



SENIOR MANAGEMENT COUNCIL (SMC)

Report of April 2 & 7, 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: Cheryl Schmitz, AVP Financial Services; Arnold Boldt, AVP Academic & Research; Terence Carswell, AVP HR; Dave Schafer, HR; & Sean Engemoen, Director, FSD.

1.0 General

1.1 March 4, 2015 Report and Action List Review

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

2.0 For Decision

2.1 Tuitions and Fees Policy 1214-G Revision

Provost & VP, Academic, Neufeld presented to SMC for approval the revised Tuitions and Fees Policy 1214-G for approval. This policy is reviewed and revised annually.

Action Item: Strategy & Advancement to work with the relevant divisions to collect data, review existing principles, and present recommendations to Deans' Council in January 2016 and SMC in February 2016.

SMC endorsed and the president approved the revised Tuitions and Fees Policy 1214-G as presented. This policy will be provided to the Board Governance & Nominating Committee, and subsequently to the Board of Directors for approval as required.

2.2 Confidentiality of Personal Information, Applicant & Student Records Policy

Provost Neufeld presented to SMC for approval the Confidentiality of Personal Information, Applicant & Student Records Policy. This policy was reviewed, revised and brought forward as part of the regular policy review cycle. It recognizes the institution's responsibility to protect confidential records of prospective, current and former students, and provides guidelines when accessing or using student records and information.

SMC endorsed and the president approved the Confidentiality of Personal Information, Applicant & Student Records Policy as presented.

2.3 Sponsorship & Advertising Policy 204-G - Revision

Vice President, Strategy & Advancement Urbanowski presented to SMC for approval the revised Sponsorship & Advertising Policy 204-G. This policy was reviewed, revised and brought forward as part of the regular policy review cycle.

SMC endorsed and the president approved the revised Sponsorship & Advertising Policy 204-G as presented. This policy will be provided to the Board Governance & Nominating Committee, and subsequently to the Board of Directors for approval as required.

2.4 Approval of 2014-15 Capital Expenditures

CFO and Vice President, Administrative Services Meyers and AVP Schmitz presented to SMC for approval the 2014-15 Capital Expenditures based on comprehensive interactions with the Senior Leadership Team. SMC discussed the details and recommendations on a line-by-line basis.

SMC endorsed and the president approved the 2014-15 Capital Expenditures as presented and as per the decisions reached during the discussion.

2.5 Saskatchewan Polytechnic Central Vehicle Agency Fleet Vehicles

CFO Meyers presented to SMC for approval the Sask Polytech Central Vehicle Agency (CVA) Fleet Vehicles recommendations as proposed.

SMC endorsed and the president approved participation Sask Polytech Central Vehicle Agency Fleet Vehicles as proposed.

2.6 Marketing Manager

VP Urbanowski & AVP Gillies presented to SMC for approval the request for the posting of the Marketing Manager position.

SMC endorsed and the president approved the Marketing Manager position as presented.

2.7 Furniture

VP Urbanowski & AVP Gillies presented to SMC for a request for the approval and acquisition of furniture. This request was to be part of the capital planning process from last week. This item was dealt with in the capital discussion in agenda item 2.4.

SMC endorsed and the president approved Furniture as presented.

3.0 For Information/Endorsement

3.1 Public Posting – Proposed Bachelor of Management Degree

Provost Neufeld and AVP Boldt presented to SMC for information and endorsement the Public Posting – Proposed Bachelor of Management Degree. As required in the first step of the SHEQAB degree granting process, a 'public posting' was created. This is a degree completion program intended for graduates of all diploma programs (with exception of business diploma programs), and it will have a bridging option for journeypersons. Additionally, it meets labour market needs, and is broadly supported by industry, and it recognizes prior learning. This degree is fully supported by both Saskatchewan universities.

This proposal will be presented to the Board of Directors at their next meeting.

SMC and the president received for information and endorsement the Public Posting of the Proposed Bachelor of Management as presented today.

3.2 Labour Legislation Scope Changes

CFO Meyers and AVP Carswell presented to SMC for information and endorsement their proposed approach to Changes in Labour Legislation Regarding Scope. HR has prepared a list of position that have been flagged as needing assessment under the new legislation regarding scope, positions which are involved with supervisory duties and or confidential strategic/financial processes.

SMC received for information and the president endorsed the proposed approach to the Labour Legislation Scope Changes as presented and with the revisions requested today.

3.3 Academic Wage Table School Comparison

CFO Meyers, AVP Carswell & Director Shafer presented to SMC for information and endorsement the Academic Wage Table School Comparison. The creation of this wage comparison had been requested by SMC earlier this year.

SMC received for information and the president endorsed the Academic Wage Table School Comparison as presented.

3.4 Sask Polytech Faculty Association Scholarship

VP Urbanowski presented to SMC for information and endorsement the request to offer DAR's support to coordinate selection and disbursement of Saskatchewan Polytechnic Faculty Association Scholarships.

SMC received for information and the president endorsed the Donor and Alumni Relations' support to coordinate selection and disbursement of Saskatchewan Polytechnic Faculty Association Scholarships as presented.

3.5 Exception Reporting – Fiscal Restraint

CFO Meyers & AVP Schmitz presented to SMC for information and endorsement the Exception Reporting – Fiscal Restraint. Specifically presented were the exception reports for purchases greater than \$10,000.

SMC and the president approved and endorsed the Exception Reporting – Fiscal Restraints as discussed and presented.

4.0 Discussion

4.1 Board Information Items

4.1.1 Board Agenda Items (March)

Regular Reports Open Session

All regular reports.

4.2 Second Quarter Review Summary

CFO Meyers, AVP Schmitz & Director Engemoen presented to SMC for discussion the Second Quarter Review Summary. Discussion included: each VP spoke to the results for their respective divisions, changes made to this quarterly review to provide more and better information, and to assist with planning process, and there has been much improvement this year.

SMC received for discussion the Second Quarter Review Summary as presented.

4.3 High Performance Thinking & Decision-Making Framework

CFO Meyers presented to SMC for discussion the High Performance Thinking & Decision-Making Framework.

SMC received for discussion the High Performance Thinking & Decision-Making Framework as presented.

5.0 Consent Agenda – Confidentiality Required

5.1 Program Proposals Major Revisions: Deans' Council March 11, 2015

Approved.

Major revisions included: Cytotechnology Diploma & Professional Cooking Certificate.

5.2 Program Proposals Suspensions/Deletions: Deans' Council March 11, 2015

Approved.

Program deletions/suspensions included: Food Service Worker Applied Certificate, & Electronics Technician Certificate.

5.2 Program Proposals Minor Revisions: Deans' Council March 11, 2015

Approved.

Minor revisions included: Security Officer Applied Certificate, Medical Laboratory Technology , Combined Laboratory and X-Ray Technology, Medical Radiologic Technology, and Medical Laboratory Assistant.