



SENIOR MANAGEMENT COUNCIL (SMC)

Report of September 10th & 15th, 2014

ATTENDEES:	Larry Rosia, president & CEO; Anne Neufeld, provost and VP, Academic; Deborah Meyers, CFO & VP, Administrative Services.
EX OFFICIO MEMBERS:	Patricia Gillies, AVP, Communications & Marketing and Ev Slavin-Scharback, executive assistant to president & CEO (recorder)
GUESTS:	Dave Harvey, AVP Business Development; Mark Fachada, AVP Facilities Management; Sean Engemoen, A/AVP Financial Services; and Terence Carswell, AVP Human Resources.

1.0 General

1.1 July 24, 2014, Report Review and Action List

The minutes of the July 24, 2014 SMC meeting were approved as read, and the action list was reviewed and updated.

2.0 For Decision

2.1 Applied Photography Diploma: Program Deletion

Provost & VP Academic Neufeld presented to SMC for approval the Applied Photography Diploma: Program Deletion. The program was offered as a core funded program at Wascana Campus and was suspended on July 1, 2010, due to low employer demand.

Action Item: As a courtesy, the Provost will advise the Ministry of Advanced Education.

SMC endorsed and the president approved the Applied Photography Diploma: Program Deletion as presented.

2.2 2013/14 Budget Carry Forwards & 2014-15 Unrestricted Operating Surplus Projections

CFO & VP Administrative Services Meyers and A/AVP Engemoen presented to SMC for approval the 2013/14 Budget Carry Forwards & 2014/15 Unrestricted Operating Surplus Projections. CFO Meyers recommended that SMC review the 2014/15 Unrestricted operating Surplus projections; and that suggested criteria for the evaluation of future carry forward requests will be brought forward to the October 2, 2014 SMC meeting.

CFO Meyers and A/AVP Engemoen provided a detailed page by page overview of the 2013-14 Budget Carry Forwards.

- CFO Meyers will create a proposal for SMC's consideration of options for how this system may be improved moving forward, including the possibilities of a zero-based model.

SMC endorsed and the president approved the 2013/14 Budget Carry Forwards & 2014/15 Unrestricted Operating Surplus Projections in accordance with this discussion.

2.3 Expansion of Power Engineering Labs at the Kelsey and Wascana Campuses

Provost Neufeld presented for approval the Expansion of Power Engineering Labs. The request for approval go to the board of directors, 1st to the Audit Committee on September 18 audit committee meeting and then to the September 26 board meeting, as in to the Board of Directors for approval.

SMC endorsed and the president approved and endorsed the Expansion of the Power Engineering Lab as presented with the confirmation that it be provided to the Board of Directors for approval.

2.4 Management Structure Review – Phase II

CFO Meyers and AVP Carswell presented to SMC for approval the Management Structure Review – Phase II conceptual model as recommended by Conroy Ross, including the endorsement of further analysis on the feasibility of implementation. Discussion included: changes made to the former framework; proposed timelines; the requirement for and importance of clear and timely communications; the school by school discussions planned for the near-term.

SMC agreed that the creation of a new and agile steering committee is required to support this initiative.

Action Item: CFO Meyers will provide to SMC a proposed project charter for this new Steering Committee.

The transfer of this project to the responsibility of the Provost will occur when first Steering Committee meeting has been completed.

SMC endorsed and the president approved the Management Structure Review – Phase II as presented, with the inclusion of suggestions reached through this discussion.

3.0 For Information/Endorsement

3.1 Brokerage, Partnership & Affiliated Arrangements Annual Summary 2013-14

Provost & VP Academic Neufeld presented to SMC for information and endorsement the SIAST Brokerage, Partnership and Affiliated Arrangements Annual Summary 2013-14. Upon endorsement by SMC, this information will be provided to the Board of Directors at the September 26, 2014 meeting.

SMC endorsed the SIAST Brokerage, Partnership and Affiliated Arrangements Annual Summary 2013-14 as presented.

3.2 2013-14 Year-End Financial Review

CFO Meyers & A/AVP Engemoen presented to SMC for information and endorsement the 2013-14 Year-end Financial Review. This documentation was shared with the Ministry as a draft report

SMC received for information and endorsed the 2013-14 Year-end Financial Review as presented.

3.3 Property for City Bike Path

CFO Meyers provided to SMC for information & endorsement the Property for City Bike Path. The City presented an offer to purchase a small allotment. This strip would provide continuation of the current City bike path from the river to Idylwyld. This proposal was reviewed by SIAST legal counsel and found to be consistent with the offers made to other properties in the area. In summary, the path created would provide SIAST students with increased safety, and better access to the campus.

SMC received for information and endorsed the Property for City Bike Path recommendation as presented. Next steps required include endorsement by the SIAST Board of Directors, followed by the approval of the Minister of Advanced Education.

3.4 MOU – Action Committee on Growth and Sustainability

President Rosia provided to SMC a hand-out regarding the Memorandum of Understanding for the Action Committee on Growth and Sustainability which was received from the Ministry of Advanced Education. SMC noted that the MOU needs to be revised to Saskatchewan Polytechnic where SIAST is cited.

SMC received for information the Memorandum of Understanding from the Ministry of Advanced Education as provided.

4.0 Discussion

4.1 Board Information Items

Discussion ensued regarding the Celebrating Excellence item, which serves to open each board meeting. It was confirmed by SMC that SIAST Employee Award recipients will be considered first for these presentations to the Board of Directors. EA Slavin will coordinate the Celebrating Excellence presentations to the BOD.

4.1.1. Board agenda items for September 26 Meeting

Celebrating Excellence Guest Presentation:

Barb Robinson, Program Head of the Addictions Counselling and Mental Health & Addictions programs at our Prince Albert / Woodland Campus. Presentation will include the innovative work in the Mental Health and Addictions fields (in English & in Cree) both on and off campus. These programs have received national recognition.

Closed:

- Presentation of SaskPolytech Operations Forecast 2015-16
Rosia/Neufeld

Open:

- Policy items – for Decision (Birkmaier)
- OCP Presentation – for Adoption SMC
- Regular Reports – for Information SMC
- 2014 Lean Status Report – for Information Neufeld
- Brokerage, Partnership & Affiliated Arrangements Annual Summary – for Approval
Neufeld 5 minutes
- Property for City of Saskatoon Bike Path – for Approval, Meyers

In-Camera: N/A

4.2 Earned Revenue – Next Steps

Provost Neufeld & AVP Harvey provided for discussion the Earned Revenue – Next Steps. The Proposed changes in the Continuing Education document created by Conroy Ross Consulting provided outlined new 'guiding principles' and 'proposed responsibilities' for the delivery of revenue generation within this program. Following agreement in principle from SMC, endorsement will be required from Deans' Council and Administrative Services Council. Following these endorsements, a meeting with the CECs and Continuing Education Administrators will be held in October 2014 to communicate: the new guiding principles for Continuing Education; and the process for transition from the status quo to the new system by July 1, 2015.

Proposed Responsibilities was next presented and included the following three breakdowns: the Saskatchewan Training Allocation (STA); Academic and career Education; and the Continuing Education (program design, delivery, corporate client liaison, learner recruitment, continuing education and online education and training, registration & marketing, and financial reporting).

SMC received for discussion and fully endorsed the Earned Revenue – Next Steps as presented.

4.3 Treasury Board Presentation: Content

Provost Neufeld presented to SMC for discussion the potential content of the Treasury Board Presentation. As usual, each institution is allotted 90 minutes for this annual fall presentation to members of the Treasury Board

SMC received for discussion the Treasury Board Presentation as presented and in conjunction with decisions reached during the discussion.

4.4 Saskatchewan Polytechnic Launch Events

Provost Neufeld & AVP Gillies presented information and suggestions regarding the September 24th Saskatchewan Polytechnic Launch events across the province. A live-streaming option of the events across SIAST was suggested as the logistics of having all students and employees attend are a concern. Attendance numbers cannot be predicted. The event will also be podcast on the website post-event. SMC agreed with the suggestion to provide live-streaming of the events where feasible.

EA Slavin has obtained Minister Doherty's (Regina) and Minister Wyant's (Saskatoon) commitment to provide greetings at these events on behalf of the Government of Saskatchewan. EA Slavin will contact additional relevant Ministers then for participation at the Launch event.

SMC received for discussion the SaskPolytech Launch but would like further discussion of this again on Monday, September 15 with additional detail.

5.0 Consent Agenda Items

5.1 Minor Revision Program Proposals from Deans' Council June 11, 2014

Provost Neufeld presented for approval the Minor Revision Program Proposals from Deans' Council June 11, 2014 including:

- Advanced Care Paramedic diploma – minor revision to admission requirements as of July 1, 2015.
- Health Information Management diploma – minor revision to admission requirements as of July 1, 2015.
- Office Education certificate – minor revision to program title change to Office Administration as of July 1, 2015.
- Primary Care Paramedic diploma – minor revision to program length and admission requirements effective July 1, 2014 for changes to the program length and effective July 1, 2015 for changes to the admission requirements.

SMC received and approved all Minor Revision Program Proposals from Deans' Council June 11, 2014 as presented.

General Items:

Action Item: AVP Gillies will revise the draft Annual Report to include the current mission, vision and values.