



SENIOR MANAGEMENT COUNCIL (SMC)

Report of February 4, 2015

- ATTENDEES:** Larry Rosia, president & CEO; Anne Neufeld, provost and VP, Academic; Deborah Meyers, CFO & VP, Administrative Services; and Reg Urbanowski, VP, Strategy & Advancement
- EX OFFICIO MEMBERS:** Patricia Gillies, AVP C&M; and Ev Slavin-Scharback, SEA to president & CEO (recorder)
- GUESTS:** Arnold Boldt, AVP Academic & Research; Cheryl Schmitz, AVP Financial Services; Dave Harvey, AVP Business Development; Terence Carswell, AVP HR & Dave Schafer, HR; Crystal Nett, AVP Strategy; Colleen Gallant & Jennifer Pilsner, C&M; Brenda Suru, A/Dean; and Lynda Kushnir Pekrul, Dean.
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1.0 General

1.1 January 7, 8 and 19, 2015 Report and Action List Review

The minutes of the January 7, 8 and 19 2015 SMC meetings were approved as read, and the action list was reviewed and updated.

2.0 For Decision

2.1 Fiscal Restraint Guidelines – Items Requiring SMC Approval

Provost & VP Academic Neufeld presented to SMC for approval the following staffing items in accordance with the 2015 Fiscal Restraint Guidelines:

a) Co-operative Education – 0.80 FTE Admin Support (3 month term position). It involves no new costs. **This item was approved.**

b) School of Health Sciences and School of Animal and BioSciences PD Event.

This item is not approved. If changed to a videoconference, it can be reconsidered.

Action Item: EA Slavin will revise all remaining 2014-15 SMA events to video-conference format.

c) Academic Leadership Workshop May 13 & 14, 2015.

d) Great Teachers' Seminar May 11 – 14, 2015.

e) Program Head Orientation (Part II) February 2015.

SMC endorsed and the president approved or denied the requests submitted as individually detailed during the meeting.

2.2 Items Requiring SMC Approval - ITS

CFO & VP Administrative Services Meyers presented to SMC for approval the following staffing item in accordance with the 2015 Fiscal Restraint Guidelines:

- a) Information Technology Services Technical Analyst – 2 positions.

SMC endorsed and the president approved the two ITS Technical Analyst positions as presented.

2.3 International Student Recruitment Human Resources

VP Strategy & Advancement Urbanowski and AVP Harvey presented to SMC for approval the following staffing items in accordance with the 2015 Fiscal Restraint Guidelines:

- a) Student Liaison Officer (band 6).

- b) Two casual band 1 positions.

SMC endorsed and the president approved the International Student Recruitment Human Resources requirements as presented.

2.4 Enterprise Business Modelling

VP Urbanowski and AVP Nett presented to SMC for approval the Enterprise Business Modelling proposal. This initiative directly supports Sask Polytech's overall Lean implementation and will deliver: mapping for processes and inter-dependencies; a map of the order in which to apply the appropriate processes; and strategic alignment for Lean process improvements. This process is similar to business process mapping, in which groups of process owners work together to map their processes and determine touch points and inter-dependencies.

SMC endorsed and the president approved the Enterprise Business Modelling proposal in principle based on the findings regarding fiscal restraints, based on the capability to recoup funding, and based on obtaining the most economically priced training.

2.5 Vacation Balances

CFO Meyers & AVP Carswell presented to SMC for approval the revised Annual Vacation Entitlement & Carryover Policy #702.

SMC endorsed and the president approved the revised Annual Vacation Entitlement & Carryover Balances Policy #702 as presented.

2.6 Market Stipends

CFO Meyers, AVP Carswell and Director Schafer presented to SMC for approval the recommended Market Stipends in the School of Health Sciences and the School of Mining, Energy and Manufacturing. At the request of the Deans of these schools, HR partnered on the market analysis and supporting business case rationale to confirm and substantiate recommended action to SMC for consideration.

SMC endorsed and the president approved that this item will be deferred at this time, pending further investigation, and a follow up presentation to the Market Stipends as presented.

3.0 For Information/Endorsement

3.1 Temporary Market Stipends Compensation Strategy

Based on the discussions of item 2.6, the Temporary Market Stipends Compensation Strategy item has been deferred to a future meeting.

SMC and the president deferred the presentation of the Temporary Market Stipends Compensation Strategy until the March 2015 SMC meeting.

3.2 Compensation Guiding Principles

VP Meyers and AVP Carswell presented to SMC for information and endorsement the Compensation Guiding Principles as developed by the Human Resources Division. This is a high level frame of reference and roadmap for the development and maintenance of Sask Polytech's compensation programs, policies and processes.

SMC received for information and the president endorsed the Compensation Guiding Principles and continuing in the direction presented.

3.3 Faculty Assessment Update

Provost Neufeld and CFO Meyers presented to SMC for information and endorsement the Faculty Assessment Update. This pilot began in January 2015. Orientation for program heads and faculty participating in the pilot is in progress, and assessment tools have been distributed to all participating programs, Deans, and the Advisory Committee. Laurienne Ring, A/Director, HR Strategy Development, has provided these sessions. The feedback received to date has been positive, and the project is being well received.

SMC received for information and the president endorsed the Faculty Assessment Update as presented.

3.4 Moose Jaw Campus Residence P3 Agreement

VP Urbanowski, AVP Harvey and AVP Schmitz presented to SMC for information and endorsement the very detailed draft of the Moose Jaw Campus Resident P3 Agreement, including risk analysis. Once finalized the agreement will be submitted for consideration to the Minister of Advanced Education.

SMC received for information and the president endorsed the Moose Jaw Campus Residence P3 Agreement as presented.

3.5 Strategic Plan Rollout – Phase I

VP Urbanowski and AVP Nett presented to SMC for information and endorsement the revised project charter and related components for the Strategic Plan Rollout – Phase I, in follow up to a previous presentation to SMC.

SMC received for information and the president endorsed the Strategic Plan Rollout – Phase I as presented.

3.6 2015-16 Sask Polytech Meeting Schedule

President Rosia and EA Slavin presented the 2015-16 Sask Polytech Meeting Schedule to SMC for information and endorsement. All SMC members agreed with the proposed meeting dates and information provided. The Strategy and Advancement division is in the process of creating monthly meetings and when finalized will provide those details to EA Slavin to incorporate into this schedule, along with the proposed dates for the Policy Review Committee (PRC) as well.

SMC received for information and the president endorsed the 2015-16 Sask Polytech Meeting Schedule.

4.0 Discussion

4.1 Board Information Items

4.2 Employee Engagement - Next Steps

CFO Meyers presented to SMC for discussion the Employee Engagement Initiative Next Steps. The 2014 Employee Engagement Survey results were presented to SMC, SMA and through information sessions at all campuses during January 2015.

SMC received for discussion the Employee Engagement Initiative Next Steps as presented.

4.3 Rebranding & Marketing Employee Information Session

AVP Gillies presented the Rebrand & Marketing Employee Information Session update to SMC for information. A brand launch is a time of transition. Prior to the September 2014 launch, brand previews were provided for: Student Recruitment Team, Student Association Executives and Business Managers, PSBU & SFA Executives; Government Stakeholders, and Employees.

SMC received for discussion the Rebranding & Marketing Employee Information Session update as presented.

4.4 CIGan 2015 Annual Conference Sponsorship

President Rosia and EA Slavin presented to SMC for discussion information regarding the practise of the President's office providing financial support the two Sask Polytech employees and one student each year since 1999 for these individuals to attend the CIGan (formerly ACCC) Annual Conference.

In light of recent restraints, SMC agreed with President Rosia that this annual sponsorship would not be provided this academic year. This year, the President's Office will not promote this conference across the organization either.

SMC determined that similar events will be judged by them on a case by case basis.

Note: Sask Polytech will be co-hosting the Polytechnics Canada Annual Policy Conference in May in Regina, as per a commitment made to Polytechnics Canada in the 2013-14 AY.

4.5 Knowledge First Donation

President Rosia and EA Slavin presented to SMC for discussion information regarding the 2015 Knowledge First Donation of \$5,000. The Finance Division has suggested putting the funds toward the scholarships eligible for matching funds from the provincial government.

SMC received the Knowledge First Donation information for discussion and determined the funds will be provided to DAR for undirected use.

5.0 Consent Agenda

No consent agenda items were submitted February 4, 2015.