

**Senior Management Council****June 5, 2013****SIAS Administrative Offices, Saskatoon**

ATTENDEES: Larry Rosia, president & CEO, Arnold Boldt, provost and VP(interim), Academic, Cheryl Schmitz, VP(interim), Administrative Services

EX OFFICIO MEMBERS: Patricia Gillies, executive director, Public Affairs, Ev Slavin-Scharback, executive assistant to president & CEO

GUESTS: Anne Neufeld, AVP, Strategy Management; Garth McCormick, AVP, Information Technology Services; Gary Earles, AVP, Human Resources

JUNE 2013 SMC SUMMARY REPORT**1.0 MINUTES AND ACTION ITEMS**

The minutes of the May 6, 2013 SMC meeting were approved and adopted as read, and the action list was reviewed and updated.

2.0 DECISION

- **SIAS Lean Priority Project for 2013-14**
Interim provost & VP, Academic Boldt and AVP, Strategy Management Neufeld presented to SMC the SIAS Lean Priority Project for 2013-14 with the request that SMC select the SIAS Student Registration process as its main strategic Lean value stream for 2013-14. SMC endorsed and the president approved the SIAS Lean Priority Project for 2013-14 as presented.
- **Information Technology Governance Proposal**
Interim VP, ASC Schmitz & AVP, ITS McCormick presented the proposed Information Technology Governance model for approval by SMC. SMC endorsed and the president approved the Information Technology Governance model as proposed, with revisions discussed.
- **SIAS Planning Process for 2014-15**
Interim provost & VP, Academic Boldt & AVP, Strategy Management Neufeld presented to SMC the SIAS Planning Process for 2014-15 Operating & Capital Plan for approval. The title of this document will be revised to exclude the reference to the OCP as the document relates to the entire planning process and not solely the OCP. SMC endorsed and the president approved the SIAS Planning Process for 2014-15 with the revisions requested by SMC.
- **Policy A-1.10 Grade Appeal Policy**
Interim provost & VP, Academic Boldt presented to SMC revisions to Policy A-1.10 Grade Appeal Policy effective July 1, 2013 for approval. Revisions to the policy include clarification on consultations, the addition of a section on timeliness, the addition of a section on student associations, wording changes, and changes to the grade appeal request form. SMC endorsed and the president approved the Policy A-1.10 Grade Appeal Policy as presented. The policy will be posted on the SIAS website.

- **Primary Care Nurse Practitioner Advanced Certificate: Program Suspension**
 Interim provost & VP, Academic Boldt presented to SMC notification of the program suspension for Primary Care Nurse Practitioner advanced certificate effective July 1, 2013 for 2014 and subsequent intakes. The SIAST Nursing Division has entered into a partnership with the University of Regina, Faculty of Nursing to offer a Master of Nursing (Nurse Practitioner) graduate education program, which necessitates suspension of the PCNP advanced certificate program. The program will accept applications for August 2013. SMC endorsed and the president approved the Primary Care Nurse Practitioner Advanced Certificate program suspension.
- **SIAST President's Partnership Awards**
 Interim provost & VP, Academic Boldt presented to SMC the Terms of Reference for the SIAST President's Partnership Awards program scheduled to commence in the 2013-14 academic year for approval. This awards program will replace the previous Partner Appreciation Luncheons which were administered annually by the Donor and Alumni Relations division. These awards will exclude SIAST employees or former employees. SMC endorsed and the president approved the concept and the Terms of Reference for the SIAST President's Partnership Awards program for the 2013-14 as presented.
- **Program Advisory Committee Memberships**
 Interim provost & VP, Academic Boldt presented to SMC the Program Advisory Committee Membership for approval. The president will endorse a letter for the renewal of each revision. SMC endorsed and the president approved the Program Advisory Committee Membership as presented.
- **Collection & Write-off of Accounts Receivable Policy**
 Interim VP, ASC Schmitz presented to SMC the new Collection & Write-off of Accounts Receivable Policy for approval. SMC endorsed and the president approved the Collection & Write-off of Accounts Receivable Policy as presented. The policy will be posted on the SIAST website.
- **Salary Administration (OOS) G-4.3**
 Interim VP, ASC Schmitz and AVP, HR Earles presented to SMC the revised Salary Administration (OOS) Policy G-4.3 for approval as part of the regular review of policies cycle. SMC endorsed and the president approved the Salary Administration (OOS) Policy G-4.3 as presented. The policy will be posted on the SIAST website.
- **Change Management Plan & Training Overview**
 Interim VP, ASC Schmitz and AVP, HR Earles presented to SMC the recommended Change Management Plan and Training overview for approval. SMC endorsed and the president approved the Change Management Plan & Training Overview as presented.
- **SIAST Facility Steering Committee**
 Interim VP, ASC Schmitz presented to SMC the Facility Steering Committee meeting notes of March 7, 2013 for approval. SMC endorsed and the president approved the Facility Steering Committee meeting notes of March 7, 2013 as presented.
- **Fixed Asset Capitalization Limit O-1.1 & Capital Asset Amortization O-1.8 Policy Revisions**
 Interim VP, ASC Schmitz presented to SMC the Revised Policies – Fixed Asset Capitalization Limit O-1.1 & Capital Asset Amortization O-1.8 for approval. SMC endorsed and the president approved the Revised Policies – Fixed Asset Capitalization Limit O-1.1 & Capital Asset Amortization O-1.8 as presented. These revised policies will be posted on the SIAST website and notification provided to the SIAST community.
- **Revised Policy – G-1.1 Board Responsibilities**
 Interim VP, ASC Schmitz presented the Revised Policy – G-1.1 Board Responsibilities to SMC for approval. SMC endorsed and the president approved the Revised Policy – G-1.1 Board Responsibilities as presented. This policy will be addressed at the next board governance meeting & will subsequently be presented at the June board meeting for approval. Following board approval, the policy will be posted on the SIAST website.

3.0 INFORMATION/ENDORSEMENT

- **Program Proposal - Deans' Council May 13, 2013: Minor Revisions: Admissions**
Interim provost & VP, Academic Boldt presented the Program Proposal from Deans' Council May 13, 2013: Admission Requirements (high demand selection criteria) of the Power Engineering Technology diploma program effective July 1, 2013 for the 2014 intake, for information and endorsement. SMC received and endorsed the Program Proposal from Deans' Council May 13, 2013: Computer Engineering Technology (Diploma) – Major Revision as presented.
- **Program Proposal - Deans' Council May 13, 2013: Minor Revisions: Graduation**
Interim provost & VP, Academic Boldt presented the Program Proposal from Deans' Council May 13, 2013: Minor Revision to change graduation requirements of the Correctional Studies diploma program and the Victim Services Coordination applied certificate program to SMC for information & endorsement. The revisions include the elimination of one course, the addition of a communications course, and changes to course prerequisites, course descriptions and course hours for ten courses. SMC the received and endorsed Program Proposal from Deans' Council May 13, 2013: Minor Revisions (Graduation Requirements) to the Correctional Studies diploma program and the Victim Services Coordination applied certificate program as presented.
- **SIAST's Current State of Accountability**
Interim VP, ASC Schmitz presented SIAST's Current State Accountability and Governance Practices Inventory re: The Saskatchewan Government Ministry of Advanced Educations' *Action Plan on Accountability and Governance (APAG)* and the *Inventory Summary Document Timeline Plan* to SMC for information & endorsement. SMC received and endorsed the Current State Accountability Inventory and the corresponding Timeline Plan as presented.
- **Trust & Endowment Investment Committee Update**
Interim VP, ASC Schmitz presented the Trust and Endowment Investment Committee update to SMC for information & endorsement. SMC received and endorsed the Trust and Endowment Investment Committee update as presented.
- **Leadership Saskatoon Participant Recommendation**
Interim VP, ASC Schmitz presented the Leadership Saskatoon Participant Recommendation to SMC for information & endorsement. Nominations were received and reviewed and two employees recommended for this program are: Vicki Clarke - a/program head, Recreation & Tourism Management and Byron Jantzen - manager, Revenue & Receivables, both from Kelsey Campus. SMC received and endorsed the 2013 Leadership Saskatoon Participants recommended as presented.
- **SAO Emergency Preparedness Plan**
Interim VP, ASC Schmitz presented to SMC the SAO Emergency Preparedness Plan for information & endorsement. SIAST developed an All Hazards Emergency Response Plan with each campus' modified plans to meet individual campus requirements. As SAO comes under the jurisdiction of the Kelsey Campus Director, emergency plans were requested specifically for SAO. SMC received and endorsed the SAO Emergency Preparedness Plan as presented.

4.0 DISCUSSION

- **Request for Review of Policy Received May 2013**
President & CEO Rosia presented to SMC for discussion information regarding a query to review the Policy O-1.3 Use of SIAST Equipment and Resources as submitted to the President's Office on May 13, 2013 which was received from the Industrial Training program heads and staff. Research will be conducted into the practices of similar PSE's.
- **2013 Honorary Diploma Update**
President Rosia presented to SMC for discussion information regarding the 2013 and 2014 SIAST Honorary Diploma Recipients and the revisions to the selection process. EA Slavin will

create a new procedure and Terms of Reference reflecting the revised Honorary Diploma process, which will then be provided to SMC at a fall meeting.

2013

Palliser	Charles Vanden Broek, Owner / GM, Murray GM – Moose Jaw
Kelsey	Neil McMillan, Claude Resources – Saskatoon
Woodland	Gordon Rawlinson, Rawlco – Calgary
Wascana	Don & Claire Kramer, Kramer Tractor – Regina

2014

Palliser	Ron Graham, Graham Construction – Calgary
Kelsey	Ellen Remai – Saskatoon

Woodland & Wascana campus recipients 2014 will be determined at the December 2013 SMA meeting.