



## **SENIOR MANAGEMENT COUNCIL (SMC)**

### **Report of March 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:** Terence Carswell, AVP HR; Dave Schafer, HR; Laurienne Ring, HR; Audra August, Knightsbridge (by phone); and Crystal Nett, AVP Strategy.
- 

#### **1.0 General**

##### **1.1 February 4, 2015 Report and Action List Review**

The minutes of the February 4, 2015 SMC meetings were approved as read, and the action list was reviewed and updated.

#### **2.0 For Decision**

##### **2.1 Smudging Policy - New**

VP Urbanowski, & Provost & VP Academic Neufeld presented to SMC for approval the new Smudging Policy. This policy outlines the guidelines and procedures regarding smudging and pipe ceremonies, and other Aboriginal ceremonial use of smoke.

Moving forward the VP responsible for each policy will present the policy to SMC for approval.

SMC endorsed and the president approved the new Smudging Policy as presented.

##### **2.2 Cloud Services Policy - New**

VP Urbanowski, and CFO & VP Administrative Services Meyers presented to SMC for approval the new Cloud Services Policy. This policy reflects the current cloud environment and ensures that all cloud services in use at Sask Polytech are registered and inventoried to ensure awareness of the applications in use, the data being stored, and the responsible parties.

SMC endorsed and the president approved the new Cloud Services Policy based on it being returned to SMC with inclusion of specific implementation details.

##### **2.3 Evergreen Policy O 3.2 - Revision**

VP Meyers and VP Urbanowski presented to SMC for approval the revised Evergreen Policy O 3.2. This current Academic Year, ITS assumed full responsibility for management of the Evergreen Program across Sask Polytech. This change required updates to the existing policy relevant to new practices and procedures effective July 1, 2014, and it addressed issues from the previous policy, particularly those related to the practice of cascading.

SMC endorsed and the president approved the revised Evergreen Policy O 3.2 as presented.

#### **2.4 Implementation Phase II Organizational Review**

Provost Neufeld and AVP Carswell presented to SMC for approval the Implementation Phase II Organization Review, implementation of the Academic Chair model including the seed funding requested therein for AY 2015-16.

SMC endorsed and the president approved the proposed Implementation Phase II Organization Review as presented. The seed funding request will be considered with all items brought forward at the Special SMC Budget meeting this month.

#### **2.5 Fiscal Restraint Signage**

VP Urbanowski & AVP Gillies presented to SMC for approval the revised plan for replacing/rebranding SIAST signage. There will be a preliminary meeting with the company cited, at which time additional details will be provided to SMC by the C&M team.

SMC endorsed and the president approved participation in the proposed external meeting regarding the Fiscal Restraint Signage proposal, but require that documentation be completed and this item is to be brought back to the April SMC meeting for approval.

#### **2.6 Brand Language Exception Nursing Pin Design**

VP Urbanowski & AVP Gillies presented to SMC for approval the recommendation that a Nursing Pin be created as an exception item, noting the significant historic rationale and the long-standing tradition and importance of this pin within the institution, and within the nursing profession globally.

SMC endorsed and the president approved the creation of the significant Nursing Pin as presented.

#### **2.7 Communications & Marketing Event Processes**

VP Urbanowski & AVP Gillies presented to SMC for approval the revised Communications & Marketing Event Processes Plan. The intent of this document is to ensure internal clients understand the services available to them. It was determined that additional clarification is required throughout this proposed process document: inclusion of a specific criteria used to determine if C&M would be involved in a Sask Polytech event; clarification to items such as 'where workloads permit'; inclusion of an inventory list of what has been completed in the past; and the inclusion of why certain events (i.e. President's Annual Gala) would not be included.

SMC and the president received the Communications & Marketing Event Processes as presented, and have requested it be revised, and re-presented to SMC for approval at a future meeting.

#### **2.8 Temporary Market Stipends (High Level Financials)**

CFO Meyers, AVP Carswell and Director Shafer presented to SMC for approval their recommendations regarding the Temporary Market Stipends (High Level Financials). Additional research will be completed.

SMC endorsed and the president approved the Temporary Market Stipends (High Level Financials) recommendations as presented and discussed.

### **3.0 For Information/Endorsement**

#### **3.1 Leadership Competencies Draft Model**

CFO Meyers and AVP Carswell, Director Ring and Audra August from Knightsbridge presented to SMC for information and endorsement the Leadership Competency Model. The information presented is a preview and draft of the information which is to be presented to SMA on Friday, March 6<sup>th</sup>.

SMC received for information and the president endorsed the Leadership Competencies Draft Model as presented, and with the revisions requested today.

#### **3.2 Operations Governance Structure**

VP Urbanowski & AVP Nett presented to SMC for information and endorsement the Operations Governance Structure. Decision making authorities are clearly detailed within the current board management authorities' grid. There is a desire to reactivate the (SLT) Senior Leadership Team.

SMC received for information and the president endorsed the Operations Governance Structure with the incorporation of the revisions discussed.

#### **3.3 Sustainability Action Team Terms of Reference**

VP Urbanowski presented to SMC for information and endorsement the Sustainability Action Team Terms of Reference. The terms of reference provided also included a list of committee members. VP Urbanowski advised that this temporary committee is intended to be in place to the end of this academic year, with a three year term beginning 2015-16.

SMC received for information and the president endorsed the purpose and the goals of the Sustainability Action Team Terms of Reference as presented, but SMC members will contact relevant Supervisors prior to approval being provided regarding members/composition.

#### **3.4 Donor & Alumni Relations – Bridging Plan January to June 2015**

VP Urbanowski presented to SMC for information and endorsement the Donor and Alumni Relations – Bridging Plan January to June 2015, which supported discussions from the previous SMC meeting.

SMC received for information and the president endorsed the Donor and Alumni Relations – Bridging Plan January to June 2015 as presented.

#### **3.5 Skills Canada Volunteer Opportunity**

Provost Neufeld submitted to SMC for consideration a letter regarding provincial Skills Canada volunteering opportunities which was approved by this group in December prior to the request for fiscal restraint. This letter will go to the Sask Polytech community at the end of this week. Discussion included the scope of the event, and a query regarding use of Sask Polytech computers during national events (in Sask every 8 years).

SMC and the president approved and endorsed that this letter be sent to the Sask Polytech community.

### **4.0 Discussion**

#### **4.1 Board Information Items**

##### **4.1.1 Board Agenda Items (March)**

Regular Reports                      Open Session

**4.2 University of Saskatchewan – Prince Albert Campus Query**

CFO Meyers presented to SMC for discussion the University of Saskatchewan – Prince Albert Campus query.

SMC received for discussion the University of Saskatchewan – Prince Albert Campus query as presented and look forward to receiving additional information.

**5.0 Consent Agenda**

**5.1 Major Revisions: Program Proposals – Deans’ Council Feb. 11, 2015**

Approved.

Major revisions included: Business Administration diploma; Business Financial Services diploma; Graphic Communications diploma; Medical Laboratory Assistant applied certificate; and the Therapeutic Recreation diploma.

**5.2 Program Deletions: Deans’ Council Feb. 11, 2015**

Approved.

Program deletions included: Log Building Floor and Wall Construction applied certificate; and the Log Building Roof Construction, Interior Framing and Finishing applied certificate.