



## SENIOR MANAGEMENT COUNCIL (SMC)

### Report of December 3, 2013

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

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#### 1.0 General

##### 1.1 November 4, 2013, Report Review and Action List

The minutes of the November 4, 2013 SMC meeting were approved and adopted as read, and the action list was reviewed and updated.

#### 2.0 For Decision

##### 2.1 Policy O 1.6 Parking Policy: Revision

CFO & VP, ASC Schmitz presented to SMC the revised Policy O 1.6 Parking Policy for approval. Several revisions have been incorporated into this policy since its first inclusion in the 2010-11 OCP. The current revision presented was made to permit EMS vehicles to park freely at campuses whenever they are required to be on a SIAS site. SMC endorsed and the president approved the revised Parking Policy O 1.6 as presented.

##### 2.2 Policy O 4.1 Donor Recognition: Revision

VP, Strategy & Advancement, Neufeld presented to SMC the revised Policy O 4.1 Donor Recognition for approval as part of the regular policy renewal process. The policy applies to donations of cash or gift-in-kind that are eligible for a Canada Revenue Agency charitable receipt. Recognition of sponsors and advertisers is governed by the Sponsorship and Advertising policy (G-3.7) and the sponsorship or advertising agreement. This policy provides appropriate and timely recognition of donations; elevates donors' sights, and serves as a cultivation tool for larger donations; guides the public recognition & acknowledgement of major donors; provides public evidence of philanthropic activity that reflects internal & external support; and encourages others to donate. SMC endorsed and the president approved this revised Donor Recognition Policy O 4.1 as presented.

##### 2.3 Policy O 4.2 Prospect Management: Revision

VP, Strategy & Advancement, Neufeld presented to SMC the revised Policy O 4.2 Prospect Management for approval as part of the regular policy renewal process. Revisions include: simplification of the prospect approval process; removal of out-dated procedural elements; simplification of the solicitation approval form; and insertion of a statement relating to leadership from the program, and a collaborative process between academic divisions and the donor alumni relations' office in donor/sponsor relationships. SMC endorsed and the president approved the revised Policy O 4.2 Prospect Management as presented.

#### **2.4 Policy O 5.0 Policy Development & Administration and SIAST Policy Structure / Framework**

VP, Strategy & Advancement, Neufeld presented to SMC the Policy O 5.0 Policy Development & Administration and SIAST Policy Structure / Framework for approval. As per direction from the Board of Directors, a complete review was conducted of the policy framework. Based on legal advice and recommendations from an expert, external consultant, substantial revisions were incorporated toward more accurate, effective and increased user-friendly presentation. Additionally, Board policies have been consolidated into the Board Bylaw No. 1. SMC endorsed and the president approved the Policy O 5.0 Policy Development & Administration and SIAST Policy Structure / Framework as presented.

#### **2.5 Policy Review Committee Terms of Reference**

VP, Strategy & Advancement, Neufeld presented to SMC the new Policy Review Committee Terms of Reference for approval. At the direction of the Board of Directors a complete review of the policy framework has been completed. As part of this review, substantial revisions were made to the policy on policies, including the establishment of a policy review committee whose mandate is to oversee the administration of SIAST policies. This TOR includes the guidelines, and the composition of the committee, whose function is to oversee policy and procedure development, etc. Discussion included that development should include 'review and revision'; and the TOR is to be reviewed on an annual basis. SMC endorsed and the president approved the Policy Review Committee TOR with revisions discussed.

#### **2.6 Administrative Services Council Mandate & Terms of Reference**

CFO & VP, ASC Schmitz presented to SMC for approval the Administrative Services Council Mandate and Terms of Reference for approval. The current revisions of this mandate and TOR reflect the new membership as a result of the management structure reorganization. Discussion included that 'committees' should be changed to 'Senior Leadership groups'; 'opportunities' should be changed to 'operational' (page one); a decision shall be made as to distribution of the minutes; and the TOR is to be reviewed on an annual basis. SMC endorsed and the president approved the revised Administrative Services Council Mandate & Terms of Reference with revisions discussed.

#### **2.7 Palliser Campus Student Residence – Partner Selection**

VP, Strategy & Advancement Neufeld and AVP, Business Development Harvey presented to SMC the Palliser Campus Student Residence – Partner Selection for approval. SMC endorsed and the president approved the Partner Selection process of the Palliser Campus Student Residence as presented.

#### **2.8 SIAST President's Office: Sponsorship Guidelines**

VP, Strategy & Advancement Neufeld presented to SMC a newly created set of Sponsorship Guidelines – President's Office for approval. These guidelines were created solely to serve as a support document in light of the requests for monetary support or promotional items regularly received by the president's office. SMC endorsed and the president approved the new guideline.

#### **2.9 Deans' Council Mandate and TOR: Revision**

Provost & VP Boldt presented to SMC the revised Deans' Council Mandate and Terms of Reference for approval. Discussions ensued and SMC revisions to be made to this documentation include the removal of 'advancement' from the title of AVP Business Development. SMC approved the revised Deans' Council Mandate and TOR with the revisions as determined by SMC.

### **3.0 For Information/Endorsement**

#### **3.1 Program Proposals from Deans' Council on November 5, 2013: Multiple - Major Revisions**

Provost & VP Boldt provided to SMC for information and endorsement the major revisions of Program Proposals from the November 5, 2013 Deans' Council. These updates included major revisions to the following programs: Critical Care Nursing advanced certificate (effective January 1, 2014); Disability Support Worker certificate (effective July 1, 2014); Youth Care Worker certificate (effective July 1, 2014); and the Youth Care Worker diploma (effective July 1, 2014). SMC received and endorsed the Program Proposals from Deans' Council November 5, 2013: Major Revisions as presented.

#### **3.2 Program Proposals from Deans' Council on November 5, 2013: Telecommunications / Radio Systems Technician - Major Revisions**

Provost & VP Boldt provided to SMC for information and endorsement the major revisions of Program Proposals from the November 5, 2013 Deans' Council - Telecommunications/Radio Systems Technician program. These major revisions to the Telecommunications / Radio Systems Technician program include

among other facets, the change in program title to Telecommunications Networking Technician, effective July 1, 2014. SMC received and endorsed the major revisions of Program Proposals from the November 5, 2013 Deans' Council regarding Telecommunications / Radio Systems Technician program as presented.

### **3.3 Program Proposal from Deans' Council on November 5, 2013: Court Services Administrator Certificate - Implementation**

Provost & VP Boldt provided to SMC for information and endorsement the Program Proposals from the November 5, 2013 Deans' Council – Court Services Administrator Certificate implementation. Following a request from the Ministry of Justice, SIAST developed this new certificate program. The program will provide training in performance of administrative duties with respect to legal documentation and court processes as they relate to criminal, civil and family law. It will be implemented effective July 1, 2014, at Wascana Campus with an annual intake of 15 students. SMC endorsed and the president approved the Program Proposal from Deans' Council on November 5, 2013: Court Services Administrator Certificate implementation as presented.

### **3.4 Program Proposal from Deans' Council on November 5, 2013: Medical Diagnostic Programs – Minor Revisions (Admission Requirements)**

Provost & VP, Boldt provided to SMC for information and endorsement the minor revisions of Program Proposals from the November 5, 2013 Deans' Council: Medical Diagnostic Programs – minor revisions to admission requirements. This minor revision removes the requirement for standard first aid from the note section of the following five medical diagnostic programs' admission requirements: Combined Laboratory and X-Ray Technology diploma; Cytotechnology diploma; Medical Laboratory Assistant applied certificate; Medical Laboratory Technology diploma; and the Medical Radiologic Technology diploma. SMC endorsed and the president approved the minor revision to the Admission Requirements from the Program Proposal from Deans' Council on November 5, 2013: Medical Diagnostic programs as presented.

### **3.5 Continuing Education Renovation Committee: Terms of Reference**

Provost & VP Boldt presented to SMC for information and endorsement the Continuing Education Renovation Committee Terms of Reference. SMC received and the president endorsed the Continuing Education Renovation Committee Terms of Reference as presented and looks forward to receiving notice at a future SMC meeting if any revisions are required following the planned discussions.

### **3.6 Social Housing Management Applied Certificate: Program Suspension**

Provost & VP Boldt presented to SMC for information and endorsement notification of the suspended Social Housing Management applied certificate program effective December 1, 2013. SMC received and the president endorsed the Program Suspension of the Social Housing Management Applied Certificate as presented.

### **3.7 Medical Transcriptionist Advanced Certificate: Program Deletion**

Provost & VP Boldt presented to SMC for information and endorsement notification of the deleted Medical Transcriptionist advanced certificate program effective July 1, 2014 as a result of low interest levels and emerging technology which makes this training redundant. SMC received and the president endorsed the Program Deletion of the Medical Transcriptionist Advanced Certificate as presented.

### **3.8 Executive Benefit Plan Enhancements**

CFO & VP, ASC Schmitz and AVP Earles presented to SMC for information and endorsement the Executive Benefit Plan Enhancements. SMC endorsed and the president received the Executive Benefit Plan Enhancements as presented.

## **4.0 Discussion**

### **4.1 Board information items**

#### **4.1.1 Agenda items for January 31<sup>st</sup> of the SIAST Board of Directors**

### **4.2 Proposed Phase 2 Management Organizational Review**

CFO & VP ASC Schmitz and AVP Earles presented to SMC for discussion an updated proposal from Conroy Ross Partners regarding the proposed Phase 2 Management Organization review. Based on SMC's discussion, SMC will teleconference with Conroy Ross to discuss the proposal in further detail.

SMC also determined that the Steering Committee will include a representative from SMC, several members of SMA, and the relevant level representatives with whom the consulting team is working at the time. SMC recommends specifically that the committee members include at a minimum: Provost & VP Academic; the CFO & VP ASC; AVP of HR; 2 Deans, 3 other AVPs (one from each of the 3 main divisions), a program head, and a supervisor. SMC received for discussion and reviewed the proposed Phase 2 Management Organization Review as presented.

#### **4.3 Honorary Diploma Procedure - Revised**

President Rosia presented to SMC for discussion the revised Honorary Diploma Procedure. In addition to working directly with the SMA team on this initiative annually, the president will also consult the Board of Directors. SMC received for discussion the revised Honorary Diploma Procedures as presented.

#### **4.4 Employee Engagement Survey Update**

AVP Earles provided a brief update on the current results of the 2013 employee survey.

#### **Other General Discussion Items:**

Discussion of the SIAST hosted Board Governance Dinner event at the Kelsey campus with President's thanks and compliments to all involved.