and Addictions Worker (Certificate) - Implementation**
Provost & vice president, Academic, Walls presented the Program Proposal from Dean's Council December 11, 2012: Mental Health and Addictions Worker (Certificate) – Implementation. Developed in response to the Northern Inter-Tribal Health Authority (NITHA), the program will integrate mental health and addictions core knowledge and practices, and will include the First Nations philosophies and cultural perspectives. The program will be delivered in a blended format with courses delivered online and through in-person workshops. SMC endorsed and the president approved the Program Proposal from Dean's Council December 11, 2012: Mental Health and Addictions Worker (Certificate) – Implementation effective February 1, 2013.
- **OOS Employees Terms and Conditions of Employment**
Vice president, Administrative Services Perran & AVP Earles presented the OOS Employees Terms and Conditions of Employment (previously the OOS Guidelines) to SMC. A thorough review of the OOS Guidelines has been undertaken by the Human Resources division. It has been re-titled the OOS Employees Terms and Conditions of Employment. SMC endorsed and the president approved the OOS Employees Terms & Conditions of Employment.
- **Birth of a Boom Sponsorship Request**
Executive director Gillies presented to SMC the Birth of a Boom sponsorship information, with the request for SMC to consider sponsoring the book "Birth of a Boom: Stories of Saskatchewan Aboriginal Entrepreneurs," which is being published by SIIT and the Wilson Centre for Entrepreneurial Excellence. It will be dedicated to Randell Morris. SMC asked that more background be provided to enable the best decision possible for SIAS in this matter.

- **Accommodation of Evacuees**

Vice president Perran presented information regarding the Accommodation of Evacuees, Woodland Campus to SMC. The request to provide this accommodation occurs annually and it often means that SIAST employees are required to give up portions of vacation time. The Red Cross and Social Services also play a key role in these initiatives each year.

SMC agreed that additional follow up was required, and requested that vice president Perran look into the matter further and provide additional details to SMC for a decision at a future meeting.

3.0 INFORMATION/ENDORSEMENT

- **Program Proposal from Deans' Council on December 11, 2012: Engineering Design and Drafting Technology (Diploma) – Major Revision**

Provost & vice president Walls presented to SMC the Program Proposal from Deans' Council on December 11, 2012: Engineering Design and Drafting Technology (Diploma), providing notification of major revisions to this diploma program effective July 1, 2013 for semester 1 and 2; July 1, 2014 for semester 3 and 4; and July 1, 2015 for semester 5. Major revisions have been implemented in the diploma program.

SMC received and endorsed the approved Program Proposal from Deans' Council on December 11, 2012: Engineering Design and Drafting Technology (Diploma) – Major Revision as presented.

- **Program Proposal from Dean's Council December 11, 2012: Minor Revision (Program Title)**

Provost & vice president Walls presented to SMC the Program Proposal from Deans' Council on December 11, 2012 approved minor revision program proposal changing the title of the "Hotel and Restaurant Administration" diploma program to "Hotel and Restaurant Management" effective July 1, 2013. SMC was advised that use of the word "Administration" has been in place since the program's inception in the 1970's when the word held a different context than it does today. This name change was supported by the program advisory committee.

SMC received and endorsed the approved Program Proposal from Deans' Council on December 11, 2012: Minor Revision (Program Title) as presented.

- **Program Proposals from Deans Council December 11, 2012: Minor Revisions (Graduation Requirements)**

Provost & vice president Walls presented to SMC the Program Proposal from Deans' Council on December 11, 2012: Minor Revision (Graduation Requirements) for information and endorsement. The Food and Nutrition Management diploma program's graduation requirements will change due to the deletion of four courses and the addition of two new courses, effective July 1, 2013. Four courses (FOOD 190, JOB 288, HOSP 182, and PERS 182) will be deleted from the program. A new course on "Service of Food and Beverage" and a career development course will be added to the program. The Therapeutic Recreation diploma program's graduation requirements will change due to the deletion of web publishing from COMP 179, effective July 1, 2013.

SMC received and endorsed the approved Program Proposal from Deans' Council on December 11, 2012: Minor Revisions (Graduation Requirements) as presented.

- **Honorary Diploma Program**

Vice president Perran presented information regarding the Honorary Diploma program to SMC for information. SMC was reminded to encourage SMA members to put forward relevant names to the Honorary Diploma Committee in c/o the President's office. General discussion ensued.

- **Provincial Asbestos Registry**

Vice president Perran presented information regarding the Asbestos Registry to SMC for information. The Government of Saskatchewan has developed a website wherein specific data regarding buildings is to be listed if the buildings are asbestos free. This will be a positive initiative for SIAST. Only occupied buildings are required to be included in this official online registry.

- **Growth and Sustainability Committee**

President Rosia presented information regarding a newly created Growth and Sustainability Committee and provided SMC with a copy of the letter received from Deputy Minister Greenberg, AE regarding the initiative. The letter was sent by Dr. Greenberg to the president of the University

of Saskatchewan, the president of the University of Regina, and Dr. Rosia inviting them to be part of a newly created team focused on growth and sustainability in Saskatchewan's post-secondary system.

Provost and vice president Walls, and vice president Perran will request suggested collaborative initiative ideas from their teams which president Rosia will provide for the committee's consideration at the first meeting of this newly formed committee on February 26, 2013.

4.0 DISCUSSION

- **Revised SMC Terms of Reference**

President Rosia presented to SMC last month's updates to the SMC terms of reference with all SMC members now in attendance. Discussion ensued around consideration of adding two ex-officios to SMC.

- **SIAST Emergency Notification System and Emergency Responses Program**

Director Bonsal presented to SMC information regarding the SIAST Emergency Notification System and Emergency Responses Program. A demonstration was provided on how the system (currently being employed at SIAST campuses) is activated.

Emergency Response Teams have been created and trained at each of the four SIAST campuses. Current applications in use include Alert (desktops & campus VoIP phones), Syn-Apps SA (also reaches facebook and twitter followers), and Everbridge (provides data to cell & home phones, and the opportunity to send messages at night). All of these systems let the user choose from numerous pre-scripted messages.

SMC agreed that an ER Team is required at SAO. Director Bonsal will provide a training session(s) for SAO employees and will work with EA Slavin to arrange and announce these training opportunities.

Currently the communications team is working with Director Bonsal to create a SIAST Emergency Communication Plan, similar to that created by Sheridan College and the SAFE program (School Action For Emergencies) and will be creating an educational training video for students and employees, which will be financed by the vice president, Administrative Services.

SMC and the president discussed and endorsed the initiation of SIAST Emergency Notification System and Emergency Responses Program at SAO.

- **Incident Command Structure and Threat Assessment Procedures**

Vice president Perran presented the Training for Incident Command Structure and Threat Assessment Procedures to SMC for discussion requesting the consideration of expanding the training for incident command practices across the organization to include SMA members and a selection of program heads and supervisors / managers.

SMC was also requested to consider the expansion of the training for threat assessment practices.

Vice president Perran will provide the Incident Command Structure and Threat Assessment Procedures at the next meetings of Deans' Council and ASC.

SMC discussed and endorsed the Incident Command Structure and Threat Assessment Procedures.

- **Financial Reporting to SMC**

Vice president Perran provided questions from the AVP of Financial Services regarding the specific data that this requested report should include. It was agreed that the president, vice president - Administrative Services, and the AVP – Financial Services can meet monthly to discuss the findings of these reports, prior to scheduled board meetings.

- **Healthy Food Options at Cafeterias**

Vice president Perran provided information to SMC regarding Wascana Campus and discussions regarding healthy food options. President Rosia and campus director Coulthard recently met with the Wascana committee members regarding a policy they had created for which consideration was requested. The committee acknowledged Rosia's and Coulthard's responses and agreed to reconsider the proposal and meet again at a future date if necessary.

SMC concurred with the direction provided at this meeting and would prefer the group creates a healthy food promotion.

- **Regional Colleges Annual Semi-Annual Meetings**

President Rosia presented to SMC for information a letter recently received from Val Mushinski, chairperson of the Saskatchewan Regional Colleges CEO Council. The letter presented to SMC was announcing the formation of, and a request for SIAST's participation in, a newly created annual or semi-annual meeting of the technical training institutions in the province with the Ministries of Advanced Education, and the Economy.

SMC acknowledged the request and asked that further clarification of the requirements be provided (i.e. time commitment, number of representatives to attend, etc.).

- **Gifts of Knowledge**

President Rosia presented to SMC for consideration an email recently received from a SIAST employee regarding a gift idea for SIAST students. The proposal was that SIAST could offer 'gifts of knowledge' through advertisement and the provision of gift cards that could be applied to tuition or other SIAST fees for currently enrolled students. The gift cards could be offered in many denominations (\$50, \$100, etc.) and could be offered throughout the year.

SMC members welcomed and wholly endorsed this suggestion. This project can easily be facilitated through the bookstores (similar to already existing gift certificates), and should be supported through an M&C promotional campaign.

AVP Schmitz and Registrar Larson will be asked to consider and initiate the Gifts of Knowledge project and executive director Gillies will be responsible for its marketing.

5.0 STRATEGIC PLANNING

- **Open Discussion:**

- **City of Moose Jaw and SIAST Student Housing Item**

Recently MLA Warren Michelson contacted president Rosia regarding the Moose Jaw residence project. President Rosia will return Warren's call January 9th to express SIAST support of increased housing in the area.

- **Advocacy Plan**

Executive director Gillies brought to SMC's attention updated information regarding the advocacy plan. The director of Donor and Alumni Relations will provide EA Slavin with a list of names with whom meetings should be created for president Rosia as soon as possible.