



SENIOR MANAGEMENT COUNCIL (SMC)

Report of May 5 & 6, 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; Terry Foulds, Director, HRSD & Kaylynn Schroeder, MLTCII; Dave Harvey, AVP, Business Development and Patsy Gilchrist, A/AVP, Strategy & Advancement

1.0 General

1.1 April 2, 2014, Report Review and Action List

The minutes of the April 2, 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 1.2 Recognition of Prior Learning: PLAR & Transfer Credit

Provost & VP Academic Neufeld presented to SMC the revised Policy A 1.2 Recognition of Prior Learning: PLAR & Transfer Credit for approval. Specific revisions to this policy include the removal of references to Canadian institutions under the definition of "Recognized Post-Secondary Institutions", the removal of 2.8 of the policy and the addition of language to include an appeal process. SMC endorsed and the president approved the revised Policy A 1.2 Recognition of Prior Learning: PLAR & Transfer Credit as presented.

2.2 Policy A 1.7 Applied Research Integrity

Provost Neufeld presented to SMC for approval the revised Policy A 1.7 Applied Research Integrity for approval. Specific revisions to this policy include updates to the preamble, the responsibilities of principal investigators and supervisors, the research integrity in authorship, the titles and the terms and conditions of project funding. SMC endorsed and the president approved the revised Policy A 1.7 Applied Research Integrity as presented.

2.3 Policy A 1.24 Use of Copyright Materials

Provost Neufeld presented to SMC the revised Policy A 1.24 Use of Copyright Materials for approval as part of the policy review schedule. The following recent developments and changes to the copyright legislation necessitate the revisions to this policy: the Canadian Copyright Act was modernized in June 2012, implemented in November 2012 and contains an expanded list of fair dealing purposes including education; the Supreme Court of Canada released five decisions related to fair dealing in July 2012 including one specific to educational copying, which provided additional clarification on the scope of fair dealing; and in October 2012, SIAS approved update 'Copying Guidelines' and 'Fair Dealing Guidelines' and Policy A 1.24 needed to be updated to reference these new guidelines. SIAS is now fully compliant in regard to the decisions of the Supreme Court of Canada. SMC endorsed and the president approved the revised Policy A 1.24 Use of Copyright Materials as presented.

2.4 SIAS Kelsey Campus Economic Impact Report

CFO & VP, Administrative Services Schmitz & AVP Fachada presented to SMC for approval the SIAS Kelsey Campus Economic Impact Report with the recommendation that the 'McNair Report' be revised to show increases in enrolment due to the new space provided by the Renewal Project. This recommended revision is in follow up to the related report/spreadsheet that had been provided to SMC earlier this year. New degree programs and alternative delivery approaches are currently being studied and the impacts of these could drive the enrolment increases to as high as 35% or more. These revisions will incorporate the different rates in enrolment over a 20 year period, which will be shared with industry as well. SIAS students have jobs in Saskatchewan – a significant message. SMC endorsed and the president approved the SIAS Kelsey Campus Economic Impact Report as presented.

New Building Canada Plan

CFO Schmitz and AVP Fachada presented to SMC for approval the recommendation for SIAST to create draft submissions for consideration by the New Building Canada Plan for both the Kelsey Renewal Project, and for the Palliser Renewal Project. The Ministry of Advanced Education recently informed SIAST and other similar institutions of the New Building Canada initiative which provides funding for projects of national and regional significance, with a focus on projects that support economic growth, a clean environment and stronger communities. This federal initiative is open to all post-secondary institutions, applying under the research and innovation area. SMC endorsed and the president approved the recommendation that SIAST work with the Ministry of Advanced Education on documentation for SIAST for the New Building Canada Plan as presented.

2.6 Forest Ecosystem Technology Diploma: Deletion

Provost Neufeld presented to SMC for approval the Forest Ecosystem Technology Diploma program deletion. This diploma program was suspended in June 2012 and there have been no admissions to the program in the 2012-13 or 2013-14 academic years. There are no students currently completing their studies in this program. SMC endorsed and the president approved the deletion of the Forest Ecosystem Technology Diploma as presented.

3.0 For Information/Endorsement

3.1 Policy O 5.0 Policy Development and Administration & SIAST Policy Structure/Framework

Provost Neufeld presented to SMC for endorsement Policy O 5.0 Policy Development and Administration, & the SIAST Policy Structure/Framework. These were endorsed by SMC on December 3, 2013 and were approved by the Board of Directors on March 28, 2014. At that time the procedures section did not include reference to the policy review committee's role in this process, but it has now been added as appropriate. Once this corrected version is endorsed by SMC it will be resubmitted to the Governance & Nominating Committee, and following that, to the Board of Directors for final approval. SMC endorsed the revised Policy O 5.0 Policy Development and Administration, & the SIAST Policy Structure/Framework as presented.

3.2 Employee Engagement Working Group Update

CFO Schmitz introduced Terry Foulds and Kaylynn Schroeder, who together provided a detailed update on the current progress of the 2014 Employee Engagement Working Groups, including that of the SMC Culture, Values, Leadership & Strategic Direction Group, the Harassment & Bullying Working Group, the Staffing & Total Rewards Working Group, the Communications Working Group, and the Performance Evaluation & Learning/Development Working Group. SMC received and endorsed the Employee Engagement Working Group Update which was provided.

3.3 Palliser Campus Residence P3 Agreement

Provost Neufeld & AVP Harvey presented to SMC for information and endorsement the Palliser Campus Residence P3 Agreement. Final authorization of the agreement would be pending 1) approval by the Government of Saskatchewan (through Cabinet) and 2) agreement from the City of Moose Jaw on zoning and taxation requirements. SMC received and approved in principle that the Palliser Campus Residence P3 Agreement be presented to the BOD for approval in principle at the May 22, 2014 meeting.

3.4 Health, Safety & Security and Facilities.

CFO Schmitz presented for information & endorsement the Health, Safety & Security and Facilities realignment of duties and upcoming roadshows update. Upcoming road shows at the campuses are also being planned for May which will provide employees with the opportunity to learn about these changes and ask questions about these roles and expectations. SMC received and endorsed the Health, Safety & Security and Facilities Update which was provided.

3.5 Palliser Incident Report

CFO Schmitz presented for information an update regarding the April 10, 2014 Palliser Incident Report. A detailed report was provided, including a small list of opportunities for improvement in processes moving forward. SMC received and endorsed the Palliser Incident Report which was provided.

3.6 SAO Office Reallocation Proposal

CFO Schmitz and AVP Fachada presented to SMC for information and endorsement the SAO Office Reallocation Proposal, which was previously presented to President Rosia, Provost Neufeld & CFO Schmitz. The continued growth at SAO has created the necessity for this reallocation. The reallocation of spaces proposed involves the placement of teams into cohesive working groups and collocations which make sense and support SIAST's commitment to lean principles. Actual reallocation will commence over the summer and into the fall until required construction is complete. An email will be provided to SAO advising all employees of these upcoming changes. Discussions led to a few minor adjustments to the plan presented. SMC received and endorsed SAO Office Reallocation proposal.

3.7 Operating and Capital Plan 2014-15

Provost Neufeld presented for information and endorsement the OCP 2014-15. All information will be provided to the Board of Directors on May 5th or 16th. SMC received and endorsed the Operating and Capital Plan 2014-15 with revisions as discussed.

3.8 Strategic Plan Refresh / Brand Strategy

Provost Neufeld, A/AVP Gilchrist & AVP Gillies presented to SMC for information and endorsement the Strategic Plan & the Brand Strategy. Primary content was completed by Lynn Hoover and Joanne O'Shea of Prime Strategies. These items will be going to the board for review and approval on May 22, 2014. AVP Gilchrist and team will continue to refine this document on time for presentation to the board later this month.

Rebranding

AVP Gillies provided information to SMC regarding the rebranding initiative. This information will be presented to the Board of Directors at the May meeting.

SMC received and endorsed the Strategic Plan Refresh & Brand Model with recommendations and actions discussed.

4.0 Discussion

4.1 Board Information Items

4.1.1. Agenda items for the May 22nd meeting of the SIAST BOD

4.2 Internal Audit Plan for SIAST

CFO Schmitz presented to SMC for discussion the 2014-2017 Internal Audit Plan for SIAST. This information should be submitted to EA Slavin by June 3, 2014. SMC received for discussion the call for ideas for the 2014-2017 SIAST Internal Audit Plan.

5.0 Consent Agenda

All items approved – May 6, 2014.

5.1 Major Revision Program Proposals from April 9, 2014 Deans' Council

Including:

- Business Certificate – major revisions (include reduction in program capacity at Palliser Campus from 120 to 90 and increase at Kelsey Campus from 28 to 72) effective July 1, 2014.
- Chemical Technology diploma – major revisions effective July 1, 2014.
- Short Order Cooking applied certificate – major revision effective July 1, 2014.