



SENIOR MANAGEMENT COUNCIL (SMC)

Report of May 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 (teleconf): Jason Seright, Director Aboriginal Strategy; Terence Carswell, AVP HR; Dave Schafer, HR.

1.0 General

1.1 April 2 & 7, 2015 Report and Action List Review

The minutes of the April 2 & 7, 2015 SMC meetings were approved as read, and the action list was reviewed and updated.

2.0 For Decision

2.1 Policy 709: New Appointees and OOS Employees Relocation Allowance/Expenses

CFO & VP Administrative Services Meyers and AVP Carswell presented to SMC for approval Policy 709: New Appointees and OOS Employees Relocation Allowance/Expenses. This policy was brought forward as part of the regular policy renewal process. This academic year a review of this policy and procedure was conducted in conjunction with the key stakeholders who included representatives from SMA, SGEU, SFA, Student Associations and Human Resources.

SMC endorsed and the president approved the revised Policy 709: New Appointees and OOS Employees Relocation Allowance/Expenses as presented.

2.2 2015-16 Multi-year Business Plan

Vice President, Strategy & Advancement Urbanowski presented to SMC for approval the draft 2015-16 Multi-year Business Plan, which is Sask Polytech's internal action plan for the upcoming academic year, with some preliminary planning information for the following two academic years.

Discussion included that this document must be prepped and ready to be provided to the Board of Directors on May 15th, one week prior to their May 21st meeting; that the full document must be provided to both the BOD and the Ministry.

Action Item: The Strategy Team will date the current list as 2014-15, and the scores will remain in place.

SMC endorsed and the president approved the draft 2015-16 Multi-year Business Plan as presented and in conjunction with the meeting discussions.

2.3 Sask Polytech 2014-15 Fiscal Restraint Process – C&M Staffing

VP Urbanowski introduced AVP Gillies who presented to SMC for approval the C&M Staffing request in conjunction with the 2014-15 Fiscal Restraint Process.

SMC endorsed and the president approved the C&M Staffing request in conjunction with the 2014-15 Sask Polytech Fiscal Restraint process.

2.4 Multi-purpose Shop Renovations – Regina Campus

Provost & VP, Academic Neufeld presented to SMC for approval the request for payment for renovations to the Multi-purpose Shop at the Regina Campus.

SMC endorsed and the president approved payment of the Multi-purpose Shop Renovation at the Regina Campus as presented.

2.5 Plumbing Shop Renovations - Approval

Provost Neufeld presented to SMC for approval the Plumbing Shop Renovations request.

SMC endorsed and the president approved the revised cost of the Plumbing Shop Renovations and the carry-forward of the previously approved amount for payment in 2015-16 as proposed.

2.6 Program Suspensions from Deans' Council April 15, 2015

Provost Neufeld presented to SMC for approval the Program Suspensions from Deans' Council April 15, 2015. Two programs are being combined to save duplication and create efficiency. Current students will complete programs as they currently are. New students commencing September 2015 will be in the new program. The Civil Engineering Technology and Water Resources Engineering Technology programs will be amalgamated under the new name of Civil Engineering Technologies.

SMC endorsed and the president approved the Program Suspension from the April 15, 2015 Deans' Council as presented.

2.7 2015-16 OOS Compensation Recommendations

CFO Meyers, AVP Carswell & Director Shafer presented to SMC for approval the 2015-16 OOS Compensation Recommendations.

SMC endorsed and the president approved the 2015-16 OOS Compensation Recommendations as presented.

3.0 For Information/Endorsement

3.1 Presentation: Innovation Skills and Health System, Dr. Jerome Konecsni and Brooke Dobni

Dr. Rosia introduced Dr. Jerome Konecsni of Innovation Saskatchewan, and Brook Dobni of InnovationOne, who presented on Innovation Skills and Health Systems, a bench-marking system helping companies improve and innovate from within.

SMC and the president received for information and endorsement the external presentation of the Innovation Skills and Health System as presented.

3.2 Aboriginal Student Achievement Committee TOR

VP Urbanowski & Director Seright presented to SMC for endorsement the Aboriginal Student Achievement Committee Terms of Reference. Consultation for this TOR took place from June 2014 through April 2015. The current committee is a more diverse and a smaller group than had originally been formed, but its size lends itself to an improved focus, and faster forward movement on initiatives.

President Rosia noted that information and priorities derived from this committee's work needs to be tracked and incorporated within the corporate scorecard metrics.

Action Item: Provost Neufeld, VP Urbanowski and Director Seright will meet soon to discuss the opportunity for involvement with Deans' Council.

SMC received for information and the president endorsed the Aboriginal Student Achievement Committee (ASAP) Terms of Reference as presented and with the revisions requested today.

3.3 Communications & Marketing Event Processes

VP Urbanowski and AVP Gillies presented to SMC for information and endorsement the Communications and Marketing Event Processes document. This information was brought to SMC earlier in the academic year, but had been requested to provide increased clarity regarding the type of events in which C&M would be involved.

SMC received for information and the president endorsed the Communications & Marketing Event Processes as presented.

4.0 Discussion

4.1 Board Information Items

4.1.1 Board Agenda Items (May)

2015-16 Multi-year Business Plan – will change this time frame to 2015-2018

This will be a high level powerpoint presentation

Board approval is required.

4.2 Earned Revenue Model – Next Steps

Discussion took place regarding next steps in the Earned Revenue Model processes.

Action Item: VP Urbanowski & CFO Meyers will meet to determine the appropriate involvement from the Financial Services Team.

SMC received for discussion the Earned Revenue Model as it was brought forward today.

5.0 Consent Agenda

5.1 Program Proposals Major Revisions: Deans' Council April 15, 2015

Approved.

Major revisions included: Advanced Care Paramedic Diploma; Medical Device Reprocessing Technician Applied Certificate; Multi-Mechanical Trades Certificate; Electrical Engineering Technology Diploma; and the Civil Engineering Technology & Water Resources Engineering Technology Diplomas (see agenda item 2.6).

5.2 Program Proposals Deletions: Deans' Council April 15, 2015

Approved.

Program deletions included: Vocational Forestry – Conventional Harvesting Applied Certificate; and Vocational Forestry – Mechanical Harvesting Applied Certificate.