



SENIOR MANAGEMENT COUNCIL (SMC)

Report of February 10, 2014

ATTENDEES: Larry Rosia, president & CEO; Anne Neufeld, provost and VP, Academic; and Cheryl Schmitz, CFO & VP, Administrative Services (interim).

EX OFFICIO MEMBERS: Colleen Gallant, A/AVP, Communications & Marketing and Ev Slavin-Scharback, executive assistant to president & CEO (recorder)

GUESTS: Terence Carswell, A/AVP, Human Resources

1.0 General

1.1 January 8, 2014, Report Review and Action List

The minutes of the January 8, 2014 SMC meeting were approved and adopted as read, and the action list was reviewed and updated.

2.0 For Decision

2.1 Policy A 2.4 Evaluation of Student Learning

Provost and VP Academic Neufeld presented to SMC Policy A 2.4 Evaluation of Student Learning for approval. This new policy had received approval in November 2013 but an error in the wording was overlooked in the consultation phase. SMC endorsed and the president approved Policy A 2.4 Evaluation of Student Learning with the revision discussed.

2.2 Medical Laboratory Technology Expansion

Provost Neufeld presented to SMC the Medical Laboratory Technology Expansion for decision. The most serious labour shortage in Saskatchewan's two major health regions identified by the Ministry of Health is that of medical laboratory technologists (MLTs). SMC endorsed and the president approved that the Medical Laboratory Technology Expansion plan will be brought to the Ministry of Advanced Education at the March meeting.

2.3 Business Management Post-Graduate Certificate: Implementation Proposal

Provost Neufeld presented to SMC the Business Management Post-Graduate Certificate Implementation Proposal for approval. The purpose of the Business Management post-graduate certificate is to provide education, skills development and attitudinal awareness about Canadian business culture, leadership skill development, and management knowledge for international and domestic degree-prepared individuals who aspire to managerial and leadership positions. Saskatchewan is actively recruiting new citizens through immigration and SIAS International Education, through its international student recruitment initiative, advises that many prospective students are degree-prepared and have expressed strong interest in a post-graduate certificate in Business Studies. SIAS International Education can provide a cohort of up to 50 students as early as September 2014. This is a new idea for SIAS in a Post-Graduate degree which will be especially of interest to International students. SMC endorsed and the president approved the Business Management Post-Graduate Certificate Implementation Proposal as presented with a start date of July 1, 2014, with one provision.

2.4 SIAS Student Awards Program Criteria

Provost Neufeld presented to SMC the revised Student Awards Program Criteria for approval as part of the regular review process. The revised Student Awards criteria changes the SIAS Outstanding Citizenship Award to recognize only individual students with an increase in monetary value to \$500. The

SIASST Student Innovation Award maintains the team aspect with a monetary value of \$1,000. The revised criterion is intended to place added focus on individual contribution and student excellence at SIASST. SMC endorsed and the president approved the SIASST Student Awards Program Criteria as presented.

2.5 Policy G 4.5 Internal Audit Function

CFO & VP, Academic Schmitz presented to SMC Policy G 4.5 Internal Audit Function for approval. Review of this policy is part of the regular cycle, and no revisions have been incorporated. SMC endorsed and the president approved Policy G 4.5 Internal Audit Function as presented.

2.6 Reallocation of Security Function and H&S Reporting Structure Change

CFO Schmitz presented to SMC the Reallocation of Security Function (including Emergency Notification System) to the AVP, Facilities and Reporting Structure Change for H&S. SMC endorsed and the president approved the Reallocation of Security Function and H&S Reporting Structure Change as presented.

2.7 Extension of Contract: Marsh Canada Limited

CFO Schmitz presented to SMC the request for the Extension of Contract with Marsh Canada Limited for approval. This contract was originally a term contract with the option for a three year extension for insurance consulting and brokering services, and as the term is complete this is the request for the approval to move into the three year extension to March 31, 2017. SMC endorsed and the president approved Extension of the Marsh Canada Limited Contract as presented.

2.8 First Nations University Property Lease

CFO Schmitz presented to SMC the First Nations University Property Lease for approval. CFO Schmitz has asked AVP Fachada to create a draft letter requesting this process be moved forward to the Deputy Minister for the President's signature provided by February 14th, as President Rosia will be meeting with the DM soon and will present it then. SMC endorsed and the president approved the pursuit of First Nations University Property Lease as presented.

2.9 University of Regina Request for Emergency Space

CFO Schmitz presented to SMC a proposal for the development of an MOU with the University of Regina related to usage of Emergency Space for approval, which would be presented to SMC for further review and final approval. SMC endorsed and the president approved the development of an MOU with the University of Regina in relation to their Request for Emergency Space as presented.

2.10 2014-2015 SMC Meeting Schedule

Dr. Rosia & EA Slavin presented to SMC the proposed 2014-15 SMC Meeting Schedule for approval. The next SMC meeting will be at Woodland Campus. SMC endorsed and the president approved the 2014-15 SMC Meeting Schedule as presented.

3.0 For Information/Endorsement

3.1 McNair Business Development Inc. Findings Update & Presentation

CFO Schmitz introduced to SMC for information and endorsement the McNair Business Development Inc. findings update and presentation. SMC received and endorsed the findings of the McNair Business Development Inc. as presented.

3.2 Program Proposals Deans' Council January 15, 2014

Provost Neufeld provided to SMC for information and endorsement the Program Proposals from Deans' Council on January 15, 2014. SMC received and endorsed the Program Proposals of Deans' Council January 15, 2014 as presented.

3.3 Pandemic Planning TOR & Updated Membership List

CFO Schmitz provided to SMC for information and endorsement the Pandemic Planning TOR & Updated Membership List. SMC received and endorsed the Pandemic Planning TOR & Updated Membership List as presented.

4.0 Discussion

4.1 Board information items

4.1.1. Agenda items for the March 28th meeting of the SIAST BOD

4.2 February 6, 2014 Letter to President from D. Cochrane, UofS

President Rosia presented to SMC for discussion a letter from Don Cochrane requesting SIAST's support of the March 21-23 LGBT Breaking the Silence Conference. President Rosia will be away and unable to attend but Provost Neufeld and CFO Schmitz agreed to participate as their schedules permit. Other SIAST representatives will also attend. SMC received for discussion and reviewed the February 6, 2014 letter from D. Cochrane as presented.

4.3 2014-15 Budget & Contingency Plan

CFO Schmitz provided to SMC for discussion a report on the 2014-15 Budget & Contingency Plan. SMC received for discussion the details of the 2014-15 Budget & Contingency Plan.

4.4 Facilities Complaint

President Rosia presented for discussion the complaint received in the Minister's office regarding smoking and spitting near the entrance of the Woodland Campus.