



**OCASA Board of Directors Meeting
Video conference**

**Thursday, November 18, 2010
3:00 pm – 5:00 pm**

Approved Minutes

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

Summary of Action Items:

1. ACTION: Diane Posterski will consult with college reps and encourage online discussion on some of these round table issues. Continue to work with legal counsel in developing articles.
2. ACTION: Diane Posterski will draft mission statement options based on comments, and send by email for final confirmation.

Agenda Item #	Agenda Item
1.	Call to Order Chair: Chris Fliesser, President
2.	Approval of the Agenda <u>Motion: That the agenda be approved with one amendment: add Executive Director's report to Item 6. (f).</u> Moved: Mary Lou Rainville Seconded: Wanda Forsythe Carried
3.	Approval of the Meeting Minutes of Monday, August 23, 2010 <u>Motion: That the Minutes of the Monday, August 23, 2010 Board of Directors meeting be approved as circulated.</u> Moved: Rick Helman Seconded: Robert Bentzen Carried
4.	Round Table Key issues raised: <ul style="list-style-type: none"> • Provincial Economic statement: nothing alarming or promising for colleges; funding formula discussions are occurring (Ministry and working group) • Restructuring/terminations of administrative staff: how wide spread is it? Do administrators know their legal rights? • Bill 168 & harassment: vulnerability of administrative staff and the perception that they are guilty until proven innocent • General discussion about how to educate/coach members in some of these areas, and how to most effectively collect information about trends at specific colleges. ACTION: Consult with college reps and encourage online discussion on some of these round table issues. Continue to work with legal counsel in developing articles.
5.	Strategic Planning (Appendix 1) <ol style="list-style-type: none"> a. Review draft 2011 Strategic Plan <ul style="list-style-type: none"> • Vision, Mission, Values: There was some discussion about further word smithing needed for mission statement. Diane agreed to send out some options over the next few days. • Strategic Priorities: As strategic discussions had already taken place at the August board meeting, there was general agreement about the strategic priorities.

	<p><u>Motion: That the Strategic Plan 2011-2015 be adopted.</u> Moved: Jim Whiteway Seconded: Rob Kardas Carried</p> <p>ACTION: Diane Posterski will draft mission statement options based on comments, and send by email for final confirmation.</p>
6.	<p>Committee Reports: (Appendix 2)</p> <p>a. Governance: Chris Fliesser provided highlights from the report and accepted the following motions:</p> <p><u>MOTION: That Terms of Reference for the Executive Committee be approved.</u> Moved: Rick Helman Seconded: Mary Lou Rainville Carried</p> <p><u>MOTION: That the Board Member Termination Policy be approved.</u> Moved: Jim Whiteway Seconded: Robert Bentzen Carried</p> <p><u>MOTION: That the Board Vacancy Replacement Policy be approved.</u> Moved: Rick Helman Seconded: Wanda Forsythe Carried</p> <p><u>MOTION: That the Board Evaluation Tools be adopted as part of Board practice.</u> Moved: Mary Lou Rainville Seconded: Susan Atkinson Carried</p> <p><u>Motion: That the following committee structure be adopted by the Board:</u> Board Committees:</p> <ul style="list-style-type: none"> • Member services • Finance/Audit • Governance • Professional Development <p>Notes: Business Development/Sponsorship and Advocacy will now become standing agenda items for the Board</p> <p>Operations/Staff Committees</p> <ul style="list-style-type: none"> • Annual PD Conference • Communications • Awards • Editorial Board <p>Moved: Bob Eichvald</p>

Seconded: Wanda Forsythe
Carried

- b. Executive: Chris Fliesser
Chris Fliesser provided a brief overview of the written report. There was no further discussion.
- c. Finance / Audit: Rick Helman provided the finance report. He noted that the finance / audit committee was being reformed and so hadn't yet met. He reviewed the financials to date and presented the draft 2011 budget. There was some discussion about the financial policy of growing the reserves where possible. For this budget, it was determined that the strategic commitments were necessary. It was also noted that there would be no membership fee increase for 2011. It was suggested that no fee increase be made until the wage freeze is lifted. Rick agreed that the finance committee would take this under advisement.

Motion: That the 2011 Budget with \$251,850 in revenues and \$ 249,094 in expenses be accepted.

Moved: Rick Helman

Seconded: Rob Kardas

Carried

- d. Professional Development (CHERD): Mary Lou Rainville presented the professional development committee report. While the primary committee had not met during the fall, the CHERD steering committee was busy with the certification program, which was hoping to launch Feb. 7, 2011.
- e. Taskforce Paybands 5-8: Diane Posterski reported that the original survey had been re-opened to allow for more responses. The taskforce committee would meet again soon to review the results and make recommendations to the Board.
- f. Executive Director's Report: Diane Posterski reviewed the submitted written report, highlighting key activities during the fall, including the 2011 annual conference, *College Administrator*, and the certification program.

Motion: That all committee reports be received.

Moved: Robert Bentzen

Seconded: Wanda Forsythe

Carried

7.	<p>New Business:</p> <ul style="list-style-type: none"> i. Robert Bentzen initiated a conversation about the Editorial Board for College Administrator, noting that a business plan for the next two to three years should be developed, in light of online growth, and anticipated changes in staffing. ii. Meeting evaluation: Chris Fliesser led a discussion about the value of video conferencing. There were very positive comments about this new meeting format. Most felt it was better than teleconferencing; however, there are still some limitations to the technology. For those in more remote locations, this option was very welcome. It was agreed that the Board would continue to develop this meeting platform and use it again in February.
8.	<p>Administration</p> <p>Next meeting February 17, 3:00 – 5:00 pm</p>
9.	<p>Adjournment</p> <p><u>Motion: That the meeting be adjourned.</u></p> <p>Moved: Jim Whiteway</p> <p>Seconded: Rick Helman</p> <p>Carried</p> <p>The meeting was adjourned at 5:00 pm</p>

APPENDIX 1

DRAFT Strategic Plan 2011- 2015

For discussion purposes.

Vision

Draft

“Your partner in administrative excellence”

Mission

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.*

Values

Building excellence through

- professional growth and career development
- peer support and a collegial network
- demonstrated leadership
- collaboration
- advocacy

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

These are the notes from the August 23 meeting

Strategic Objectives	Meeting Notes
1. Ensuring access to and promoting engagement of relevant PD 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. Effective Communications 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. Advocacy that engages all levels of system	individual/provincial/ministry: need to be connected
4. Leadership 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. Sustainability : exceptional member value, that is recognized by the system, supported by sound business practices	Ongoing evaluation of member services for value proposition, and a commitment to becoming a high performance organization.

Strategic Plan

Draft – for discussion November 18, 2010

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

Strategic Priorities	Goal	Strategies	Measures of success
1. Advocacy	The value and profession of administrative staff will be recognized at all levels.	<ol style="list-style-type: none"> 1. Develop an External relations plan that includes ministry officials, media, and ACC partners. 2. Engage research that identifies key advocacy issues. 	
2. Professional Excellence	Excellence and professionalism in college administration will be encouraged and supported across the system.	<ol style="list-style-type: none"> 1. Supporting, encouraging and developing relevant PD for administrators. 2. Promoting programs that are accessible system-wide. 3. Develop/identify avenues that encourage and support a professional network (i.e. sharing of best practices) 	
3. Leadership	Critical discourse on relevant issues will positively influence the system.	<ol style="list-style-type: none"> 1. Create a forum space for critical discourse. 2. Identify key areas for leadership opportunities. 3. Invite other stakeholders to engage in discussion. 	
4. Credibility	OCASA's membership will be representative of Ontario college administrative staff.	<ol style="list-style-type: none"> 1. Ensure effective communications build awareness amongst all administrative staff, in support of recruitment. 2. Ensure member services provide high value and are easily accessible. 3. Encourage local ASA development. 4. Build relationships with senior management at colleges. 	
5. Sustainability	OCASA will provide exceptional member value that is recognized by the system, and supported by sound business practices.	<p>OCASA will have a commitment to:</p> <ol style="list-style-type: none"> 1. continuous improvement principles 2. highest ethical and professional standards for board, staff and members. 3. policies and procedures that ensure sound business practices 4. transparency with members and partners. 	