



## SENIOR MANAGEMENT COUNCIL (SMC)

### Report of November 4, 2013

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<b>ATTENDEES:</b>	Larry Rosia, president & CEO; Arnold Boldt, interim provost and VP, Academic; Cheryl Schmitz, interim CFO & VP, Administrative Services; and Anne Neufeld, interim VP Strategy & Advancement.
<b>EX OFFICIO MEMBERS:</b>	Patricia Gillies, AVP, Communications & Marketing Ev Slavin-Scharback, executive assistant to president & CEO (recorder)
<b>GUEST:</b>	Gary Earles, AVP, Human Resources & Terry Foulds, director, HR Strategy Development

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#### 1.0 General

##### 1.1 October 2, 2013, Report Review and Action List

The minutes of the October 2, 2013 SMC meeting were approved and adopted as read, and the action list was reviewed and updated.

#### 2.0 For Decision

##### 2.1 Policy A 1.5 Changes to SIAST Admission Requirements & Selection Criteria: Revision

Provost & VP, Academic Boldt presented to SMC the revised Policy A 1.5 Changes to SIAST Admission Requirements and Selection Criteria for approval. The policy was last reviewed in February 2008. This revision incorporated the addition of "post-graduate certificate and degree" to the text of this policy. SMC endorsed and the president approved the revised Policy A 1.5 Changes to SIAST Admission Requirements & Selection Criteria as presented.

##### 2.2 Grading System and Student Promotion: New Policy

Provost & VP, Academic Boldt presented to SMC the proposed new policy Grading System and Student Promotion for approval. It was developed collaboratively by an external consultant, the AVP Student Services and the Registrar. It details the SIAST academic regulations and practices, grading system and criteria related to student promotion and completion. SMC endorsed and the president approved this newly proposed Grading System and Student Promotion policy as presented.

##### 2.3 Evaluation of Student Learning: New Policy

Provost & VP, Academic Boldt presented to SMC the proposed new policy Evaluation of Student Learning for approval. This new policy provides guidelines to both instructors and students in the provision of exams, and provides information related to evaluation criteria, evaluation methods, the conduct of examinations and tests, and outline requirements for students to ensure completion of assessments including examinations and tests. SMC endorsed and the president approved the newly proposed Evaluation of Student Learning policy as presented.

##### 2.4 Policy O 2.4 Employee Leave for Graduation

CFO & VP, ASC Schmitz & VP HR Earles presented to SMC the Policy O 2.4 Employee Leave for Graduation for approval. It was last reviewed in September 2008 and following this review, no revisions were brought forward or recommended at this time. SMC endorsed and the president approved the Policy O 2.4 Employee Leave for Graduation as presented.

## **2.5 Policy O 2.5 Violence Policy Review**

CFO & VP, ASC Schmitz & VP HR Earles presented to SMC the revised Policy O 2.5 Violence Policy for approval. This policy was revised to reflect recent organizational adjustments and title changes. SMC endorsed and the president approved the revised Policy O 2.5 Violence Policy as presented.

## **2.6 Policy G 4.12 Capital Planning – Major Projects Deletion**

CFO & VP, ASC Schmitz presented to SMC for approval the Policy G 4.12 Capital Planning Major Projects with the request for deletion. Evolution of the SIAST processes including the functions of the Management Authorities Grid, the annual Operating and Capital Plan, and the Facilities Steering Committee now render this policy redundant. SMC endorsed and the president approved the deletion of Policy G 4.12 Capital Planning Major Projects as presented.

## **2.7 Policy O 1.4 Video Surveillance, Program and Procedures Revision**

CFO & VP, ASC Schmitz presented to SMC the revised Policy O 1.4 Video Surveillance, and program and procedures for approval. This policy and corresponding documents were revised to ensure consistency at all campuses, which align with recent changes to SIAST's organizational structure. SMC endorsed and the president approved the revised Policy O 1.4 Video Surveillance, program and procedures as presented.

## **2.8 Update: Phase 2 Management Organization Review**

CFO & VP, ASC Schmitz & VP HR Earles presented to SMC an Updated Phase 2 of the Management Organization Review for approval. The work will begin in January with a report of recommendations to be received by SMC in May 2014. SMC endorsed and the president approved the updated Phase 2 Management Organization Review as presented and in conjunction with determinations reached during this discussion.

## **2.9 SIAST Balanced Scorecard 2012-13**

VP, Strategy & Advancement, Neufeld presented to SMC the SIAST Balanced Scorecard 2012-13 for approval. Utilization of the BSC as a planning and management framework assists in transforming SIAST's vision into operational goals, initiatives and key performance indicators. Its' measures align with the strategy map and 18 strategic goals. It provides a 3 year trend and an assessment of actual versus targeted performance for 2012-13. SMC endorsed and the president approved the SIAST Balanced Scorecard 2012-13 as presented.

## **2.10 Census Student Statistics 2012-13**

VP, Strategy & Advancement, Neufeld presented to SMC the Census Student Statistics 2012-13 for approval. It was requested that SMC receive the addendum to the SIAST Student Statistics section of the 2012-13 Annual Report, and the series of standardized student reports on application, enrolment, and graduate student activity, and approve the general release of these documents on the SIAST website. Discussion included the effectiveness of this information as an ideal tool from which to share timely statistics across the organization and to the many external stakeholders requiring it on a regular basis. SMC endorsed and the president approved the Census Student Statistics 2012-13 as presented.

## **3.0 For Information/Endorsement**

### **3.1 Standard Academic Year 2014-15**

Provost & VP, Boldt presented to SMC the Standard Academic Year 2014-15 for information and endorsement. Upon endorsement from SMC, this information will be shared with SMA. SMC received and endorsed the Standard Academic Year 2014-15 as presented.

### **3.2 Update on Townhalls**

President Rosia provided to SMC an update on the Polytechnics Canada Townhall events that took place at each SIAST campus during the month of October. There was significant interest and informed questions received at each location. SMC received and endorsed the update on the October town hall sessions as presented.

### **3.3 Update on Kelsey Expansion**

President Rosia updated SMC regarding his continued efforts and meetings with the Ministry and other government and industry representatives regarding the Kelsey expansion. SMC received and endorsed this update regarding the Kelsey Campus Expansion.

#### **4.0 Discussion**

##### **4.1 Board information items**

###### **4.1.1. Agenda items for November 26<sup>th</sup> Meeting of the SIAST Board of Directors**

##### **4.2 Update on Employee Engagement Survey**

CFO & VP, ASC Schmitz, AVP Earles, & Director, Terry Foulds, presented to SMC for discussion an update regarding the Employee Engagement Survey. A handout was provided which highlighted the recommendations received by each of the Employee Engagement committees including the Learning & Development team, the Performance Management / Evaluation team, the Communication team, and the Leadership, Culture and Values team. This survey will be deployed from November 14 – 28. SMC received for discussion and reviewed Update on the Employee Engagement Survey.

##### **4.3 Bargaining Update**

CFO & VP, ASC Schmitz and AVP Earles presented to SMC for discussion a bargaining update including hopes for the upcoming bargaining meetings. SMC received for discussion the bargaining information provided.

##### **4.4 Conroy Ross Revenue Generation Update**

VP, Strategy & Advancement, Neufeld presented to SMC an update regarding the Revenue Generation work with Conroy Ross for discussion. SMC received and endorsed the Conroy Ross Revenue Generation update as presented.

##### **4.5 Student Association Meetings Update**

Provost Boldt and President Rosia recently met with the KSA. Provost Boldt provided SMC with a summary of this meeting. An agenda has been provided for the Friday meeting with the SA's. All are looking forward to the opportunity to meet this week and to working together with the Student Associations to find viable solutions to the issues raised.