



SENIOR MANAGEMENT COUNCIL (SMC)

Report of June 3, 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):** Arnold Boldt, AVP Academic & Research; Garth McCormick, AVP ITS; Terence Carswell, AVP HR & Audra August; Cheryl Schmitz, AVP Financial Services; Sean Engemoen, Director, Financial Services; and Dr. Netha Dyck, Dean Nursing.
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1.0 General

1.1 May 4, 2015 Report and Action List Review

The minutes of the May 4, 2015 SMC meetings were approved with a revision, and the action list was reviewed and updated.

2.0 For Decision

2.1 Policy 410-G: Operating & Capital Budget Revision

CFO & VP, Administrative Services, Meyers presented to SMC for approval the revised Policy 410-G: Operating & Capital Budget. This policy was reviewed and revised in accordance with the regular policy review cycle and to reflect the use of the multi-year business plan.

SMC endorsed and the president approved the revised Policy 410-G: Operating & Capital Budget as presented. This policy will be presented to the Governance & Nominating Committee, and subsequently to the Board of Directors for approval as required.

2.2 Policy 205: Trust & Endowment Management Revision

CFO Meyers and AVP Schmitz presented to SMC for approval the revised Policy 205: Trust & Endowment Management. This policy was reviewed and revised in accordance with the regular policy review cycle, with specific revisions including changes in verbiage from SIAST to Saskatchewan Polytechnic, and was reviewed by the Trust and Endowment Committee on April 8, 2015.

SMC endorsed and the president approved the revised Policy 205: Trust & Endowment Management as presented.

2.3 Policy: Student Excellence in Academic Achievement & Deans' Honour List (New)

Provost and VP Academic Neufeld presented to SMC for approval the new Policy Student Excellence in Academic Achievement & Deans' Honour List. Deans' Council established a Working Group in January 2015, the purpose of which was to 'discuss embellishments, honour cords, and a Deans' honour list'. Deans' Council approved the recommendations of the Working Group on January 14, 2015, which included presenting graduates of baccalaureate degrees with a hood, in the colour consistent with the school's colour, as opposed to a v-stole. In addition, this policy was created with the intent to identify mechanisms and academic standards to officially recognize students who qualify for a Dean's Honour List

and/or achieve excellence in academic standing in credential programs. Saskatchewan Polytechnic will recognize high academic performance through two mechanisms: the *Dean's Honour List* (for credentialed programs and Adult 12), and *Excellence in Student Achievement*.

The *Dean's Honour List* will be determined and recognized at the:

- Completion of each semester in diploma and degree programs, or
- Program completion for Adult 12, certificate, applied certificate, advanced certificate and post graduate certificate programs.

The *Excellence in Student Academic Achievement* will be recognized at the end of the program for students who graduate with distinction or great distinction from all credentialed programs.

SMC endorsed and the president approved the new Policy Student Excellence in Academic Achievement & Deans' Honour List as presented.

2.4 2015-16 Learning Platforms Modernization Integrated Plan

Provost Neufeld presented to SMC for approval of the 2015-16 Learning Platforms Modernization Integrated Plan, and introduced AVP Arnold Boldt & AVP Garth McCormick who provided the details of the LPM plan. Director Darren Myles was recognized for his significant support and creative contributions to this plan. The presentation and discussion included the overview of the LPM goals, specific deliverables, rationales, and spending plans coordinated with key stakeholders. Additional highlights included ongoing coordination and joint planning with ITS. This plan is integral in the provision by Learning Technologies and Information Technology Services of IT infrastructure and solutions to support the needs of instructional delivery and employee business operations alike. This plan will eventually provide students with learning availability and access around the clock.

SMC endorsed and the president approved the 2015-16 Learning Platforms Modernization Integrated Plan as presented.

2.5 Leadership Competencies Model

AVP Meyers introduced AVP Carswell & Audra August (Knightsbridge) who presented to SMC for approval the Leadership Competencies Model. The consultation process provided refinement of focuses and language, and a clear picture of what position specific leadership looks like. Most focus group meetings were conducted via teleconference, which didn't hinder the positive engagement received from each group.

Action Item: CFO Meyers advised that Human Resources will present a detailed Leadership Competencies Model roll-out plan, including timelines at an upcoming SMC meeting.

SMC endorsed and the president approved the Leadership Competencies Model as presented.

2.6 Capital Committee Terms of Reference

CFO Meyers and AVP Cheryl Schmitz presented to SMC for approval the Capital Committee Terms of Reference. The Institutional Capital Committee was created to oversee the process and review capital budget and carry forward requests, which will be subject to final approval by SMC. The Committee will also make recommendations to SMC on the underlying capital budgeting framework and guidelines. It is proposed that this Committee consist of: all six Deans; the AVP Academic & Research; the AVP Information Technology Services, the AVP Facilities Management, and to be co-chaired by the Provost and CFO. The Director of Donor and Alumni Relations is included as an ex-officio permanent member. The Capital Committee will meet in late June, and again in the fall. An organization-wide approach will be used, in conjunction with the multi-year plan. The co-chairs will be appointed by SMC, with the Provost and CFO serving as the initial co-chairs of this committee.

SMC endorsed and the president approved the Capital Committee Terms of Reference as presented.

2.7 Signage

VP Strategy & Advancement Urbanowski introduced AVP Gillies who presented to SMC for approval the signage recommendations and accompanying design concepts for further development as the basis for Saskatchewan Polytechnic location signage, starting with one main sign in each campus city as presented. SMC's approval for the overall concept was requested. Following the requisite RFP process, Knight Signage produced these concepts. There may be variations to the design and requirements based on the location of each sign, but ensuring consistency across the organization is the goal. Each sign will need to be approved by each respective city, including the Wascana Park Authority in Regina. It would be ideal if all could be in place for an anniversary event planned at each campus on Sept. 24th. AVP Gillies was invited to return to Saskatchewan to participate in this first anniversary event.

Action Item: Communications and Marketing will provide the specific city approval timelines to SMC in June by email, and advise Dr. Rosia if calls of support are required.

SMC endorsed and the president approved the Signage concept recommendations as presented.

2.8 Program Advisory Committee (PAC) Memberships

Provost Neufeld presented to SMC for approval the new and renewed memberships to the program advisory committees effective July 1, 2015.

SMC endorsed and the president approved the Program Advisory Committee (PAC) Memberships as presented.

3.0 For Information/Endorsement

3.1 Scope Changes

CFO Meyers introduced AVP Carswell who presented to SMC for information and endorsement the Scope Changes. This presentation follows the information provided to SMC earlier this year in April.

SMC received for information and the president endorsed the Scope Changes as and when funds are available.

3.2 Plan to Address Temporary Market Stipends

CFO Meyers and AVP Carswell presented to SMC for information and endorsement the high level Plan to Address Temporary Market Stipends. This plan will be followed with a full project charter.

SMC received for information and the president endorsed the Plan to Address Temporary Market Stipends as presented.

3.3 Trust & Endowment Investment Committee Update

CFO Meyers introduced AVP Schmitz who presented to SMC for information and endorsement the Trust & Endowment Investment Committee Update.

SMC received for information and the president endorsed the Trust and Endowment Investment Committee update as presented

3.4 MIS Improvement Task Team 2014-15 Highlights

CFO Meyers and AVP Schmitz presented to SMC for information and endorsement the MIS Improvement Task Team 2014-15 Highlights. The Lean review was very successful. All targets are currently being met. It was a large integrated project, extreme changes to the language were required, and all are very pleased that they used a strict project management approach and proud that as a result, they are on target. Provision of Fast training has increased, and success has resulted.

SMC received for information and the president endorsed the MIS Improvement Task Team 2014-15 Highlights as presented

4.0 Discussion

4.1 Board Information Items

4.1.1 Board Agenda Items (June)

Regular SMC & Financial Reports

Learning Platform Presentation

The Celebrating Excellence item was postponed from June 2015 to September 2015

4.1.2 Board Action Items

Items from the previous and May 1st BOD meeting were provided. Revisions and status changes were made as relevant.

4.2 Employee Engagement

Provost Neufeld presented to SMC for discussion information regarding Employee Engagement.

SMC received for discussion the Employee Engagement matters as presented.

4.3 Third Quarter Review Summary

CFO Meyers, AVP Schmitz and Director Engemoen presented to SMC for discussion the Third Quarter Review Summary.

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

4.4 Student Association Master Agreement Discussion

Provost Neufeld introduced Acting AVP Dennis Johnson, who presented the Student Association Master Agreement matter for discussion.

SMC received for discussion the Student Association Master Agreement matter as presented.

4.5 Truth & Reconciliation Report Response

AVP Gillies presented to SMC for discussion the possibility of creating a news release in response to the Truth and Reconciliation Report. SMC members concurred with the suggestion.

Action item: AVP Gillies will work with Director Seright to create a news release this week in response to the Truth & Reconciliation Report.

SMC received for discussion the Truth & Reconciliation Report Response as presented.

4.6 Budget Presentation Process – June 4, 2015

President Rosia introduced the Budget Presentation process and AVP Schmitz and AVP Nett joined SMC to discuss the presentation by SMC to Advanced Education (AE) on June 4, 2015 in Regina. Background information was provided regarding the slide presentation.

SMC received for discussion the Budget Presentation Process – June 4, 2015 as presented.

4.7 Harassment Policy

At SMC's request, AVP Carswell presented to SMC the details of the existing language included in Sask Polytech's Harassment Policy. There is also an Harassment Prevention Committee. There appeared to be confusion regarding the process in an historic student policy where Academic processes were cited. Human Resources is in the process of creating a new, clear protocol (or policy) promoting issues being reported to immediate supervisors early in the process.

SMC received for discussion the Harassment Policy information as had been requested by SMC.

Other items brought forward for discussion included Fundraising, and the Moose Jaw Campus Residence.

5.0 Consent Agenda

5.1 Program Proposals Minor Revisions: Deans' Council May 13, 2015

Approved.

Major revisions included: Leadership Skills Applied Certificate implementation July 1, 2015;

And Power Engineering Technology Diploma: Minor Revision effective July 1, 2015.