SENIOR MANAGEMENT COUNCIL (SMC)

Report of June 4, 2014

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

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

GUESTS:
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1.0   General
    1.1   May 5 & 6, 2014, Report Review and Action List
    The minutes of the May 5 & 6, 2014 SMC meeting were approved and adopted with 2 revisions, and the action list was reviewed and updated.

2.0   For Decision
    2.1   Program Advisory Committee (PAC) Memberships
    Provost & VP Academic Neufeld presented to SMC the new and renewed Program Advisory Committee (PAC) Memberships listing for approval. These appointments begin on July 1, 2014. The terms are for a duration of three years, with the opportunity to repeat once, for a total of 6 years. These protocols were revised several years ago.

    SMC endorsed and the president approved the new Program Advisory Committee (PAC) Membership listing as presented.

    2.2   Policy G 3.6 Harassment & Discrimination
    CFO & VP, Administrative Services Schmitz presented to SMC for approval the revised Policy G 3.6 Harassment & Discrimination. This policy was extensively reviewed as part of the regular cycle, with input from the SMA, the SFA and SGEU Bargaining Units, the Harassment & Discrimination Prevention Committee, the OH&S Committee and the SIAST Student Associations.   The policy was reviewed by SIAST legal counsel, and endorsed by Deans' Council and ASC. Great internal collaboration was involved in these revisions.

    SMC endorsed and the president approved the revised Policy G 3.6 Harassment as presented.

    2.3   Policy G 4.6 Internally Restricted and Unrestricted Net Assets
    CFO & VP, Administrative Services Schmitz presented to SMC for approval the revised Policy G 4.6 Internally Restricted and Unrestricted Net Assets which includes the elimination of a requirement for a reserve based on a percentage of revenues.

    Following approval by SMC, this revised policy will be presented to the BOD Audit Committee, the Governance & Nominating Committee and then to the BOD for approval. As a result of the multiple aspects for its approval, this will be in the fall cycle of BOD meetings. Our practice now is to deal with negative variances as they arise, which is the best practise.

    SMC endorsed and the president approved the Policy G 4.6 Internally Restricted and Unrestricted Net Assets as presented.

2.4   Policy G 4.7 Investments
CFO Schmitz presented to SMC for approval the renewed Policy G 4.7 Investments as part of the 3 year policy review cycle. Following approval by SMC, this revised policy will be presented to the BOD Governance & Nominating Committee, and then to the BOD for approval.

SMC endorsed and the president approved the Policy G 4.7 Investments as presented.

2.6   Policy G 4.8 Non-Audit Services
CFO Schmitz presented to SMC for approval the renewed Policy G 4.8 Non-Audit Services as part of the 3 year policy review cycle. Following approval by SMC, this revised policy will be presented to the BOD Audit Committee, the Governance & Nominating Committee and then to the BOD for approval.

SMC endorsed and the president approved the Policy G 4.8 Investments as presented.

2.7   Policy O 3.5 Remote Network & Internet Access - Deletion
CFO Schmitz presented to SMC for approval the request for the deletion of Policy O 3.5 Remote Network & Internet Access.

Action Item: CFO Schmitz will provide the Remote Network & Internet Access participants list to Provost Neufeld to confirm if any academic employees are included.

SMC endorsed and the president approved the deletion of Policy O 3.5 as presented.

2.8   Mobile Device Access Policy - New
CFO Schmitz presented to SMC for approval the new Policy Mobile Device Access.

This new policy defines the parameters for this service and outlines the technical and security requirements to protect the SIAST email and network infrastructure. This new policy will incur minimal operational impact, minor adjustments to Helpdesk procedures and account management practices, and will provide enhanced service for students and employees.

SMC endorsed and the president approved the new Mobile Device Access Policy as presented.

2.9   Planning Process 2015-16
Provost Neufeld presented to SMC for approval the recommended Planning Process 2015-16, created to outline the steps needed to develop the annual OCP. Discussion included the initiatives and their corresponding dates; the more proactive and defined strategy work this year.
Specific revisions which will be made as a result of this discussion include:
-    Deletion of the Senior Management Council direction item for January 31, 2015,
-    Change the March 27th date to March 31st, and
-    Deletion of the specific March & April dates regarding OCP final analysis.

SMC endorsed and the president approved the recommended Planning Process 2015-16 as presented.

2.10   Saskatchewan Polytechnic Communications Plan
Provost Neufeld & AVP Gillies presented to SMC the proposed Saskatchewan Polytechnic Communications Plan for approval. The plan was created to generate awareness of the new name, reposition SIAST as a polytechnic, and to foster an understanding of what a polytechnic is and how it contributes to economic and social prosperity of the province.

Provost Neufeld will be checking with AVP Harvey to confirm if a special plan will need to be developed for the International Team, and AVP Gillies will be working with Director Soanes to provide an info session to each of the Bargaining Unit Executive Teams.

SMC endorsed and the president approved the Sask Polytechnic Communications Plan in inclusion of the revisions discussed.

2.11   Saskatchewan Polytechnic Location Names
Provost Neufeld and AVP Gillies presented to SMC for approval the Saskatchewan Polytechnic Location Names.

SMC endorsed and the president approved the Saskatchewan Polytechnic Location Names as presented.

2.12   Saskatchewan Polytechnic Tagline
Provost Neufeld and AVP Gillies presented to SMC for approval the Saskatchewan Polytechnic tagline 'Tomorrow in the making'.

SMC endorsed and the president approved the Saskatchewan Polytechnic Tagine 'Tomorrow in the making' as presented.

2.13   SIAST Email Protocol
Provost Neufeld & AVP Gillies presented to SMC for approval the newly proposed SIAST Email Protocol including the removal of access restrictions on SIAST and campus-wide email distribution lists, and guidance on the use of the lists and on email protocol as developed by the Employee Engagement Communications Policy Priority Team to improve internal communications across SIAST.

SMC endorsed and the president approved the newly proposed SIAST Email Protocol with the minor changed discussed during this meeting and determined by SMC.

2.14   Internal Audit Ideas
CFO Schmitz presented to SMC for discussion then approval the 2014-2017 Internal Audit Ideas. SMC is responsible to develop the annual internal audit plan which incorporates SIAST's goals and objectives; to provide internal audit resources which meet the needs and expectations of management and the BOD; to semi-annually report on the annual audit plan to the BOD Audit Committee; and to follow up on identified weaknesses, findings and recommendations from previous internal audit work.
The FCP was completed in the first year of this initiative 2012-13.

SMC endorsed and the president approved the Internal Audit Ideas as determined during discussion and as presented.

2.15   Solutions Architect Market Stipend
CFO Schmitz presented to SMC for approval the recommended market stipend for the Solutions Architect position in Learning Technologies.

SMC endorsed and the president approved the recommended Solutions Architect Market Stipend as presented.

2.16   SIAST Corporate Purchasing Card
CFO Schmitz presented to SMC for approval the adoption of the BMO Corporate Purchasing Card program to replace the existing USBank purchasing card (PCard). There are many positives to adoption of this program including online card holder statements, real time account access, rebates based on totals spent, authorizations done on-line, and that the UofR and UofS both use this program.
SMC endorsed and the president approved the SIAST Corporate Purchasing Card as presented.

2.17   Future of Facility Steering Committee
CFO Schmitz presented to SMC for approval the recommendation for the dissolution of the Facility Steering Committee. The committee was formed in March 2008 as a sub-committee of SMC, mandated to make recommendations to SMC and to the President. During the past year, the Kelsey Renewal Committee was formed. There is significant redundancy between the two committees and all relevant items were brought to the KRC events, leaving most of the FSC to be cancelled this year.

SMC endorsed and the president approved the recommendation for the dissolution of the Facility Steering Committee as presented.

2.18   ASAP Project Committee Terms of Reference
Post-meeting Provost Neufeld presented to SMC for approval the request for a one year extension to the ASAP Terms of Reference. The ASAP Project Committee Terms of Reference, which were approved in February 2011, stated that the committee would be dissolved on June 30, 2014. In consultation with Director Seright and Advisor Yuzicapi, this one-year extension will provide the time necessary to reconfigure the ASAP Committee to better meet the institution's evolving needs.

SMC endorsed and the president approved the recommendation for the dissolution of the Facility Steering Committee as presented.

3.0   For Information/Endorsement
3.1   Enterprise Risk Management – Update Strategic Risk Registry
Provost Neufeld presented to SMC for endorsement the Enterprise Risk Management Updated Strategic Risk Registry, foundation of SIAST's ERM system. This registry was first developed and approved by the SIAST BOD in June 2012 wherein 31 risks were identified & assessed

SMC endorsed the Enterprise Risk Management Updated Strategic Risk Registry as presented.

3.2   Lean Status Report
Provost Neufeld provided to SMC for information and endorsement a detailed Lean Status Report. Efforts this year included provision of Lean training to 249 employees and delivery of 2 Kaizen, and 9 Value Stream Mapping (VSM) events.

SMC received and endorsed the Employee Engagement Working Group Update which was provided.

3.3   SIAST-Wide Rollout of Electronic Travel & Expense Claim System
CFO Schmitz presented to SMC for information and endorsement the SIAST-Wide Rollout of Electronic Travel & Expense Claim System. This information has been provided to the Deans' Council at their June meeting as well.

SMC received and approved in principle the SIAST-wide Rollout of Electronic Travel & Expense Claim System.

3.4   Trust and Endowment Investment Committee Update
CFO Schmitz presented for information & endorsement the Trust and Endowment Investment Committee Update. The committee meets twice annually at the call of the Chair, this year in December and April and items discussed included the Committee's Mandate and Terms of Reference; the portfolio holdings mix; meetings conducted with investment portfolio managers; and endowment disbursements.

SMC received and endorsed the Trust and Endowment Investment Committee Summary Report which was provided.

3.5   Leave Balances
CFO Schmitz presented to SMC for information the current Leave Balances report. A follow-up report will be provided to SMC in the fall.

SMC received for information the Leave Balances report provided.

3.6   Saskatoon Industry-Education Council Representation
President Rosia / EA Slavin presented to SMC information regarding the Saskatoon Industry-Education Council Board of Directors List. This matter is resolved.

SMC received for information the Saskatoon Industry Education Council Representation matter as presented.

4.0   Discussion
4.1   Board Information Items
4.1.1.   Agenda items for the June 20th meeting of the SIAST BOD
Closed: Board Budget 2013-2014

 Open: Regular Reports   - for information   All   - 30 minutes
                 Policy Items from Governance & Nominating Comm. - for decision   DB   - 10 minutes
                 Kelsey Campus Renewal   - for information   LSR/All - 10 minutes

4.2   May Ministerial Letter re Honorary Diploma / Degree
President Rosia provided for information a letter received from the Minister's office regarding SIAST's authority to grant honorary degrees and the resulting discussion with the BOD Chair.

SMC received for information the May Ministerial Letter regarding the Honorary Diploma / Degree as provided.

5.0   Consent Agenda
5.1   Major Revision Program Proposals from May 14, 2014 Deans' Council
Including:
-   Early Childhood Education certificate – minor revision (admission requirements) effective July 1, 2015.

6.0   Strategic Planning
6.1   Rebranding
Determination was made that the RFP for signs will be on hold for the time being, and this aspect of the rebranding process may become a part of the transition plan.

Dr. Rosia was required to depart at 2:15 pm. Dr. Neufeld chaired the remainder of the June 4, 2014 SMC meeting which concluded at 2:30.