



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

### **Report of October 2<sup>th</sup>, 2014**

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**ATTENDEES:** Larry Rosia, president & CEO; Anne Neufeld, provost and VP, Academic; and Deborah Meyers, CFO & VP, Administrative Services

**EX OFFICIO MEMBERS:** Patricia Gillies, AVP, Communications & Marketing; and Theresa Lavis-Springett (substitute recorder)

**GUESTS:** Sean Engemoen, A/AVP Financial Services; Terence Carswell, AVP Human Resources, and Reg Urbanowski.

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#### **1.0 General**

##### **1.1 September 10 & 15, 2014, Report and Action List Review**

The minutes of the September 10 & 15, 2014 SMC meeting were approved with one revision, and the action list was reviewed and updated.

#### **2.0 For Decision**

##### **2.1 Policy A 1.23 Program Council: Revision**

Provost & VP Academic Neufeld presented to SMC for approval of the Policy A 1.23 Program Council: Revision. It is one of the first policies that has gone through the new committee on September 18<sup>th</sup>.

SMC endorsed and the president approved the Policy A-1.23 Program Council: Revision as presented.

##### **2.2 SIAST Graduate Employment Survey of 2012-13 Graduates**

Provost & VP Academic Neufeld presented to SMC for approval the annual SIAST Graduate Employment Survey and Indicators of 2012-13 Graduates and the informational release. The survey highlights include that the employment rate for this graduating class reached 94%, which is the highest recorded rate in more than a decade, shared only with the class of 2006-07. Aboriginal graduate rates increased by 8%, making the Aboriginal employment rate 90%. Graduate satisfaction with overall program quality (95%) and the ability of the program to prepare them for employment in their field of study (92%) decreased slightly by 2% respectively. The results will be posted on the website.

SMC endorsed and the president approved the release of the SIAST Graduate Employment Survey of 2012-13 Graduates in accordance with this discussion.

##### **2.3 SIAST Employer Survey of 2012-13 Graduates**

Provost Neufeld presented for approval the SIAST Employer Survey of 2012-13 Graduates and its general release. The key findings were reviewed and SMC discussed the results at length. Key findings included 92% of employers surveyed indicated the graduate(s) were employed in a training related field; that 98% of employers were satisfied with SIAST's ability to prepare graduates for employment in their field; that 95% of all employers were satisfied with the overall preparation of the SIAST grads they had hired; that employer satisfaction with grads' job-related knowledge was 89%; satisfaction with job-related skills was 90% (up 2%); satisfaction with general employability skills also increased 2% to 86%; that 98% of employers will hire SIAST grads again; 49% of employers indicated they were experiencing hiring difficulties for similar positions; and that the employers experiencing these shortages estimated that hiring was impacted for a total of 1,417 positions. The Science & Health division had the highest proportion of employers impacted by a shortage of trained workers.

SMC endorsed and the president approved and the SIAST Employer Survey of 2012-13 Graduates and the release of this report.

#### **2.4 SIAST 2013-14 Student Satisfaction Survey Report**

Provost Neufeld presented for approval the SIAST 2013-14 Student Satisfaction Survey Report and its general release. Discussions of key findings included: 90% of respondents were satisfied with their programs; 88% would recommend SIAST programs to others; 86% would choose to attend SIAST if they were starting their training all over again; 93% agreed that the campus facilities met their educational needs (up 1% from last year); 94% feel SIAST has a welcoming and friendly environment; and students were most satisfied with services from the Aboriginal student centre at 97%, library at 95% and health services at 96%. This is also part of the Balanced Scorecard and will have multi-year information.

SMC endorsed and the president approved the SIAST 2013-14 Student Satisfaction Survey Report and its release in accordance with this discussion.

#### **2.5 New Policy: Timesheet Completion**

CFO Meyers and A/AVP Engemoen presented to SMC for approval a new policy: Timesheet Completion. AVP Engemoen provided the background for the necessity of this policy. The Policy Review Committee reviewed this policy on September 18<sup>th</sup> as have with all other relevant bodies. If this policy is enacted it will provide correct data to be kept across the organization. Timely input of this data increases accuracy in reporting.

SMC endorsed and the president approved the New Policy: Timesheet Completion as presented.

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

#### **3.1 Policy G 2.6 Program Advisory Committees: Revision (attached) [Neufeld]**

Provost Neufeld presented to SMC for information and approval the revised Policy G 2.6 Program Advisory Committees. If approved by SMC, this policy will be provided to the Governance & Nominating Committee and to the Board of Directors respectively for approval. This policy was presented to Dean's Council on June 11, 2014 and the Policy Review Committee, on September 8, 2014. In summation, this policy has always referenced certificates and diplomas. The revisions include updates to procedures and the addition of degrees.

SMC endorsed and the president approved Policy G 2.6 Program Advisory Committees in accordance with this discussion.

#### **3.2 Vacation Management Policy Review [Meyers; Guest – Carswell]**

CFO Meyers & AVP Terence Carswell presented to SMC for information and endorsement the Vacation Management Policy Review.

SMC received for information and endorsed the Vacation Management Policy Review as presented.

### **4.0 Discussion**

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

##### **4.1.1 Board Agenda Items**

Policy G 2.6 Program Advisory Committees: Revision  
Regular Reports

#### **4.2 Treasury Board Presentation**

President Rosia led the discussion regarding planning for the upcoming 90 minute presentation to the Treasury Board on October 20<sup>th</sup>.

**6.0 Strategic Planning**

- 6.1** Provost Neufeld provided a report on the success of the Provost Luncheons completed to date resulting in solid interactions with faculty and staff.
- 6.2** AVP Gillies provided a summation of the rebranding work, and subsequent media coverage.
- 6.3** Provost Neufeld updated the SMC team on the Lean Training initiative. The Lean Team's recent presentation to the Board of Directors was also discussed.
- 6.4** President Rosia advised SMC of a recent meeting of the Presidents of the Western Canadian Polytechnics.