



SENIOR MANAGEMENT COUNCIL (SMC)

Report of September 3, 2015

ATTENDEES: Larry Rosia, president & CEO; Anne Neufeld, provost and VP, Academic; Cheryl Schmitz, VP Financial Services (9:48); and Reg Urbanowski, VP, Strategy & Advancement.

Regrets: Deborah Meyers, CFO & AVP, Administrative Services

EX OFFICIO MEMBERS: Colleen Gallant, A/AVP C&M; and Ev Slavin-Scharback, SEA to president & CEO (recorder)

GUESTS: Dr. Dennis Johnson, A/AVP Student Services; Garth McCormick, AVP ITS; Sean Engemoen, Director - Financial Services; Crystal Nett, AVP Strategy & Lawrence Boehm, Director, BPS.

1.0 General

1.1 June 3, 2015 Report and Action List Review

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

General Discussion:

An event to celebrate the first anniversary of Sask Polytech will be held in October in conjunction with a simultaneous sign unveiling at each Sask Polytech location. It was determined that research needs to be completed as to the costs of upgrading all campus signs to Tyndall stone.

On the September 24th anniversary date student activities will be held to mark the day.

2.0 For Decision

2.1 2014-15 Capital Budget Carry Forwards & Capital Planning Committee TOR

AVP, Financial Services Schmitz and Director Engemoen (by phone) presented to SMC for approval the 2014-15 Capital Budget Carry Forwards & Capital Planning Committee Terms of Reference.

Discussion centred on details of the documents with SMC Members speaking to the items within their respective purviews.

SMC endorsed and the president approved the 2014-15 Capital Budget Carry Forwards & Capital Planning Committee TOR as presented.

2.2 2014-15 Year-end Review

AVP Schmitz and Director Engemoen presented to SMC for approval the 2014-15 Year-end Review. The presentation and following discussion included that all requirements were met, a specific walk-through of the documentation and the upcoming Audit Committee meeting, and the current lack of rental agreements.

Action Item: Management Authorities Grid will be reviewed and updated.

Details of the Financial Statement Review were presented to SMC. Once approved by SMC this information will go to the Audit Committee Meeting on September 17th for approval.

SMC endorsed and the president approved the 2014-15 Year-end Review and Financial Statement Review as presented.

2.3 Sask Polytech Indigenous Statement

Vice President, Strategy and Advancement Urbanowski presented to SMC for approval the Sask Polytech Indigenous Statement. The division is working with ASAP formally embarking on a plan to indigenize Sask Polytech. SMC Members appreciated and welcomed the initiative. VP Urbanowski will present this information at Deans' Council September 10th as requested. This statement also ties into the Truth & Reconciliation statements coming out later this month. The C&M Division will be finalizing the language of this document, and once completed it will be re-presented to SMC.

President Rosia would like to see the release of this declaration incorporated into an org-wide event.

Post-meeting it was determined that this initiative would be called the Saskatchewan Polytechnic Indigenous Declaration.

SMC endorsed and the president approved in principle the Sask Polytech Indigenous Declaration as presented and look forward to presentation of the final document.

2.4 Division Name Change

VP Urbanowski presented to SMC for approval the request to change the name of the Strategy and Advancement Division to Strategy, Policy and Business Development, on the basis that the new name would better reflect the function of the division. Following discussion, SMC approved the new name with word 'Policy' removed. The new divisional name was approved by SMC to be Strategy and Business Development.

SMC endorsed and the president approved the Division Name Change as determined during discussions of this meeting.

2.5 Strategy Group Changes

VP Urbanowski presented to SMC for approval the request to formally change the Director Enterprise Risk Management (ERM) title to Director, Strategy. This title change will better reflect the revisions to this position in response to the division's and organization's changing needs.

SMC endorsed and the president approved the two Strategy Group Changes as presented. This information will be included in the email being created for President Rosia (reference Action in 2.4).

2.6 Lean Promotion & Project Management Offices

VP Urbanowski introduced Director Boehm who presented to SMC for approval the request to formally change the Director, Lean Promotion and Project Management Office title to Director, Business Process Solutions.

SMC endorsed and the president approved the revisions to the titles in the Lean Promotion & Project Management Offices as presented. This information will be included in the email being created for President Rosia (reference Action in 2.4)

2.7 Enterprise Project Management (EPM) Strategy

VP Urbanowski introduced AVP Nett and Director Boehm who presented the Enterprise Project Management (EPM) Strategy to SMC for approval. The project vision is to create a culture of project management across the organization to manage its resources and projects effectively and efficiently on an enterprise-wide basis to optimize the likelihood of delivering strategic goals. Standards will be created

around templates, which will help the move to a single methodology. The best practices utilized and learned through the Lean promotion will be implemented in this program as well. The sole-sourcing for this documentation is underway. President Rosia advised that the training for this strategy (when ready) should begin with SMC and the Senior Leadership Team. SMC provided direction of changes required in the EPM Training Plan

Action Item: SMC requested a revised EPM Training Plan be represented at a future meeting for approval.

SMC endorsed and the president approved the Enterprise Project Management (EPM) in accordance with discussions and decisions reached during SMC.

2.8 Beautification of Campuses Through Student Projects

AVP Urbanowski presented to SMC for approval the Beautification of Campuses through Student Projects project. This project is born out of the opportunity to add aesthetic improvements at each Sask Polytech Campus, in conjunction with the current Architecture Program. Students of this program develop the design concept in drafting software and prototype the concept during the first semester. The prototypes would then go to Carpentry or Welding students for completion of the project, with accreditation going to all students involved in this Campus Beautification Project. If approved, these projects will be incorporated into the Architecture Class programming immediately this fall.

President Rosia supports the concept as well, and would like to ensure all campuses benefit from these projects.

Financially, a dollar limit will need to be set for these projects. More details regarding the parameters and financial requirements will be finalized following the first meetings of the pilot committee, which is formed to oversee this opportunity.

SMC endorsed and the president approved the Beautification of Campuses through Student Projects concept as presented.

2.9 SLT & SMA Terms of Reference (TOR)

President Rosia presented to SMC for approval the revised SLT & SMA TOR.

SMC endorsed and the president formally approved the SLT & SMA TOR as presented.

3.0 For Information/Endorsement

3.1 Brokerage, Partnership and Affiliated Arrangements

Provost & VP, Academic Neufeld presented to SMC for information and endorsement the Brokerage, Partnership and Affiliated Arrangements Annual Summary 2014-15. This data may be presented in another manner next year.

Action Item: C&M will work with the Learning & Teaching Division to add relevant aspects of this summary to the 2014-15 Annual Report.

SMC and the president received for information and endorsement the Brokerage, Partnership and Affiliated Arrangements annual summary as presented.

3.2 BA Proof of Concept

AVP Schmitz introduced AVP McCormick who presented the Business Analytics (BA) Proof of Concept project to SMC for information and endorsement. This initiative was undertaken in 2014-15 to assess and

analyse existing Sask Polytech data and business analytic capabilities by producing a cost-per-student metric for two schools. AVP McCormick spoke to the group's findings, the challenges and complexities involved, and recommended next steps required to formalize this process. This proof of concept phase is complete. The next phase in this project will be to research and to create reliable data and production roadmaps. Provost Neufeld noted the importance of internal benchmarking, and noted this could be a project shared with the Western Provosts, with the opportunity to share data and best practices. SMC looks forward to the continued success of this efficient project opportunity and it's incredibly positive potential across the organization.

SMC received for information and the president endorsed the BA Proof of Concept as presented.

3.3 Sask Polytech First Ever Chief Summit

VP Urbanowski presented the Sask Polytech inaugural Chief Summit to SMC for information and endorsement. The event will be the first of its kind, in creating an opportunity for consultation with all First Nations Leaders in Saskatchewan regarding Post-Secondary Education issues. This event will take place in November, and will align with the Indigenous Education Protocol signing and the Truth and Reconciliation recommendations. There is also the possibility of a Provincial Leadership Summit on this initiative in the spring of 2016.

SMC received for information and the president endorsed the Sask Polytech Inaugural Chief Summit as presented.

3.4 Sask Polytech Trademark Status

VP Urbanowski introduced A/AVP Gallant who presented the Sask Polytech Trademark Status to SMC for information and endorsement. Legal trademark status has now been received, and has now been registered with the Canadian Intellectual Property Office. This includes logos, tagline pathway design, wordmark and short-forms.

SMC members will consult with their teams to confirm if previous concerns with access to logos have been resolved. There may still be room for improvement in these processes.

SMC received for information and the president endorsed the Sask Polytech Trademark Status update as presented

3.5 Pathway Employees Newsletter

VP Urbanowski introduces A/AVP Gallant who presented to SMC for information and endorsement the Pathways Employee Newsletter. The idea for this newsletter is a result of recent employee engagement surveys, and can now be created with the current complement of staff. This will be a monthly newsletter and the stories in it will relate to one of the four strategic themes. Each issue will include a report from the President. To increase engagement, the 'One-Story' app will be incorporated which provides employees the opportunity to respond with videos of their own taken from their desks. SMC fully supports this project. The first issue will be sent on September 24th.

SMC received for information and the president endorsed the Pathways Employee Newsletter update as presented

4.0 Discussion

4.1 Board Information Items

4.1.1 Board Agenda Items (June)

Celebrating Excellence:

Wildfire Evacuee Support Volunteer – will be invited to join BOD & SMC for lunch Sept. 25th (PA)
Recognizing – the first co-hort of Chair Academy participants (November – Regina)
Recognize Roxanne Kanna, other students & 2 faculty for Skills Canada & Int’l participation and success. (January)

September Board Meeting Agenda Items

Regular SMC & Financial Reports	All		
Funds & Reserves Terms of Reference	Open	For Decision	LSR & DM
Project Management Concept Report re template and team list to reflect SPs good governance	Open	For Information	LSR & RU
Sask Polytech Indigenous Declaration	Open	For Information	LSR & RU
Sask Polytech –SE College MOA	Open	For Information	LSR

4.1.2 Board Action Items

4.2 Naming Opportunities

VP Urbanowski presented to SMC for discussion the possibility of assigning a cultural name to a building in PA.

SMC likes the idea and would like to see further investigation into how this opportunity will mesh with the current policy.

5.0 Consent Agenda

5.1 Program Proposals Minor Revisions: Deans’ Council June 10, 2015

Approved.

Minor revisions included:

- Orientation to Nursing in Canada for Internationally Educated Nurses Applied Certificate,
- Practical Nursing Diploma (2)
- Heavy Equipment and Truck and Transport (HETT) Applied Certificate,
- Heavy Equipment and Truck and Transport Technician (HETT) Certificate,
- Tri-Trades Heavy Equipment, Truck and Transport, Automotive Service Technician (HE/TT/AST) Applied Certificate, and
- Tri-Trades Heavy Equipment, Truck and Transport, Agricultural Machinery Technician (HE/TT/AMT) Applied Certificate.