



Senior Management Council
February 4, 2013
SIAST Administrative Offices, Saskatoon

Present: Larry Rosia, president & CEO, Arnold Boldt, acting provost and VP, academic, Marine Perran, VP, administrative services, Patricia Gillies, executive director, public affairs (ex-officio)

Guests: Gary Earles, AVP, human resources, Anne Neufeld, AVP, strategy management, Patsy Gilchrist, controller, Ed Lloyd, director, health and safety, Michele Conn, executive assistant (recorder)

FEBRUARY 2013 SMC SUMMARY REPORT

1.0 MINUTES AND ACTION ITEMS

The minutes of the January 9, 2013 SMC meeting and the action list were approved and adopted as read.

2.0 DECISION

- **Policy O-1.2 Use of SIAST Equipment and Resources: Revision**
Patsy Gilchrist, controller, presented this revised policy which had been reviewed by ASC and Deans' Council. SMC endorsed and the president approved the revised Policy O-1.2, Use of SIAST Equipment and Resources, with a minor amendment, and an implementation date of July 1, 2013 to provide time for the transition including communication and education. The revised policy will be posted on the SIAST website and notification provided to the SIAST community.
- **Policy O-1.10 Fleet Vehicle Usage: Revision**
Patsy Gilchrist, controller, presented the revised Policy O-1.10, Fleet Vehicle Usage. The policy changes allow SIAST to promote effective use of SIAST's fleet vehicles while providing assistance in safeguarding their usage. The revised policy has been reviewed by ASC and Deans' Council. SMC endorsed and the president approved the revised Policy O-1.10, Fleet Vehicle Usage Policy, with a minor amendment. The revised policy will be posted on the SIAST website and notification provided to the SIAST community.
- **Policy O-1.14 Mobile Communication Devices (MCD) Usage: New**
Patsy Gilchrist, controller, presented a new Mobile Communication Devices (MCD) Usage policy. The policy is for employees, who by nature of their work, are required to be accessible. The new policy has been reviewed by ASC and Deans' Council. SMC endorsed and the president approved the new Policy O-1.14, Mobile Communication Devices (MCD) Usage. The new policy will be posted on the SIAST website and notification provided to the SIAST community.

- **Policy O-2.11, Health and Safety: Revision**
Ed Lloyd, director, health and safety, presented the revised Policy O-2.11, Health and Safety. The revised policy has been reviewed by the five SIAST occupational health and safety committees, and by ASC and Deans' Council. SMC endorsed and the president approved the revised Policy O-2.11, Health and Safety, and approved moving the ownership of the policy from Human Resources to Health and Safety. The revised policy will be posted on the SIAST website and notification provided to the SIAST community.
- **SIAST Facilities Steering Committee**
VP, administrative services, Perran presented the SIAST Facility Steering Committee meeting notes of November 30, 2012. SMC endorsed and the president approved the Facility Steering Committee meeting notes of November 30, 2012.

3.0 INFORMATION/ENDORSEMENT

- **Program Proposal from Deans' Council on January 8, 2013: Warehouse Worker Applied Certificate - Minor Revision (Graduation Requirements)**
Interim provost and VP, academic Boldt presented the approved minor revision proposal to change the graduation requirements of the Warehouse Worker applied certificate program effective July 1, 2013. The work experience component will be deleted from the program which will result in the program hours decreasing from 360 hours to 200 hours. SMC received and endorsed the Warehouse Worker Applied Certificate Minor Revision (Graduation Requirements), as approved by Deans' Council on January 8, 2013.
- **Program Proposal from Deans' Council on January 8, 2013: Geomatics Engineering Technology – Minor Revision (Program Title)**
Interim provost and VP, academic Boldt presented the approved minor revision proposal to change the program title of the Geomatics Engineering Technology diploma program to Geomatics and Surveying Engineering Technology effective July 1, 2013. The change in program title will define the program content and help attract potential students to the program as surveying is an accepted and recognizable term. SMC received and endorsed the Geomatics Engineering Technology Minor Revision Proposal (Program Title), as approved by Dean's Council on January 8, 2013.
- **Recognition of Prior Learning Statistics 2011-12**
Interim provost and VP, academic Boldt presented the 2011-12 statistics for Recognition of Prior Learning at SIAST. PLAR course requests increased by 19% and the number of courses recognized through transfer credit increased by 11%. SMC received and endorsed the Recognition of Prior Learning Statistics 2011-12, as presented.
- **SIAST Strategic Plan Refresh**
AVP, strategy management, Neufeld, presented a proposal for a refresh of the SIAST strategic plan 2009-2019 "SIAST 2.0 Defining Tomorrow". The internal project team will include representation from a cross-section of board, management, faculty, staff and students. External consulting support will be required for specific components of the process including focus groups, key information interviews, an environmental scan and trends analysis. SMC received and endorsed the Strategic Plan Refresh proposal with proposed amendments. The proposal will be submitted to the SIAST Board of Directors for approval at the March 22, 2013 meeting.
- **SIAST Planning Process for 2014-2015**
Interim provost and VP, academic Boldt presented a draft SIAST Planning Process for 2014-2015. Specific dates for the 2014-15 planning process will be finalized and brought forward to SMC for approval at a later date, which includes an additional SMA meeting in September. SMC received and endorsed the draft SIAST Planning Process for 2014-15.

- **Succession Planning Framework**
Gary Earles, AVP, human resources, presented a Succession Planning Framework to SMC. In June 2012, Human Resources presented a broad framework for succession planning to SMC. The framework was endorsed with the provision that more research and details be included and brought back in the 2012-13 academic year. SMC received and endorsed the Succession Planning Framework dated January 2013, and approved reconvening the advisory committee to develop a multi-year implementation plan.

4.0 DISCUSSION

- **Board information items**
The March 2013 board of directors' meeting will be held at SIAST Administrative Office on March 22, 2013 and will commence at 9:00 a.m.
- **SIAST Anniversary Celebration**
President Rosia was recently consulted by the Ministry of Advanced Education regarding any SIAST plans for a 25th anniversary celebration. SMC recommended that internal birthday cake events with the president be held on each campus to celebrate SIAST's 25th anniversary.
- **Results of the Health and Safety Leadership Survey (November 2012)**
Ed Lloyd, director, health and safety, introduced Sean Tucker via video conference, to present the results of the Health and Safety Leadership Survey that was completed by SIAST employees during November 2012. The survey was made available as a signatory of the WorkSafe Saskatchewan Health and Safety Leadership Charter. The final report will be available in June 2013.
- **Regional Centre of Expertise (RCE) on Education for Sustainable Development**
VP, administrative services, Perran advised that Curt Schroeder from Wascana Campus had requested SIAST sponsorship for the RCE recognition event in May. VP Perran will arrange for a meeting with Dr. Rosia, Arnold Boldt, Bill Coulthard to discuss this opportunity.
- **Honorary Diplomas**
President Rosia advised that no nominations have been received for the honorary diplomas yet this year. SMC discussed and recommended potential recipients for the 2013 honorary diplomas, and agreed that a new format will be developed for the 2014 honorary diplomas.