



SENIOR MANAGEMENT COUNCIL (SMC)

Report of April 2, 2014

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

EX OFFICIO MEMBERS: Patricia Gillies, AVP, Communications & Marketing and Ev Slavin-Scharback, executive assistant to president & CEO (recorder)

GUESTS: Mark Fachada, AVP, Facilities Management

1.0 General

1.1 March 5, 2014, Report Review and Action List

The minutes of the March 5, 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 2.1 Academic Accommodation for Students in the Reserve Forces

Provost & VP Academic Neufeld presented to SMC the revised Policy A 2.1 Academic Accommodation for Students in the Reserve Forces for approval. The Canadian Armed Forces consists of regular and reserve soldiers, sailors and air personnel. Approximately 40% of Canada's reserve force is students, of which the majority are enrolled in post-secondary education. Military service in the reserve forces provides students with a variety of transferable skills and practical work experiences. The Canadian Forces Liaison Council encourages educators and employers to recognize the benefits of supporting the part-time military careers of their students and employees, and to take active steps to do so. Revising this policy in support of student reservists helps resolve common and regularly occurring problems which reservists encounter when they seek to balance their military service requirements with education. This policy recommends SIAS actively consider accommodating student reservists with meeting military obligations. While accommodations will be considered, the granting of accommodations should not adversely affect the quality of the student's studies at SIAS. SMC endorsed and the president approved the revised Policy A 2.1 Academic Accommodation for Students in the Reserve Forces as presented.

2.2 Policy G 3.3 Tuition and Fees and 2014-15 Student Fee Schedule

Provost Neufeld presented to SMC for approval the revised Policy G 3.3 Tuition and Fees, and the 2014-15 Student Fee Schedule for approval. Following much discussion regarding these items it was determined that Appendix D will be revised to include: International students and Continuing Education programs will be charged published tuition rates. SMC endorsed and the president approved the revised Policy G 3.3 Tuition & Fees, and the 2014-15 Student Fee schedule with the revisions recommended.

2.3 Policy O 2.3 Employee Complaints

CFO & VP Administrative Services Schmitz presented to SMC Policy O 2.3 Employee Complaints for approval as part of the policy review schedule. SMC endorsed and the president approved Policy O 2.3 Employee Complaints as presented.

2.4 Civil Technician Certificate Implementation Proposal

Provost Neufeld presented to SMC for approval the implementation of the Civil Technician Certificate program effective July 1, 2014. It will provide 34 week/840 hour training for students interested in a support role to technologists, engineers and scientists, and will have an annual fall intake of 16 students at the Palliser Campus. This new certificate program has been vetted through the 2014-15 OCP. SMC endorsed and the president approved the implementation of the Civil Technician Certificate Implementation as presented.

2.5 Saskatchewan Forum 2014 SIAST Complimentary Registrations

Provost Neufeld presented to SMC for approval the six candidates recommended for the May 27-28, 2014 Saskatchewan Forum Complimentary registrations for SIAST. The six registrations recommended will include: Dr. Rosia, Dr. Neufeld, Cheryl Schmitz, Cristina Holguin-Pando, and that two other representatives who will be selected by Dr. Neufeld. SMC endorsed and the president approved the recommended Complimentary Registrants for the 2014 Saskatchewan Forum as presented.

2.6 First Nations University Property Lease

CFO Schmitz and AVP Fachada presented to SMC for approval a draft letter for the Ministry of Advanced Education (AE) requesting acquisition of the downtown Saskatoon First Nations University property. SMC endorsed and the president approved the letter to the Ministry of Advanced Education requesting acquisition of the First Nations University property as drafted with the inclusion of the revisions discussed.

3.0 For Information/Endorsement

3.1 Presentation – Penny Leach, Penny Leach & Associates CANCELLED – Due to illness.

3.2 Kelsey Expansion Presentation

CFO Schmitz introduced members from the Stantec team. Stantec representatives provided a detailed presentation regarding the Kelsey Expansion. SMC received and endorsed the Kelsey Expansion Presentation which was provided.

3.3 SIAST School of Architecture

CFO Schmitz and AVP Fachada presented to SMC for information and endorsement the proposal for further discussion and planning related to a SIAST or joint SIAST / U of R School of Architecture. A specific location has been identified in downtown Saskatoon for the housing of this school. The Saskatchewan Architectural Association has approached SIAST for support of this School. The degree requisite in this field would be the Masters of Architecture. SMC received and endorsed recommendation for further discussions and planning for a SIAST School of Architecture.

4.0 Discussion

4.1 Board Information Items

4.1.1. Agenda items for the April 25th meeting of the SIAST BOD

4.2 Employee Engagement Harassment Task Force

Provost Neufeld presented to SMC for discussion the creation of an Employee Engagement Harassment Task Force. SMC received for discussion and reviewed the newly proposed Employee Engagement Harassment Committee as presented.

4.3 Internal Audit Plan for SIAST

CFO Schmitz presented to SMC for discussion the 2014-2017 Internal Audit Plan for SIAST. It is SMC's responsibility to develop the annual internal audit plan which incorporates SIAST goals and objectives; to provide internal audit resources that meet the needs and expectations of management and the Board of Directors; to semi-annually report on the annual audit plan to the Board of Directors Audit Committee; and to follow up on identified weaknesses, findings and recommendations from previous internal audit work. SMC received for discussion the call for ideas for the 2014-2017 SIAST Internal Audit Plan.

4.4 Students' Association SIAST Wascana Campus Request

President Rosia presented to SMC for discussion a letter received from the Students' Association SIAST Wascana Campus, Regina, Inc. in which President Stelwagen requests the authorization to incorporate the Saskatchewan Polytechnic in their association's name. SMC deliberated over this request and determined that approval cannot yet be provided based on the fact that the new name has not yet been proclaimed in the Legislature. This response will be communicated through a letter from Dr. Rosia. SMC received for discussion the request of the Students' Association SIAST Wascana Campus Request.

4.5 AHRC Leadership Circle Renewal

President & CEO Rosia presented to SMC for discussion the Aboriginal Human Resource Council's (AHRC) request for SIAST to renew its Leadership Circle participation. SMC received for discussion the Aboriginal Human Resource Council's renewal request.

4.6 SIAST BOD 2013 Stakeholders Evaluations Results

President Rosia brought to SMC for discussion the SIAST BOD 2013 Stakeholders Evaluations Results. SMC received for discussion the SIAST Board of Directors 2013 Stakeholders Evaluations Results as presented.

4.7 CME Request – Sask. Manufacturing Centre of Excellence

President Rosia presented for discussion Derek Lothian's email request regarding acquiring space for the Saskatchewan Manufacturing Centre of Excellence, and the request for SIAST collaboration in creation of an article on SIAST in their bi-monthly magazine. SMC received for discussion and agreed with both of the CME requests presented today.

4.8 Employees Lounges

President Rosia presented to SMC for discussion a request for employee lounges at SIAST. SMC received for discussion and consideration the request for Employee Lounges at SIAST.

4.9 SAO Office Space

President Rosia and CFO Schmitz brought to SMC for discussion details of the long-term plan for SAO office space, with teams being grouped together for productivity and cohesion. CFO Schmitz will present a plan for SMC's approval. SMC received for discussion the plan for SAO Office Space as presented.

4.10 Rebranding

President Rosia presented to SMC for discussion Deputy Minister Greenberg's questions regarding SIAST's rebranding process. Discussion also included signage, campus names, colours and approval aspects of the rebranding process. SMC received for discussion the Rebranding items brought forward.

4.11 Northwest Regional College Item

President Rosia presented to SMC for discussion concerns regarding a recent situation with Northwest Regional College. This item is in the process of being resolved, but Provost Neufeld will be meeting with her team tomorrow to discuss it further and will advise SMC of their determinations and proposed solutions at that time.

4.12 May Polytechnic Canada Event

CFO Schmitz brought to SMC for discussion the question of participation at the upcoming May Polytechnic Canada Conference in Ottawa. Participants were determined for the May 2014 Polytechnic Canada Conference.

4.13 Reputation Survey

AVP Gillies presented to SMC for discussion information regarding an upcoming Reputation Survey which will be provided by an external party, and which is part of the balanced scorecard process. SMC received for discussion the request to consider processes regarding questions received regularly.

4.14 Search Update

President Rosia advised SMC that he will provide an update on the Senior Management search status to both SMC and SMA members on April 3rd at the SMA annual spring event in Saskatoon.

5.0 Consent Agenda

All items approved – April 2, 2014.

5.1 Major Revision Program Proposals from March 2014 Deans' Council

Including:

- Combined Laboratory & X-Ray Technology diploma (revisions);
- Medical Laboratory Technology diploma (revisions);
- Medical Radiologic Technology diploma (revision); and
- Recreation and Tourism Management diploma (revision).

5.2 Program Deletions and Suspensions from March 2014 Deans' Council including:

- Film, Video and New Media applied certificate (deletion);
- Food Service Worker applied certificate (suspension);
- Orientation to Nursing in Canada for Internationally Educated Nurses (ONCIEN) applied certificate (suspension);
- Practical Nurse Re-entry applied certificate (suspension); and
- Sustainable Tourism applied certificate (deletion).

5.3 Minor Revision Program Proposals from March 2014 Deans' Council

Including:

- Aboriginal Policy Preparation applied certificate (revision);
- Business Information Systems diploma (revision); and
- Power Engineering Technology diploma (revision).