



**OCASA Board of Directors Meeting**  
**Discovery Room, Colleges Ontario**

**Monday, August 23, 2010**  
**10:30 am – 2:30 pm**

**Approved Minutes**

Members Present	
Chris Fliesser, Fanshawe College ( <i>President</i> )	Robert Bentzen, Cambrian College
Sheryl Furlonger, Confederation College ( <i>Vice President</i> )	Bob Eichvald, George Brown College
Mary Lou Rainville, Canadore College ( <i>Secretary</i> )	Alan Hare, Centennial College
Rick Helman, Loyalist College ( <i>Treasurer</i> )	Don Young, St. Lawrence College
Jim Whiteway, Loyalist College ( <i>Past President</i> )	Susan Atkinson, Sheridan College
Rob Kardas, Lambton College	Wanda Forsythe, Seneca College
Resource: Diane Posterski	

**Summary of Action Items:**

1. **Board Governance:** Governance Committee to review Board member termination/vacancy policy, job descriptions and board evaluation processes.
2. **Video Conferencing:** Robert Bentzen will source out equipment and web based tools and start testing with the executive committee at their October meeting in preparation for the November board meeting.
3. **Strategic Planning:** Diane Posterski will complete the strategic summary for the next Board meeting and for committees.
4. **Annual PD Conference:** Diane Posterski will form a working committee for the Annual PD Conference and take direction as provided by the board regarding theme.

## Minutes

Agenda Item #	Agenda Item
1.	<b>Call to Order</b> Chair: Chris Fliesser, President
2.	<b>Approval of the Agenda</b> <u>Motion: That the agenda be approved as circulated.</u> Moved: Robert Bentzen Seconded: Rick Helman Carried
3.	<b>Approval of the Meeting Minutes of Monday, June 21, 2010</b> <u>Motion: That the Minutes of the Friday, June 21, 2010 Board of Directors meeting be approved as circulated.</u> Moved: Mary Lou Rainville Seconded: Sheryl Furlonger Carried
4.	<b>Board Orientation</b> Chris Fliesser reviewed the OCASA overview from the Board Guide provided to each board member. The Governance Model and rules of order were reviewed. Job descriptions of board members were also reviewed, noting that these can be modified with experience.  Specific mention was made about consistency of the descriptions so that board membership is specified, where appropriate. The issue of board termination and vacancies was also raised, noting some gaps in the bylaws that can be addressed with policy.  Chris also noted that board materials would always be sent out ahead of time with the expectation that board members will review prior to any meeting.  Staff and Board roles were reviewed according to a chart provided in the Board Guide, noting that the Board is largely a policy and strategic body while the staff oversees operations.  The Governance Committee reviews and makes recommendations regarding the governance process. It was agreed that this committee would review the items raised during this discussion (termination policy, job descriptions) and report back at the next Board meeting.  <b>ACTION: Governance Committee to review Board member termination/vacancy policy, job descriptions and board evaluation processes.</b>

## Minutes

<b>5.</b>	<p><b>Board Administration:</b></p> <p>a. Term appointments were confirmed according to Appendix 1.</p> <p><u>Motion: That the term appointments be confirmed as follows:</u></p> <p><b>One year term:</b> Don Young, Wanda Forsythe, Mary Lou Rainville, Sheryl Furlonger  <b>Two year term:</b> Susan Atkinson, Bob Eichvald, Alan Hare, Rob Kardas  <b>Three year term:</b> Rick Helman, Robert Bentzen  <b>Unspecified:</b> Chris Fliesser, Jim Whiteway</p> <p>Moved: Rick Helman          Seconded: Sheryl Furlonger          Carried</p> <p>b. Board meeting times: It was agreed that the executive committee would consist of the officers and would meet monthly when the board is not meeting. The first meeting has been scheduled for Monday, October 18 at 9:00 am for one hour. The Board's first meeting will be Thursday, November 18 starting at 9:00 am for two hours (see APPENDIX 2).</p> <p>c. Meeting format: Robert Bentzen offered some video conferencing technology solutions for discussion. It was generally agreed that an effort to reduce the carbon footprint while minimizing cost (time and money) would serve members well, and offer leadership in this area. It was also agreed that we could then meet by videoconference during the fall and winter, and have two face-to-face meetings in the spring and summer. There was also some discussion about offering this equipment at each college for college reps.</p> <p><b>ACTION: Robert Bentzen will source out equipment and web based tools and start testing with the executive committee at their October meeting in preparation for the November board meeting.</b></p>
<b>6.</b>	<p><b>Strategic Planning</b></p> <p>The Board worked on a strategic planning exercise to determine the top-level priorities and to identify key goals. See APPENDIX 3 for a summary.</p> <p><b>ACTION: Diane Posterski will complete the strategic summary for the next Board meeting and for committees.</b></p>
<b>7.</b>	<p><b>Board Member responsibilities:</b></p> <p>After some discussion, it was agreed that the Governance Committee should review the committee structure to ensure that it meets the strategic goals. In the meantime, the chairs will remain as is, with the exception of Alan Hare chairing the Membership Committee. Also, Robert Bentzen has agreed to chair the Editorial Board.</p> <p><u>Motion: that the Chairs be appointed as follows:</u></p> <p><b>Membership:</b> Alan Hare  <b>Professional Development:</b> Mary Lou Rainville  <b>2011 PD Conference:</b> Diane Posterski  <b>Communications:</b> Sheryl Furlonger  <b>Editorial Board:</b> Robert Bentzen</p>

## Minutes

	<p><b>Awards:</b> John Guilfoyle</p> <p><b>Finance &amp; Business Development:</b> Rick Helman</p> <p><b>Governance:</b> Chris Fliesser</p> <p><b>Taskforce Paybands 5-8:</b> Sheryl Furlonger</p> <p>Moved: Mary Lou Rainville Seconded: Rick Helman Carried</p>
<b>8.</b>	<p><b>Professional Development:</b></p> <p>a. Annual PD Conference: Theme options were discussed for 2011. A focus on the administrator of the future was suggested, along with a “best practices” format for workshops. Future trends to be considered included demographics shift, digital learning, social networking and applied versus theoretic. Possible contributors include Stephen Downes of the NRC and Richard Watson, author of <u>Future Files</u>.</p> <p><b><u>ACTION:</u> Diane Posterski will form a working committee for the Annual PD Conference and take direction as provided by the board regarding theme.</b></p> <p>b. Certification: confirm direction of program Diane Posterski and Mary Lou Rainville provided an overview of progress to date, noting that a survey was being created to solicit data from the membership about their needs. It was confirmed that the PD committee would guide, monitor and enhance the program with regular evaluations. It was suggested that the contract with CHERD include something about evaluation, rigour and transparency and accountability. It was also suggested that we include a scholarship possibility in any profit sharing scenario.</p> <p>There was also concern about the optics of contracting with a provider outside of Ontario. It was agreed that for now we should continue working with CHERD as this program brings experience and a track record and allows us to provide a service would otherwise be cost prohibitive. However, we should also continue to explore other possibilities for the future, including with OntarioLearn or other in-house possibilities.</p>
<b>9.</b>	<p><b>Advocacy Updates:</b></p> <ul style="list-style-type: none"> <li>• Payband 5-8 Taskforce: Sheryl Furlonger provided a brief update, noting that the survey would go out early September.</li> <li>• ACC meeting October 7: Chris Fliesser asked for input into influencing the agenda for the ACC. A question was raised about an electronic calendar for all college meetings that might be accessible by everyone. Chris took note of this issue for the next meeting. Colleges Ontario had been previously working on this.</li> </ul>
<b>10.</b>	<p><b>Adjournment</b></p> <p><u>Motion: That the meeting be adjourned.</u> Moved: Robert Bentzen Seconded: Rob Kardas Carried</p>

## APPENDIX 1

**Terms of Appointments**

One-year term:      Don Young  
                             Wanda Forsythe  
                             Mary Lou Rainville  
                             Sheryl Furlonger

Two-year term:      Susan Atkinson  
                             Bob Eichvald  
                             Alan Hare  
                             Rob Kardas

Three-year term:    Rick Helman  
                             Robert Bentzen

Undetermined:      Chris Fliesser  
                             Jim Whiteway

## APPENDIX 2

### Meeting Schedule

#### **Executive Committee (5 officers):** teleconference meetings

Monday, October 18	9:00 am (Video conferencing)
January	<u>TBA</u>
April	<u>TBA</u>
May	<u>TBA</u>

#### **Board:**

August 23, 2010:	Face-to-face
Thursday, November 18	9:00 am (Video Conferencing)
February/March	TBA
Monday, June 20, 2011	Blue Mountain Resort (prior to conference)

And as needed and called by Executive Committee

#### **Teleconference Call-in codes** (used for Board and all committee meetings):

Toll Free: 1-866-261-676    Local: 1-416-850-2050

Moderator Security Code: 923330#

Participant Security Code: 709098#

## APPENDIX 3

### Strategic Planning Exercise (August 23, 2010) Summary Notes

#### **Vision**

*(i.e. "Your partner in practice" – Ontario Dental Association)*

#### NOTES:

- Leaders in college education/administration
- Partners in college professionalism/ administration
- "Promoting & Supporting administrative excellence"
- need to aspire to our vision: "**your partner in administrative excellence**"

#### **Mission**

NOTES: this mission statement needs to be updated to reflect the growth in PD as a strategic goal; ie. Promoting and supporting opportunities for development

#### *Original:*

OCASA is the voluntary association that supports and promotes the interests and needs of the province's community college administrators. On behalf of its members, OCASA advocates professionalism, excellence, and learning for the betterment of the community college system.

#### *Possible Revision:*

OCASA is the voluntary association that supports and promotes the interests and **professional development** needs of the province's community college administrators. On behalf of its members, OCASA **promotes administrative excellence through advocacy, consultation, (partnerships) and leadership.**

## APPENDIX 3

### **Values**

Professionalism, Excellence, Integrity

#### NOTES:

- professional growth
- career development
- peer support/collegial network
- leadership development
- Learning
- Life-long learning
- Collaboration
- Advocacy



### APPENDIX 3

Success Factors: What do we absolutely have to get right to achieve our vision?

<b>Proposed Success Factor</b> (Draft word-smithing by Diane)	<b>Meeting Notes</b>
1. <b>Ensuring access to and promoting engagement of relevant PD</b> that supports administrative excellence across the system	Engagement of PD of our members (meeting day-to-day) needs (roadway to create system-wide awareness) Note: this also needs to be recognized by system to support access (funding/time)
2. <b>Effective Communications</b> reaching all administrative staff	Communications to members/non-members: about role in advocacy/PD – how to get to all administrative staff in effective way (awareness)
3. <b>Advocacy</b> that engages all levels of system	individual/provincial/ministry: need to be connected
4. <b>Leadership</b> in critical discourse for the betterment of the college system	Leaders in thinking (i.e. bureaucracy) engaged in critical discourse: feedback in communication; how to be proactive; discourse (discussion, debate, ideas) Critical discourse
5. <b>Sustainability</b> : exceptional member value, that is recognized by the system, supported by sound business practices	

## APPENDIX 3

### Action Planning (for committees and staff to review) Put on website, magazine

Success Factor	How can we get there?	How do we measure?	Who is responsible?
1. <b>Ensuring access to and promoting engagement of relevant PD</b> that supports administrative excellence across the system	Survey members to see what they are doing for PD right now. Put story out there about this...testimonial. Promote existing activities; further develop certification actively look at other opportunities with other institutions. Put results on website about conference feedback.	<ul style="list-style-type: none"> <li>• Survey, data about engagement.</li> <li>• Conference: qualitative/quantitative feedback.</li> </ul>	PD Committee/ Staff
2. <b>Effective Communications</b> reaching all administrative staff	Gap in GTA: no awareness; no access to non-members; not in new staff orientation GTA issues are different: (Centennial now has 2 all admin breakfasts; need to be creative and selective about asks) <ul style="list-style-type: none"> <li>• OCASA needs to provide a variety of communications that can be used locally</li> <li>• Key communications for non-members provided by OCASA office, sent by college rep to non-members</li> <li>• Better use of on-the-ground connections</li> <li>• OCASA communications on agendas</li> </ul>	<ul style="list-style-type: none"> <li>• Measure # of communications sent by college reps</li> <li>• Increase in membership in GTA</li> <li>• On new staff orientation agendas</li> <li>• could survey non-members</li> </ul>	Communications Committee/Staff
3. <b>Advocacy</b> that engages all levels of system	Lack of awareness; <ul style="list-style-type: none"> <li>• What have we done for you lately: list of articles, etc.</li> <li>• Achievements/accomplishments on website</li> <li>• Ind. Reps/achievements to distribute how to focus: one pager</li> <li>• Pensions: high visibility</li> </ul> Advocacy strategic plan is needed to engage all levels of system	<ul style="list-style-type: none"> <li>• Survey members as part of annual survey, about awareness of advocacy practices</li> <li>• Recognized as a stakeholder in system at all levels – invited into consultations</li> </ul>	Staff

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<b>4. Leadership</b> in critical discourse for the betterment of the college system	<ul style="list-style-type: none"> <li>• Identify key issues with commonality (i.e. bureaucracy)</li> <li>• Build discourse into annual conference</li> <li>• Consider professional networking site where members are already connected (Linkedin) – <i>(Diane's ed. Note)</i></li> </ul>		Board/Staff
<b>5. Sustainability:</b> exceptional member value, that is recognized by the system, supported by sound business practices	<ul style="list-style-type: none"> <li>• Annual review of member services</li> <li>• Commitment to Continuous Improvement principals</li> <li>• commitment to building connections/partnerships in system</li> </ul>	<ul style="list-style-type: none"> <li>• membership #s</li> <li>• Support for programs by colleges</li> <li>• Financial sustainability</li> </ul>	Board/Staff