

Toll free **1.877.394.5901**

Local 416/905 **1.416.548.6023**

Participant code: **9243517#**

Adobe Connect:

<http://ocasa.adobeconnect.com/boardaug24/>

	Name	Region/College	Term	
1.	Rick Helman	East, Loyalist	2009	2013
2.	Rob Kardas	West, Lambton	2010	2013
3.	David Belford	West, Fanshawe	2011	2014
4.	Alanna McDonell	East, Algonquin	2011	2014
5.	Riley Burton	North, Confederation	2011	2014
6.	Chantal Thiboutot	East, La Cité Collégiale	2011	2014
7.	Bridget Woodcock	Central, Humber	2012	2015
8.	Krista Pearson	North, Sault	2012	2015
9.	Greg Murphy	East, Durham	2012	2015
10.	Susan Atkinson	Central, Sheridan	2010	2013
11.	Jane Cooper	West, Mohawk	2012	2015
12.	Chris Fliesser (Past President)	West, Fanshawe	2009	2013

Time	Agenda Item #	Agenda Item	Resources
1:00 pm	1.	Call to Order/Introductions/getting organized Chair: Rick Helman, President	
	2.	Approval of the Agenda	
	3.	Approval of the Meeting Minutes of Monday, August 24, 2012.	Draft Meeting Minutes
1:15 pm	4.	Review of Business Plan overview: Discussion points for Board	Supplementary notes
2:00 pm	5.	Financial update/membership	Supplementary notes
2:15 pm	6.	Board Business <ul style="list-style-type: none"> i. Policy: Code of Conduct ii. Committee membership iii. Appointment: Insured Benefits 	Supplementary notes
2:30 pm	7.	Adjournment	
2:30 pm	8.	Move into OCASA PENSION CORPORATION agenda	
2:45-3:00 pm	9.	Adjournment	

DRAFT MEETING MINUTES

Members in attendance

	Name	Region/College	Term	
1.	Rick Helman	East, Loyalist	2009	2013
2.	David Belford	West, Fanshawe	2011	2014
3.	Alanna McDonell	East, Algonquin	2011	2014
4.	Riley Burton	North, Confederation	2011	2014
5.	Chantal Thiboutot	East, La Cité Collégiale	2011	2014
6.	Bridget Woodcock	Central, Humber	2012	2015
7.	Krista Pearson	North, Sault	2012	2015
8.	Greg Murphy	East, Durham	2012	2015

Regrets

	Susan Atkinson	Central, Sheridan	2010	2013
	Chris Fliesser (Past President)	West, Fanshawe	2009	2013
	Rob Kardas	West, Lambton	2010	2013
	Jane Cooper	West, Mohawk	2012	2015

Agenda Item #	Agenda Item
1.	<p>Rick Helman called the meeting to order and welcomed everyone.</p> <p>The new meeting space was also acknowledged, as most members were able to join by video (Adobe Connect).</p>
2.	<p>Approval of the Agenda</p> <p><u>Motion: That the agenda be approved as circulated.</u></p> <p>Moved: Greg Murphy Seconded: Alanna McDonell Carried.</p>
3.	<p>Approval of the Meeting Minutes of Monday, June 25, 2012.</p> <p><u>Motion: That the Meeting Minutes of Monday, June 25, 2012 be approved as circulated.</u></p> <p>Moved: Bridget Woodcock Seconded: Krista Pearson Carried.</p>
4.	<p>Election of officers</p> <p>Resolved that the following be and they are hereby appointed officers of the Corporation to hold such offices at the pleasure of the Board, to perform such duties as are prescribed by the bylaws of the Corporation and to perform such duties as many from time to time be required of them:</p> <p>President: Rick Helman Vice President: Chantal Thiboutot Secretary: David Belford Treasurer: Bridget Woodcock</p> <p>Motion: Greg Murphy Seconded: Alanna McDonell Carried</p> <p>Resolution will be signed by Board members and included in the minutes book. Chris Fliesser will continue in his role of Past President.</p>
5.	<p>Strategic Priorities Discussion:</p> <p><i>Goal: to confirm/update Strategic Priorities, Goals and Strategies</i></p> <p>Discussion: given time constraints, and this being the first meeting, the focus was on understanding the member value of OCASA, and setting priorities accordingly. The October</p>

Agenda Item #	Agenda Item
	<p>meeting will generate a more specific discussion addressing targets/goals.</p> <ul style="list-style-type: none"> • Environmental Scan: trends, observations, etc. <ul style="list-style-type: none"> a. Why do people join? Less sense of obligation as in past; Value of membership must be compelling and communicated; value of local ASA b. Some discussion about HR departments and OCASA's relationship to them; Communication with Presidents has been the strategy to ensure top-down direction; feedback from Board members suggests that members want ASA to speak on their behalf; need to address senior management's perceptions of OCASA. At La Cite, relationship is strong. IDEA include letter from President with distribution of College Administrator (this is done locally) c. Perceptions of presidents and their perceived value of OCASA: how can we ask them; what value would they like from OCASA; needs to be a personal conversation, rather than formal survey. d. Opportunity: Strategic Mandate Agreements between Ministry and colleges: This will affect members – how can OCASA weigh in on this? Position paper? Response to College Ontario's submission? e. Demographic changes: sense of loyalty is shifting; Turnover more common now, shorter membership terms f. Key value to members: insight into broader overview of system, including staff, faculty, resources; collaborative environment in OCASA; access to other colleges is draw to OCASA events g. How easy is it to access OCASA value, especially as a new member? h. Opportunities to speak, share ideas in OCASA – might younger generation do it more actively? Facebook page? Noted that lower half of membership doesn't have the same connectedness to the system, less exposure. i. Opportunities: to partner with other associations, such as registrars, for example? j. Website needs to provide resources; welcome calls to new members; webinars with trends, issues, meet system people; value comes with access to information. Connections, idea sharing, practice sharing, advice, etc. All value. • Reviewing Strategic/Business Plan <ul style="list-style-type: none"> a. Certification program/online learning: <ul style="list-style-type: none"> i. Discussion about the role of the program in helping to build the system; opening up to non-members would generate more participation, more credibility; some concern about tangible value to members; trends in membership and open-source information, and expressed concerns by HR about exclusivity supports opening up program. ii. Tiered pricing would be key so that members receive a discounted price (\$595) while non-members pay full price (\$695). CHERD has confirmed that they can now support this pricing schedule. iii. Because this has been contentious issue in the past, it was agreed to take it to

Agenda Item #	Agenda Item
	<p>an e-vote to all board members to weigh in.</p> <p>iv. Agreement that this should continue for admin staff only. Anything for support or faculty interested in admin would be designed differently. We need to stick to our core business.</p> <p>b. Need to ensure member value hits key interest areas:</p> <ul style="list-style-type: none"> i. Connect: access to knowledge base ii. Collegial response iii. Idea and practice sharing iv. Network generating sharing/ideas <ul style="list-style-type: none"> • Setting targets (tabled to October meeting)
6.	<p>Board Business</p> <ul style="list-style-type: none"> i. Policy: will be presented at next meeting ii. Expectations of Board members: provided in manual, but also please read emails and respond as requested. We try to keep this to a minimum. iii. Committee membership: Diane will confirm with each member following the meeting. iv. Review of board resources online: reminder to use the webpage: http://www.ocasa.on.ca/member-services/board
7.	<p>Adjournment</p> <p>Motion to adjourn: Chantal Thiboutot</p> <p>Seconded: Krista Pearson</p>

Strategic Priorities

Guided by our values and driven by our mission, OCASA is committed to five Strategic Priorities.

Strategic Priorities	Leadership	Professional Excellence	Community Building	Advocacy	Sustainability
Goals	Critical discourse on relevant issues positively influences the system.	The system embraces administrative excellence as a core value.	OCASA's active professional community is representative of the provincial administrative group.	The system recognizes the value and professional contributions of administrative staff at all levels.	OCASA provides exceptional member value that is supported by social, economic and environmental responsibility.
Strategies	<ul style="list-style-type: none"> • Create forums for critical discourse • Identify key areas for leadership opportunities • Invite stakeholders to engage in discussion 	<ul style="list-style-type: none"> • Support, encourage and develop opportunities for professional growth • Promote programs that are accessible system-wide • Develop and identify avenues that encourage and support a professional network (i.e. sharing of best practices) 	<ul style="list-style-type: none"> • Build awareness of OCASA's value within the college system • Encourage and support local Administrative Staff Associations • Build collaborative relationships with senior management at colleges 	<ul style="list-style-type: none"> • Develop external partnerships that enhance professional excellence • Identify and provide an informed voice on key advocacy issues 	<ul style="list-style-type: none"> • Ensure member services provide high value and are easily accessible • Commit to highest ethical and professional standards for board, staff and members • Establish policies and procedures that ensure sound business practices • Build environmental principles into business plans and operations

Strategic Priority	Leadership			
Goal	Critical discourse on relevant issues positively influences the system.			
Strategy	Activity	Responsibility	Tasks:	Board Input
<ul style="list-style-type: none"> Create forums for critical discourse 	1. Identify webinars/ online meetings for specific leadership areas: i.e. new deans; succession planning, mentoring.	PD Committee/ED	Determine how to identify audience groups Identify facilitators Chairs/academic leaders identified at Conference: Opportunity for research/service	Opportunity for research/ white papers which could lead to an event (webinar/focus group)
<ul style="list-style-type: none"> Identify key areas for leadership opportunities 	2. Find out what members are doing that is cutting edge, innovative, leading. Explore opportunities to showcase this and engage members/stakeholders.	ED/Board	How can we identify key leaders/innovators in the system? Conference planning is also working on this front by inviting leaders from college system to present at 2013 conference. Is this an opportunity to link to a new Award (innovation)?	
<ul style="list-style-type: none"> Invite stakeholders to engage in discussion 			What is the best method for accomplishing this?	

Strategic Priority	Professional Excellence			
Goal	The system embraces administrative excellence as a core value.			
Strategy	Activity	Responsibility	Tasks:	Board Input
<ul style="list-style-type: none"> Support, encourage and develop opportunities for professional growth 	1. Offer monthly OCASA Webinars on relevant issues	PD Committee membership committee/ED	Monthly legal webinars already planned and scheduled. Determine key issues to address (new admin tools, certification preview, others?) Which committee best to address, and how to identify information? Survey?	
	2. Explore & develop Mentorship Program	PD Committee/ Mentoring Committee	Phase 1 proposal for consideration by board.	
<ul style="list-style-type: none"> Promote programs that are accessible system-wide 	3. Certification/On-line learning	PD/Certification Committee	Need direction on how to proceed in terms of identifying courses, and facilitators. Has been suggested that system might have biases towards certain facilitators.	
	4. Provide links to other relevant events/webinars/ resources	Board/ members	Can we generate engagement of members by sharing links, especially for newer hires?	
<ul style="list-style-type: none"> Develop and identify avenues that encourage and support a professional network (i.e. sharing of best practices) 	5. Explore regional events	Executive Director	Difficult to navigate this one. Perhaps in GTA as a pilot. But there needs to be a strong direction for content/purpose/audience. Proposed Chair event might fit this.	
	6. Identify networking “tool” that will work for OCASA members.	Executive Director	Searchable directory, moving towards mentoring piece. Question around “opting out”. Haven’t found social media mix that works, or have the resources to support it. Should we hire someone?	

Strategic Priority	Community Building			
Goal	OCASA's active professional community is representative of the provincial administrative group.			
Strategy	Activity	Responsibility	Tasks:	Board Input
<ul style="list-style-type: none"> • Build awareness of OCASA's value within the college system 	<ol style="list-style-type: none"> 1. College Administrator does this: include letter from president in support of membership 2. Certification open to all admin – develop incentive/communication to join OCASA 3. Engage non-members locally (focus groups?) 4. COLLEGES 101: Continue to build this program 	ED/Various committees	<ol style="list-style-type: none"> 1. Encourage college reps to include letter with CA distribution 2. OCASA office to follow up with registrants 3. Develop Focus group concepts for local groups (like new hires approach used last year) 4. New hires: have Board members call to welcome new members 	
<ul style="list-style-type: none"> • Encourage and support local Administrative Staff Associations 	<ol style="list-style-type: none"> 1. Revamp best practices and “minimum” practice for an active ASA; build website presence of ASAs on OCASA site. 	ED/Board	Develop individual college website pages on OCASA site and find linkages between ASAs (have started with George Brown)	
	<ol style="list-style-type: none"> 2. Provide regular (every 2-3 months) conference calls for college reps, and develop connections between ASAs. 	ED/President	Conference calls dates have been set. Regular communication for college reps	

Business Plan Overview 2012
September 28, 2012

<ul style="list-style-type: none"> • Build collaborative relationships with senior management at colleges 	3. Develop communications with senior leadership teams – provide “information” to them; communicate value to them.	ED/Board to determine research areas.	See above under leadership
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Strategic Priority	Advocacy			
Goal	The system recognizes the value and professional contributions of administrative staff at all levels.			
Strategy	Activity	Responsibility	Tasks:	Board Input
<ul style="list-style-type: none"> • Develop external partnerships that enhance professional excellence 	1. Develop sponsorships that support the work of OCASA and its members.	Finance/Board	Identify potential alliances/sponsorships	
	2. Develop a framework for supporting academic pathways of members	PD Committee	Develop a web-based framework drafted by the Currents Group – web materials to help guide people’s search/and make connections	
<ul style="list-style-type: none"> • Identify and provide an informed voice on key advocacy issues 	3. Need to identify goals for 2012/13	Board	Board discussion to identify issues/ areas of research.	

Strategic Priority	Sustainability			
Goal	OCASA provides exceptional member value that is supported by social, economic and environmental responsibility.			
Strategy	Activity	Responsibility	Tasks:	Board Input
• Ensure member services provide high value and are easily accessible	1. COLLEGES 101	MEMBERSHIP/OCASA OFFICE	Develop key steps to tracking and following up with new hires/new members	
	2. Annual membership survey	ED in consultation with Board	Confirm goal of survey, and data to be collected. Frequency: 1 large once, versus a couple of small	
• Commit to highest ethical and professional standards for board, staff and members	3. Review and update governance policies	Governance Committee	Personnel policies formalized Corporation Act changes	
	4. Promote statement of professionalism to members.	ED/Communications	Ongoing	
	5. Review of Executive Director position, updating job description and reviewing compensation plan.	Executive	Ongoing	
• Establish policies and procedures that ensure sound business practices	6. Develop financial plan that builds reserves	Finance/Audit Committee	Ongoing	
• Build environmental principles into business plans and operations	7. Develop policy statement that is engaged by all committees in their planning.	Board	Ongoing	

Mentoring Committee: Visioning

QUESTION FOR BOARD: Does Board support this direction? Does it make sense to partner it with conference? How best to do this?

Vision

Ontario colleges encourage mentorship as a natural part of leadership development, and that OCASA is a credible partner in developing mentoring capacity.

1. College managers/leaders have mentoring capacity
2. OCASA provides access to mentoring relationships across the system that will help them progress in their roles as managers/leaders and in the achievement of their professional goals.

Goal

That OCASA brings value to the college system by:

1. providing training/learning opportunities for mentoring development to increase mentoring capacity within the system;
2. providing access to a mentoring network for OCASA members.

OCASA members have expressed a strong desire to participate in some form of mentoring to support their professional development. Initial study of mentoring practices and programs suggests that the scope can be expansive, requiring substantial resources in terms of expertise, time and finances.

Therefore, the Mentoring Committee is recommending the following:

STRATEGY PHASE 1: MENTORING CAPACITY DEVELOPMENT

Goal

To support the development of mentoring capacity within college administration – and within OCASA - by providing training in the area of mentoring to college administrators.

Plan

1. That a one-day institute of Mentorship training be offered in conjunction with the OCASA conference June 2013, either as a preconference program, or as a dedicated track within the conference. This would be open to any college administrator.
2. Prior to the conference, other orientation activities/resources be offered to help identify potential mentors, and those looking to expand their skill set:
 - Webinar
 - Website resources (links, orientation materials, best practices)
 - Networking web conferences to help develop the training needs and to build the network

Expected outcomes

1. Greater capacity for mentoring in individual administrators
2. Formation of a pool of potential mentors for a system-wide mentoring program

While we haven't yet discussed the next steps, identifying mentees will necessarily follow along with a process for matching. Ongoing Mentorship training would make sense to keep the pool replenished.

Member engagement/Mentoring committees
Joint recommendation for a searchable directory

Echidna (web developers) have been working on a searchable directory according to criteria established by OCASA committees (see below).

Question for Board: We would like to invite members to “opt out” of the directory. What is best process for this?

First Name	Last Name	College	Division/Department	Title/Role	Areas of Expertise	Link to LinkedIn profile	Are you currently an OCASA Mentor?	Open to being contacted for networking purposes
		Algonquin College	Academic	Assistant Manager	budgets		Yes	Yes
		Cambrian College	Advancement/Alumni	Associate Dean	building leadership capacity		No	No
		Canadore College	Ancillary	Associate Vice President	business planning			
		Centennial College	Applied Research/Innovation	Chair	Change Management			
		Collège Boréal	Athletics	Dean	coaching			
		Conestoga College	Career Services	Director	collaboration/teams			
		Confederation Coll	Continuing Education	Exec/Admin Assistant	communications			
		Durham College	Cooperative education	Executive Dean	Conference/event planning			
		Fanshawe College	Corporate Training	General Manager	diversity			
		Fleming College	Counselling/support	Manager	e-learning			
		George Brown Coll	Enrolment Services	Registrar	environmental policies			
		Georgian College	Facilities/Physical resources/Security/	Supervisor	External relations			
		Humber College	Finance	Vice President	finance			
		La Cité collégiale	First Nation, Metis, Inuit/Aboriginal	Other	governance/mission			
		Lambton College	Human Resources		Government relations			
		Loyalist College	Information Technology		health & safety			
		Mohawk College	International		human rights			
		Niagara College	Library		Innoation/creativity			
		Northern College	Marketing/PR/Communications		Leadership			
		OCAS	Planning & Accountability		managing collective agreements			
		Sault College	President's Office		marketing			
		Seneca College	Student Services		mediation/conflict resolution			
		Sheridan College	Teaching & Learning Services		mentoring			
		St. Clair College	OTHER		organizational development			
		St. Lawrence College			partnerships			
		The Michener Institute			performance management			
		Other			project management			
					renewable energies for colleges			
					Strategic Planning			
					student engagement/student success			
					succession planning			
					Team building			
					training & development			
					Other			

ONTARIO COLLEGES ADMINISTRATIVE STAFF ASSOCIATION (OCASA/APACO)



	2012 REVISED Budget	Year To date:	YTD Budget	Variance (YTD vs YTD Budget)
REVENUES				
1 Memberships	198,933	154,486	149,200	5,286
2 Retiree Members	1,000	100		
3 Interest Income	0	0	0	
4 Annual PD Conference:	36,570	37,931	36,570	1,361
i Registrations	27,570	27,126	27,570	(444)
ii Sponsorships	9,000	10,805	9,000	1,805
5 "College Administrator" Magazine	6,000	2,975	3,000	(25)
6 Other revenues:	10,000	4,165	7,500	(3,335)
i CHERD revenues	1,300	1,125	975	150
ii Annual Sponsorships / web advertising/ magazine advertising	8,200	3,000	6,150	(3,150)
iii Johnson Insurance Admin. Revenues	500	40	375	(335)
Total Revenues	252,503	199,658	189,378	10,280
EXPENSES				
Member Support, Services and Development				
7 Provincial Representation:	4,050	1,048	3,038	(1,989)
i ACC/OCASA	1,500	554	1,125	(571)
ii CAAT Pension	500	248	375	(128)
iii Insured Benefits Cttee/	1,500	170	1,125	(955)
iv Retiree Benefits Cttee	300		225	(225)
v CollegesOntario Conference	0	0	0	0
vi Other (OCRA)	250	77	188	(111)
8 Member Services:	18,750	11,613	14,063	(2,450)
i Legal Consultations	10,000	6,095	7,500	(1,405)
ii Excellence Awards	750	256	563	(307)
iii Members' Bursary	2,000	2,000	1,500	500
iv Research	1,000	211	750	(539)
v Website/Technology	5,000	3,051	3,750	(699)
9 Professional Development:	52,000	37,691	39,000	2,411
i Annual PD Conference	47,000	34,787	35,250	(463)
ii Members	1,000	801	750	51
iii Staff and Board	4,000	2,104	3,000	(896)
10 General Meetings:	5,000	5,736	3,750	3,720
i Annual Business Meeting	5,000	5,736	3,750	1,986
ii August Board Meeting	0	0	0	0

11 Recruitment:		6,250	6,196	4,688	1,509
i	College Visits	500	600	375	225
ii	Recruitment Fund Grants	3,000	1,243	2,250	(1,007)
iii	Promo Products	1,250	0	938	(938)
iv	Other	1,500	4,354	1,125	3,229
12 Other Marketing/Communications:		21,275	10,565	15,956	(5,391)
i	Communications Consultant	3,000	1,476	2,250	(774)
ii	College Administrator Magazine	14,275	9,051	10,706	(1,655)
iii	Translation Services - general	2,000	38	1,500	(1,462)
iv	Other (Design)	2,000	0	1,500	(1,500)
TOTAL Member Support, Services and I		107,325	72,850	80,494	(2,190)
Office and Administration:					
	<i>Executive Director (Sal&Ben)</i>	<i>98,429</i>	<i>73,108</i>	<i>73,822</i>	<i>(713)</i>
	<i>Administrative Support</i>	<i>17,000</i>	<i>14,979</i>	<i>12,750</i>	<i>2,229</i>
	<i>CRA</i>	<i>4,410</i>	<i>4,353</i>	<i>3,308</i>	<i>1,045</i>
i	<i>Office personnel</i>	119,839	92,440	89,879	2,561
ii	Premises Costs (includes ins)	9,500	7,866	7,125	741
iii	Bank Services	2,400	1,980	1,800	180
iv	Telecommunications	4,400	3,623	3,300	323
v	Professional Fees (Legal; Audit)	4,000	2,260	3,000	(740)
vi	Postage/Courier	1,500	631	1,125	(494)
vii	Printing	250	0	188	(188)
viii	Travel Misc.	500	98	375	(277)
ix	Supplies and Other	1,500	483	1,125	(642)
x	Furniture / Equipment	0	0	0	0
	Telephone system	0	0	0	0
	furniture	0	0	0	0
	Sound equipment	0	0	0	0
xii	Miscellaneous	500	334	375	(41)
14 Committees:					
TOTAL Office and Administration:		144,389	109,714	108,292	1,422
TOTAL Expenses		251,714	182,564	188,785	(768)
NET IMPACT on RESERVES		790	17,094	592	11,048
Opening Surplus 2011			\$	28,938	
2011 surplus			-\$	2,451	
Opening Surplus 2012			\$	26,487	

I. Code of Conduct

- ☐ The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as board members.
- ☐ In their capacity as governors, board members must demonstrate unconflicted loyalty to the interests of the OCASA membership.
- ☐ Board members must avoid conflicts of interest with respect to their fiduciary responsibility.
 - a) Members will annually disclose their involvement with other organizations, vendors, or any other associations that currently do business or may do business with OCASA.
 - b) Annually, all members will sign a full disclosure and conflict of interest statement.
 - c) Information exclusive to OCASA shall not be used by board members for personal gain or the gain of a family member or associate.
 - d) It is the Board member's obligation to immediately disclose to the Board any and all impending conflict of interest. That member shall absent herself or himself without comment from both the deliberation and final decision-making
 - e) Board members must not use their positions to obtain employment or special considerations at OCASA or agencies with whom OCASA has formal contracts for themselves, family members or close associates. If a Board member desires employment at OCASA, he or she must first resign.
 - f) There will be no self-dealing or any conduct of private business or personal services between any board member and OCASA. Once procedures are established by the Board, then an exception may apply for arrangements which meet established procedures for openness, competitive opportunity and equal access to inside information.
- ☐ Members will respect the confidentiality appropriate to issues of a sensitive nature, in particular:
 - a. Where information has been shared with the Board of Directors by system partners on a confidential basis;
 - b. Where members have shared personal information when applying for an appointment
 - c. Where survey data is shared with the board that reveals personal information
 - d. Where any information about colleges, staff, members or activities are of a sensitive nature and could promote harm if shared outside of the board.

COMMITTEE MEMBERSHIP of BOARD MEMBERS

Executive	President, VP, Secretary, Treasurer, Past President
Awards	Susan Atkinson (Chair)
Communications	(Chantal Thiboutot) - <i>tentative</i>
PD/Certification	Jane Cooper
Finance/Audit	Bridget Woodcock (Chair)
Conference Planning	David Belford, Greg Murphy
Governance	Rick Helman, Chris Fliesser
Editorial Board	Greg Murphy, Susan Atkinson
Membership	David Belford (Chair), Krista Pearson, Rob Kardas

Administrative Staff Insured Benefits Subcommittee Job Description

Position: Alternate Appointed Representative on the Administrative Staff Insured Benefits Subcommittee

Reports to the Executive Committee as one of two appointed representatives of OCASA to the Insured Benefits Subcommittee, dealing with benefits issues for college administrators.

(Note: "Insured Benefits" comprise those life insurance, medical, dental and other benefits provided through the Sun Life Group Plans. They do not include CAAT Pension).

Committee Mandate:

Working with the College Employer Council, the Insured Benefits Subcommittee:

- Reviews financial performance of the Plan, reviews premium rates, and recommends rate adjustments where needed; (Council and Committee are assisted in this process by Morneau Shepell Benefits Consulting);
- Recommends improvements or additions to Administrators' benefits where appropriate;
- Provides a conduit between OCASA and The Council for communication around Insured Benefits issues;
- Occasionally acts as a liaison between individual employees and The Council or Sun Life to help resolve disputes, etc.

Member Responsibilities:

- The representative is required to attend quarterly meetings (1 or 2 in Toronto at the Council office, the rest by teleconference) and to provide follow-up to those meetings as required (OCASA resource staff are also available to the representative to help with administrative tasks).
- The representative is expected to discuss issues arising from the Insured Benefits Subcommittee meetings on a timely basis with the Executive Committee and to provide advice to the Executive Committee in determining appropriate courses of action at subsequent Insured Benefits Subcommittee meetings.
- Regular reporting to the OCASA Executive Committee and to the Annual and Fall General Meetings is expected.

Term of Appointment: 3-year term, renewable for a second term.

Time Commitment: Approximately 10 hours/year, plus some travel. (Many issues as they arise can be dealt with via email, teleconference, etc.).

Qualifications: Must be an OCASA member with a willingness to learn about benefits. Experience with some knowledge of insured benefits concepts, and/or some financial skill would be an asset. Must be willing and able to attend the meetings (teleconference and face-to-face).

NOTE: As the primary representative is currently from the Northern region, preference will be given to a member in the Central region (this will help to reduce travel expenses).

**Administrative Staff Insured Benefits Subcommittee
Application Form**

Name: Dr Rahim Karim

College: Centennial College

Position/Title: Chair, School of Continuing Education

Number of years in college system: 4.5yrs in the Ontario College system - Over 14 years of education and health industry progressive leadership experience.

Email: rkarim@centennialcollege.ca

Phone: (416) 289-5000 ext 2575 - Cell (647) 403-0698

Related experience: I have been an educator, administrator and health care professional for over 14 years. My academic credentials include a BSc, Doctor of Chiropractic (DC), and a MBA. I am board certified and hold a fellowship in the field of rehabilitation (FCCRS(C)). I am a Certified Health Executive (CHE) through the Canadian College of Health Leaders. I have significant committee and board (non-profit) experience.

In submitting this application, I agree that I am able to fulfill the responsibilities, to the best of my knowledge at this time, as outlined in the Job Description.

Signature: _____

MLVDC Sep 28, 2012

Please provide one reference in support of this application (must also be an OCASA member):

Name: Michelle DeCoste, Dean - Business Development - Immediate Supervisor

Phone #: 416 289-5000 Ext. 3505

Email: mdecoste@centennialcollege.ca

Please send application by email (info@ocasa.on.ca) or fax (1-866-742-5430).

Questions? Please contact Diane Posterski: 1-866-742-5429 ext. 102;
diane.posterski@ocasa.on.ca