

**Senior Management Council****October 2, 2013****SIAS Administrative Offices, Saskatoon**

ATTENDEES: Larry Rosia, President & CEO, Arnold Boldt, Provost and VP, Academic(interim), Cheryl Schmitz, VP, Administrative Services(interim); and Anne Neufeld, VP, Strategy & Advancement(interim)

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

GUESTS: Gary Earles, AVP, Human Resources

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

The minutes of the September 12, 2013 SMC meeting were approved and adopted with one revision, and the action list was reviewed and updated.

2.0 DECISION

- **SIAS Graduate Employment Survey of 2011-12 Graduates**
VP, Strategy & Advancement Neufeld presented to SMC the executive summary of the SIAS Graduate Employment Survey of 2011-12 Graduates with the request for approval to release this report on the SIAS website. This executive summary was discussed at length with highlights that include: a 62% response rate; an overall 92% employment; and 95% of employed respondents were working in Saskatchewan, to list a few. SMC endorsed and the President approved the SIAS Graduate Employment Survey of 2011-12 Graduates and the release of the documentation as presented.
- **SIAS 2012-13 Student Satisfaction Survey Report**
VP, Strategy & Advancement Neufeld presented the SIAS 2012-13 Student Satisfaction Survey Report to SMC for approval and release of the documentation. This annual survey provides student feedback regarding satisfaction and experiences with admission, orientation, program management, learning resources, campus facilities, and campus services. A detailed discussion of the report and general trends followed. Key findings include: 92% of respondents were satisfied with their program; 91% would recommend SIAS programs to others; 88% indicated they would choose to attend SIAS if they were beginning their vocational training again; and 93% indicated the SIAS environment was welcoming and friendly. SMC endorsed and the President approved the SIAS 2012-13 Student Satisfaction Survey Report and release of the documentation as presented.
- **SIAS Employer Survey of 2011-12 Graduates**
VP, Strategy & Advancement Neufeld presented to SMC the SIAS Employer Survey of 2011-12 Graduates Report for approval and release of the documentation. This survey was administered by an external consultant. Key findings include: 94% of employers indicated graduates are working in positions related to their SIAS training; 96% felt SIAS's ability to prepare graduates

for employment was satisfactory to very satisfactory; 94% were with satisfied or very satisfied with the overall preparation of SIAST graduates they have hired (up 2% from the previous year); 91% of employers were satisfied with graduates' job-related knowledge (up 5%); and 98% of employers would hire SIAST graduates again. Very positive findings, with 47% of employers having difficulty obtaining enough SIAST graduates for employment. SMC endorsed and the President approved the SIAST Employer Survey of 2011-12 Graduates and release of the documentation as presented.

- **SIAST Fundraising Campaign Preparations Committee TOR**

VP, Strategy & Advancement Neufeld presented to SMC the recommendation for the establishment of the SIAST Fundraising Campaign Preparations Committee with the relevant Terms of Reference for approval. On August 29th, 2013 SIAST received approval from Ministry of Advanced Education to proceed with the quiet phase of the fundraising campaign, and establishment of this committee will assist in guiding this important process. SMC endorsed and the President appreciated receiving this report and all look forward to having the opportunity to approve the SIAST Fundraising Campaign Preparations Committee TOR at a future meeting when finalized.

- **SIAST Strategic Plan Refresh**

VP, Strategy & Advancement Neufeld presented to SMC the Strategic Plan Refresh for approval. This current data was discussed with this group last week. It is on track with current timelines. An external consultant was engaged and extensive consultations were held using focus groups, key informant interviews and working sessions with SMA and the board of directors. SMC endorsed and the President approved the Strategic Plan Refresh.

- **SIAST Facility Steering Committee**

CFO & VP, ASC Schmitz presented the SIAST Facility Steering Committee Minutes of May 28, 2013 for approval. SMC endorsed and the President approved the May 28, 2013 SIAST Facility Steering Committee Minutes.

3.0 INFORMATION/ENDORSEMENT

- **Policy O 1.9 Procurement Sole Sourced Purchases – Annual Report**

CFO & VP, ASC Schmitz presented the Sole Sourced Purchases Annual Report, in accordance with Policy O 1.9 Procurement for information and endorsement for purchases greater than \$75,000. SMC received and endorsed the Sole Sourced Purchases Annual Report as presented in conjunction with Policy O 1.9 Procurement.

- **Assessment of Financial Controls of International Business Activities**

CFO & VP, ASC Schmitz presented for information & endorsement the Assessment of Financial Controls of International Business Activities. As a result of audit concerns at other Canadian Colleges, additional consideration was given to SIAST's current international business activities and controls. Due diligence, annual audits, and 3rd party separate audits are conducted for federal initiatives, and no weaknesses were reported in SIAST's control systems and international activities. SMC received and endorsed the Assessment of Financial Controls of International Business Activities as presented.

- **Canadian Centre for Threat Assessments' Violence Threat Risk Assessment Training**

CFO & VP, ASC Schmitz presented to SMC for information and endorsement information regarding the Canadian Centre for Threat Assessments' Violence Threat Risk Assessment Training. Threat de-escalation varies significantly between the US (fight) & Canada (barricade in safe location), but Blue Hippo training company was identified as ideal for SIAST's training purposes. Employees with training need to be in place at every SIAST location. This particular training is also recommended by the police service, and is currently being used by school divisions across Saskatchewan. SMC received and endorsed provision of the Canadian Centre for Threat Assessments' Violence Threat Risk Assessment Training as presented, based on incorporation of revisions discussed regarding the management structure review.

- **Employee Engagement Committee Reports**

CFO & VP, ASC Schmitz presented to SMC for information and endorsement the Employee Engagement Committee Reports and the distribution of these reports. Transparency is a key factor with each committee. A great level of engagement was received from all SMA members. The positive outcomes from these activities should be shared. SMC received and endorsed the Employee Engagement Committee Reports and the distribution of these reports as presented.

4.0 DISCUSSION

- **SIAST 2013-14 Internal Audit Plan and Reporting**

CFO & VP, ASC Schmitz presented to SMC for discussion the SIAST 2013-14 Internal Audit Plan and Reporting. 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, SIAST was rated as having an appropriate policy and charter in place, but lacking in follow-through on developing and implementing an adequate annual internal audit plan. An internal audit plan for 2012-15 was presented as an information item to the Audit Committee at their March 4, 2013 meeting and to the SIAST BOD at the March 22, 2013 meeting. Discussion included the vitality index, comparison of different practices. Status updates will be provided to the audit committee at the November 12th meeting. SMC received for discussion and reviewed SIAST 2013-14 Internal Audit Plan and Reporting.

- **Winter Games Sponsorship**

President Rosia presented to SMC for information details regarding the 2014 Winter Games sponsorship of backpacks to all games participants from the president's office.