



Senior Management Council
September 12 & 13, 2013
SIAST Administrative Offices, Saskatoon

- ATTENDEES:** Larry Rosia, President & CEO, Arnold Boldt, Provost and VP(interim), Academic, Cheryl Schmitz, VP, Administrative Services(interim), and Anne Neufeld, VP, Strategy & Advancement(interim)
- EX OFFICIO MEMBERS:** Patricia Gillies, AVP, Communications & Marketing, Ev Slavin-Scharback, executive assistant to President & CEO
- GUESTS:** Gary Earles, AVP, Human Resources; Ron Colin, A/AVP, Strategy; Sean Engemoen, A/AVP, Financial Services Division
-

SEPTEMBER 2013 SUMMARY REPORT

1.0 MINUTES AND ACTION ITEMS

The minutes of the June 5, 2013 SMC meeting were approved and adopted as read, and the action list was reviewed and updated.

2.0 DECISION

- **Collaborative Nurse Practitioner Program: Master of Nursing Degree**
Provost & VP, Academic Boldt presented to SMC for approval the Collaborative Nurse Practitioner Program: Master of Nursing Degree Program. This degree was created in response to the Canadian Nurses Association, the Saskatchewan Registered Nurses' Association, and the Canadian Association of Schools of Nursing recommending nurse practitioners have graduate level academic preparation. Admission to the program will require two years registered nurse experience, will be offered online, and will consist of 11 courses. The first intake will occur in September 2014. SMC endorsed and the President approved the Collaborative Nurse Practitioner Program: Master of Nursing Degree as presented.
- **Policy A 1.15 Program Course / Completion Credential Revision**
Provost & VP, Academic Boldt presented the revised Policy A 1.15 Program Course / Completion Credentials for approval by SMC. As a newly designated degree-granting institute, SIAST will include post-baccalaureate programming and credentialing in appropriate policies. Proposed revisions to this policy include reference to post-graduate certificate and bachelor degrees. This policy will need to be revisited again as nuances and added requirements develop. SMC endorsed and the President approved the Program Course / Completion Credential Policy A 1.15 as presented. The policy will be posted on the SIAST website.
- **Policy A 1.X External Program Review New**
Provost & VP, Academic Boldt presented to SMC the new Policy A 1.X External Program Review for approval. It was a requirement from the Ministry of Advanced Education that this policy be created. It will be reviewed by the Saskatchewan Higher Education Quality Assurance Board

(SHEQAB) at its fall meeting. Deans' Council reviewed and endorsed this policy. SMC endorsed and the President approved the new External Program Review Policy A 1.X as presented. The policy will be posted on the SIAST website.

- **Policy O 1.6 SIAST Parking Revision**

CFO & VP, ASC Schmitz presented to SMC revisions to Policy O 1.6 Parking for approval. Revisions to the policy resulted from security concerns raised regarding night parking issues. Safety and security are vital and these revisions ensure best practices for the safety of SIAST students and employees. Evening & weekend parking charges will be applied in January 2014. SMC endorsed and the President approved the revised Policy O 1.6 SIAST Parking as presented. The policy will be posted on the SIAST website.

- **Policy O 2.6 Temporary Performance of Higher Duties by OOS Employees Revision**

CFO & VP, ASC Schmitz, AVP, HR Earles and Director, HR Advisory Services Carswell presented to SMC notification of the revised policy O 2.6 Temporary Performance of Higher Duties by OOS Employees for approval. Revisions provide increased accuracy and clarification regarding this process. SMC endorsed and the President approved the revised Policy O 2.6 Temporary Performance of Higher Duties by OOS Employees as presented. The policy will be posted on the SIAST website.

- **IT Governance Committee TOR & Memberships**

CFO & VP, ASC Schmitz presented to SMC the IT Governance Committee TOR & Memberships for approval. The new IT Governance Committee framework was approved by SMC on June 5, 2013, subject to the finalization of the terms of reference and committee memberships. The Terms of Reference and committee memberships were discussed at length. Specific revisions were requested by SMC. Minutes of these meetings will be presented to SMC for approval. SMC endorsed and the President approved the IT Governance Committee TOR & Memberships as presented.

- **SIAST President's Partnership Awards**

VP, Strategy & Advancement Neufeld presented to SMC the new SIAST President's Partnerships Awards for approval. The development of this awards program was approved by SMC on June 5, 2013. Information from a 2013 Business & Industry Survey of participating employers and students indicated reconsideration of the timing of this event and the annual Business & Industry Dinner events was required. Therefore, to avoid potential conflict with student exam schedules, and to improve the timing of potential job placement opportunities for employers, it was recommended the Business & Industry Dinners taking place each fall, and the Presidents' partnership Awards Gala take place each spring. SMC endorsed and the President approved the revisions to the SIAST President's Partnership Awards as presented.

3.0 INFORMATION/ENDORSEMENT

- **2012-13 Year-End Financial Review**

CFO & VP, ASC Schmitz and A/AVP, Financial Services Engemoen presented the 2012-13 Year-End Financial Review for information and endorsement. This documentation is considered 'draft' until approval is received from the Board of Directors and the Minister of Advanced Education. The Financial Services division may consider creating benchmarking standards of SIAST's own tolerances. SMC received and endorsed the 2012-13 Year-End Financial Review as presented.

- **Program Proposal - Deans' Council June 11, 2013: Minor Revisions: Admission**

Provost & VP, Academic Boldt presented for information & endorsement the Program Proposal from Deans' Council June 11, 2013: Minor Revisions to change admission requirements of the Orientation to Nursing in Canada for Internationally Educated Nurses (ONCIEN) applied certificate program and the Practical Nurse Re-entry applied certificate program. Specific changes to the admission requirements accommodate out-of-province students, accommodate establishment of a cost-recovery part-time option through Continuing Education, suspend admissions into the full program option for 2013-14 and require proof of current Transfer, Lifting & Positions certification prior to entering the clinical practicum. SMC received and endorsed the Program Proposal from Deans' Council June 11, 2013: Minor Revisions (Admission

Requirements) to the ONCIEN applied certificate program and the Practical Nurse Re-entry applied certificate program as presented.

- **Program Proposal - Deans' Council June 11, 2013: Minor Revisions: Graduation**
Provost & VP, Academic Boldt presented to SMC for information and endorsement the Program Proposal from Deans' Council June 11, 2013: Minor Revisions to change graduation requirements of the Funeral Service certificate program effective July 1, 2013. In 2008 a desktop publishing course (COAP 171) was identified as a course needed in the program. To accommodate the addition of COAP 171, a course named will be deleted from the program (COMP 172) and will be replaced by COAP 171. SMC received and endorsed the Program Proposal from Deans' Council June 11, 2013: Minor Revisions (Graduation Requirements) to the Funeral Service certificate program as presented.
- **Program Proposal - Deans' Council June 11, 2013: Minor Revisions: Admission**
Provost & VP, Academic Boldt presented to SMC for information and endorsement the Program Proposal from Deans' Council June 11, 2013: Minor Revisions to change admission requirements of the Combined Laboratory & X-Ray Technology diploma program, the Cytotechnology diploma program, the Medical Laboratory Assistant applied certificate program, the Medical Laboratory Technology diploma program, and the Medical Radiologic Technology diploma program. Revisions reflect the recent changes to Saskatchewan's secondary science curricula, the addition of a criminal records check and vulnerable sector search upon admission to address SRHA requirements for clinical practicum experiences, and also addresses the required proof of current Transfer, Lifting and Repositioning certification upon admission. SMC received and endorsed the Program Proposal from Deans' Council June 11, 2013: Minor Revisions to change admission requirements of the Combined Laboratory & X-Ray Technology diploma program, the Cytotechnology diploma program, the Medical Laboratory Assistant applied certificate program, the Medical Laboratory Technology diploma program, and the Medical Radiologic Technology diploma program as presented.
- **Brokerage, Partnership and Affiliated Arrangements Annual Summary 2012-13**
Provost & VP, Academic Boldt presented to SMC for information and endorsement the Brokerage, Partnership and Affiliated Arrangements Annual Summary 2012-13. Provost & VP, Boldt will provide an update of this information to the Ministry of Advanced Education at the September 20th quarterly meeting with SIAST Senior Management, and to the SIAST Board of Directors on September 27th. SMC received and endorsed the Brokerage, Partnership and Affiliated Arrangements Annual Summary 2012-13 as presented.
- **SIAST Strategic Plan Refresh**
VP, Strategy & Advancement Neufeld, and A/AVP, Strategy Colin presented the revised Strategic Plan Refresh to SMC for information and endorsement. This refreshed version includes the feedback received over the past several months from focus groups, key informant interviews, the SIAST Board, and SMA. SMC received and endorsed the SIAST Strategic Plan Refresh with new revisions incorporated.
- **Rebranding Recommendation to SIAST Board**
VP, Strategy & Advancement Neufeld, and AVP, Communications & Marketing Gillies presented to SMC for endorsement the Rebranding Recommendation as prepared for presentation to the SIAST Board of Directors. It was requested that SMC recommend to the SIAST BOD that it approve an initiative to rebrand SIAST and to rename the organization the Saskatchewan Polytechnic, to be informally known as SaskPoly. SMC received and endorsed the Rebranding Recommendation for presentation to the SIAST Board of Directors as presented.
- **Project Management / Lean Promotion Office, Director Recruitment**
VP, Strategy & Advancement Neufeld, and A/AVP, Strategy Colin presented to SMC for information and endorsement the proposed Project Management / Lean Promotion Office, and Director Recruitment plan. SMC received and endorsed the Project Management / Lean Promotion Office and Director Recruitment as presented.

- **SIAST Visual Identity Program**
VP, Strategy & Advancement Neufeld, and AVP, Communications & Marketing Gillies presented to SMC for information and endorsement the proposed SIAST Visual Identity Program. It was recommended that a small study be completed regarding the usage of colours on branded merchandise. SMC received and endorsed the creation of a research study regarding the SIAST Visual Identity program, and looks forward to receiving the report findings at a future SMC meeting.
- **SIAST Style Guide**
VP, Strategy & Advancement Neufeld, and AVP, Communications & Marketing Gillies presented to SMC for information and endorsement a proposed SIAST Style Guide. The guide presented to SMC will be submitted to a professional organization for edits and revisions. SMC received and endorsed the SIAST Style Guide once professional edits are incorporated. (All Academic papers will be exempt from these guidelines.)

4.0 DISCUSSION

- **Performance Evaluation (by Earles)**
CFO & VP, ASC Schmitz, AVP, HR Earles and Director, HR Strategy Development Foulds presented to SMC for discussion information regarding the Performance Evaluation process. The current practices of other polytechnics were reviewed toward development of SIAST performance evaluation programs by 2014-15.
- **The Schools Model**
Provost & VP, Academic Boldt presented to SMC for discussion an update on the current Schools Model work. A hand-out was provided. There are 12 schools. Town hall events will be held to share this new model at each campus. This new system will require certain changes to the current registration process.
- **Kelsey Expansion**
CFO & VP, ASC Schmitz presented to SMC for discussion information regarding the Facility division's need for 120 upcoming consultation meetings, with a requirement for a minute-taker. Adjustments will be made with current staff to meet this need. SMC endorsed and agreed with the proposed solution to this dilemma.
- **Treasury Board Presentation**
AVP, Communications & Marketing Gillies provided to SMC for discussion a first draft of the presentation to be provided by SMC to the Saskatchewan Treasury Board on September 26, 2013. Due to time limitations SMC members provided their input and revisions to AVP Gillies electronically.
- **ABEX Proposal**
President Rosia presented to SMC for discussion a \$5,000.00 sponsorship proposal received from Steve McLellan of the Saskatchewan Chamber of Commerce for the 2013 ABEX Awards event. The sponsorship opportunity was tailored to provide increased opportunities for promotion and interaction of SIAST students with industry leaders, increased ad opportunities and a brief speaking opportunity. Also included are 8 seats at a luncheon the morning following the ABEX Awards event. SMC agreed that this sponsorship would be a sound opportunity for many students.
- **Leadership Development**
President Rosia presented to SMC for discussion information regarding the Chair Academy's leadership training programs. President Rosia proposed and SMC agreed regarding the benefit of providing this leadership training to SIAST team members. Information will be distributed to SMC members following the meeting regarding specific programs, and annual conference. SMC members will select a group of 5 individuals annually for this training. SIAST is currently a member of the Chair Academy, and President Rosia plans for SIAST to be a sponsor of the annual conference in spring 2014.

- **Employee Engagement Survey Update**

CFO & VP, ASC Schmitz, AVP, HR Earles and Director, HR Strategy Development Foulds presented to SMC information regarding the plans for the upcoming Employee Engagement Survey. Questions will be the same as the previous questionnaire, with a few minor revisions. The survey will go live by November 14th. A communications plan is being developed for information flow with employees. The mySIAST channel is currently up and live, but currently only has last year's data visible. Presentations to SMC and SMA respectively will be completed by the end of January 2014. The working committees' action plans can be added to this plan so employees can see timelines in advance, including specific progress completed on each item.

- **New Subcommittee for Electronic Communication by SIAST Employees**

President Rosia mentioned concerns he has received regarding employees not having the right to send emails to all of SIAST. AVP, Communications & Marketing Gillies will have a subcommittee discuss this matter and provide a recommendation to SMC as to whether or not a revision to this current practise is warranted. Amendment October 2/13: 'There will be a review of the broadcast email procedures as a result of Communications Employee Engagement Survey Committee work.' SMC looks forward to receiving the results/ recommendations of the communications subcommittee's findings regarding the current email practice at a future meeting.