



SENIOR MANAGEMENT COUNCIL (SMC)

Report of July 24, 2014

ATTENDEES: Larry Rosia, president & CEO; Anne Neufeld, provost and VP, Academic; Deborah Meyers, 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: Dennis Johnson, Dean – School of Construction and School of Transportation; Patsy Gilchrist, A/AVP Strategy; and Jason Seright, Director, Aboriginal Strategy

1.0 General

1.1 June 4, 2014, Report Review and Action List

The minutes of the June 4, 2014 SMC meeting were approved and adopted with revisions, and the action list was reviewed and updated.

2.0 For Decision

2.1 SATCC Over/Under Agreement

Provost & VP Academic Neufeld and Dean Johnson presented to SMC for decision the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) Over/Under Agreement.

SMC decided that the proposed agreement should stand for a one-year time period - the 2014-15 academic year - during which and at the end of which, it will be investigated if the costs and revenues of this arrangement have averaged out for SIAS.

SMC received the SATCC Over/Under Agreement as presented, and looks forward to further investigation being completed prior to the first quarterly meeting with the SATCC.

2.2 International Student Resourcing at Palliser/Wascana Newcomer and International Centre

Provost & VP Academic Neufeld presented to SMC the International Student Resourcing at Palliser / Wascana Newcomer & International Centre for approval. Given projected international student enrolment at the Wascana and Palliser Campuses, a further International Student Liaison Officer (Band 6 Professional Services) is recommended for the Palliser Campus.

As the position was not previously included in the budget planning process, it was decided by SMC that this item will be reviewed in the 2014-15 mid-year budget. If the net revenues exist at that time to cover it, the position is approved.

SMC endorsed and the president approved the decision reached during the discussion regarding the International Student Resourcing at Palliser / Wascana Newcomer SMC Performance Management ratings as discussed.

2.3 Saskatchewan Polytechnic Operations Forecast 2015-16

Provost & VP Academic Neufeld and A/AVP Gilchrist presented the Saskatchewan Polytechnic Operations Forecast 2015-16 to SMC for endorsement, after which it will be provided to the SIAS Board of Directors for approval. This document anticipates program, equipment and facility requirements necessary to meet the province's multi-year labour force needs. It highlights where provincial government investment in SIAS is most urgently needed in the next academic year, and has been developed in accordance with guidelines received directly from the Ministry of Advanced Education on June 6, 2014.

The SMC also discussed the long-term degree plan briefly. Provost Neufeld will be following up with AVP Boldt regarding this long-term plan, cross-referencing it to the schools model. More details regarding the sectors and specific correlation to the Saskatchewan Growth Plan will be required for the SHEQAB submission in April 2015.

SMC endorsed and the president approved the Saskatchewan Polytechnic Operations Forecast 2015-16 with the revisions discussed and as presented.

3.0 For Information/Endorsement

3.1 Aboriginal Student Achievement Plan (ASAP)

Provost & VP Academic Neufeld and Director Seright presented to SMC for endorsement the recommendations identified in the Aboriginal Student Achievement Plan (ASAP) Status Report / evaluation. The ASAP committee was formed in October 2008 to lead an Aboriginal Student Success Strategy initiative. The committee identified a number of barriers to this success including: low student awareness of training-related career paths; complex admission processes; relocation difficulties; personal and family circumstances; academic preparedness; and lack of support for English language learners. In May 2014 a status report was completed in an effort to facilitate an understanding of which recommendations were successfully implemented, as well as to assess the awareness that the SIAST Aboriginal student body has regarding the ASAP resources available to them. A copy of this comprehensive report will also be provided to the Ministry of Advanced Education, and the SIAST Community.

SMC endorsed the recommendations identified in the Aboriginal Student Achievement Plan (ASAP) as presented.

3.2 McNair Update

CFO Schmitz presented to SMC for information an update regarding the McNair project, including input from the Ministry of Advanced Education and MCS, and the feedback they have provided.

SMC received for information the McNair Update which was provided.

3.3 Ministry of Advanced Education Update

President Rosia provided to SMC for information an update on recent meetings he has had with Deputy Minister Greenberg and Brian Manning in support of the Kelsey Renewal initiative.

SMC received for information the Ministry of Advanced Education Update provided.

3.4 Whitecap Dakota First Nation, SIIT & SIAST Discussions

President Rosia provided to SMC for information an update on recent meetings with Chief Bear and SIIT President Riel Bellegarde.

SMC determined that Dean Hilts will be the SIAST representative on this project management team.

SMC received for information the Whitecap Dakota First Nation, SIIT & SIAST update as provided.

4.0 Discussion

4.1 Board Information Items

Board Agenda items will be determined at the September meeting of the SMC.

4.2 Employee Engagement Status Updates

President Rosia provided for information his request for everyone to update the status of their Employee Engagement plans by the beginning to middle of October 2014, and provide this update to the President's office. Receiving these updates earlier in the process will provide the opportunity to confirm progress, but more importantly to communicate with all employees the details regarding the gains that have been made and activities undertaken as part of our Employee Engagement. SMC concurred with Dr. Rosia's suggestions.

SMC received for discussion the Employee Engagement Status updates as presented.

4.3 SIAST/Student Associations' Master Agreement Renewal Request for Proposal

Provost Neufeld presented to SMC for discussion the SIAST/Student Associations' Master Agreement Renewal Request for Proposal (RFP).

SMC received for discussion the SIAST/Student Associations' Master Agreement Renewal Request for Proposal (RFP) as presented.

4.4 Canada's Anti-Spam Legislation and SIAST

Provost Neufeld presented to SMC for discussion Canada's Anti-Spam Legislation and SIAST. It is recommended that SIAST develop a formal plan for compliance with Canada's Anti-Spam Legislation (CASL) which includes protocols for email communication for 'commercial purposes'. Protocols will include standard processes for: collecting contact information /email addresses and recording implied and express consent to mass email; and a standard 'unsubscribe' option on all mass email communication.

Over the summer Provost Neufeld will develop a formal plan and will present it at the September SMC meeting. A comparison of what other PSEs are doing will be included.

SMC received for discussion the Canada's Anti-Spam Legislation and SIAST report as provided and looks forward to considering it further at the September meeting.

4.5 SIAST Strategic Planning & Annual Budget Process Policy 508-G / SIAST Board Roles & Responsibilities

Provost Neufeld presented to SMC for discussion the SIAST Strategic Planning & Annual Budget Process Policy 508-G / Board Members Roles & Responsibilities and the recommendation that potential working changes to these documents be discussed. With a refreshed strategic plan to 2020, the requirement for a three year strategic plan review by the board of directors is now redundant, in conjunction with our new planning process. When Policy 508-G is submitted to the Board of Directors this fall, it is proposed that the policy be revised accordingly. In addition, the document 'SIAST Board Members Roles and Responsibilities' also refers to a required three-year review of the mission, vision and values. This document will need to be revised to ensure consistency with Policy 508-G.

SMC received for discussion the SIAST Strategic Planning & Annual Budget Process Policy 508-G / Board Members Roles & Responsibilities and for further discussion.

4.6 August Meeting with Minister of Advanced Education and Executive Council

AVP Gillies provided to SMC for discussion background on the upcoming meeting with the Minister of Advanced Education & Executive Council on August 5th. All SMC members will attend this meeting. SMC received for discussion the update provided on the August 5th Meeting with the Minister of Advanced Education and Executive Council.

General Good News Items:

Provost Neufeld briefed SMC on the July 23rd tour of and meeting at NAIT in which Provost Neufeld and Dean Hilts participated. The Provost also commented on the many employee awards in place at NAIT. An email detailing the NAIT awards were provided to SMC by EA Slavin during this discussion.

In-Camera Session