

Ontario College Administrative Staff Association

OCCASA
APACO

Association du personnel administratif des collèges de l'Ontario

ORGANIZATIONAL OVERVIEW

FALL 2010



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Organizational Overview

Vision

Your partner in administrative excellence.

Mission Statement

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.

Values

Professionalism Excellence Integrity
Learning Collaboration Leadership

OCASA has established itself as a credible professional association working to collaborate with college partners, advocate member interests and contribute to the professional development of administrative staff – always acting in accordance with these values.

Mandate

OCASA works strategically to pursue and foster the interests of its members and to support the development of proficiency and professional excellence. This is done, in part by:

- (a) offering services that support professional development of our members
- (b) collecting and distributing information for the benefit of individual members and local administrative staff associations
- (c) developing and presenting a common position on issues
- (d) through advocacy and consultation, working to influence the terms and conditions of employment at local colleges, and overall workplace matters.

Membership

Membership in the Association is open to all administrative employees including full-time, part-time and contract employees (except college presidents, and those who are members of a bargaining unit).

Associate membership in the Association is open to administrative employees in publicly-funded Ontario colleges and institutes that do not fall under the CAAT system but share common interests in professional development, research, employee advocacy, and are suitable according to the discretion of the Executive Committee, subject to an annual review. Associate members cannot vote or hold office.

Retiree membership in the Association is open to all individuals who were administrative employees at their retirement from the Ontario Colleges of Applied Arts and Technology.

Origins of OCASA

1992

The Council of Regents (CoR) recognized that the college system needed a process for dealing with administrative staff issues affecting their terms and conditions of employment and other issues of mutual interest. This led to the formation of the Administrative Staff Consultative Committee (ASCC).

The ASCC had representation from each college and reported to the CoR's Human Resources Standing Committee. CoR and the colleges covered the ASCC's operational expenses.

1993

Social Contract deliberations began.

During the early stages of the Social Contract, it became evident that all employer and employee groups required representation - the Council of Regents, the Boards of Governors as well as the support staff, the faculty and administrative staff. However, the administrative staff had no representative body that could speak on their behalf as a unique employee group.

Subsequently, the Ontario Government designated ASCC as the official representative of administrative staff at the colleges. This gave ASCC the authority to enter discussions with the Government and make decisions for administrative staff as long as the Social Contract was in effect.

The Administrative Staff Consultative Committee and the Council of Regents then negotiated a Social Contract local agreement.

The Council of Regents agreed to recognize a professional association of administrators. The only catch: the majority of administrative employees had to agree to have such an association represent their interests.

1994

In November, a province-wide vote was conducted.

1995

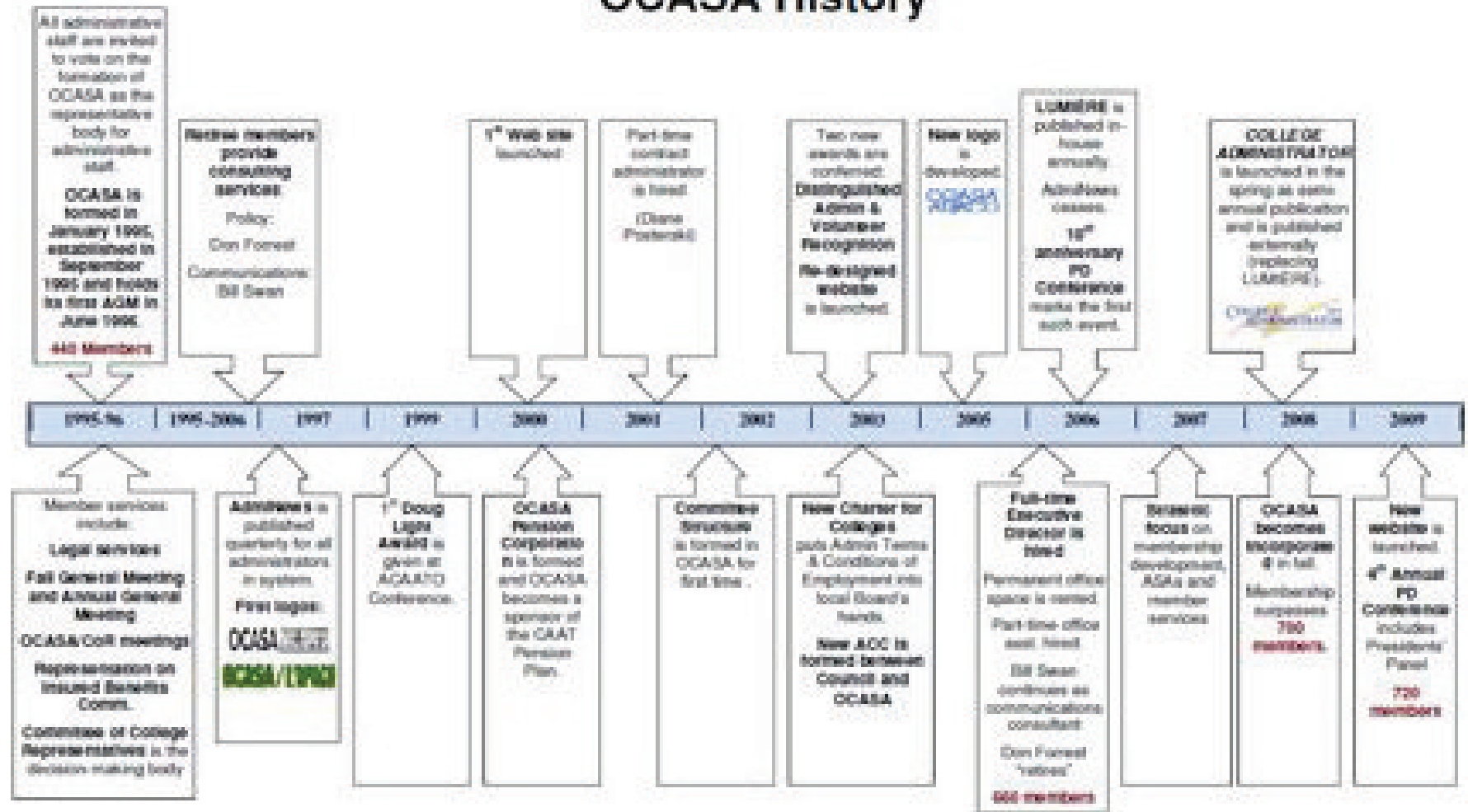
An overwhelming majority of administrative staff voted in favour and OCASA was formed in January 1995 and became a self-sustaining professional association as of September 1, 1995.

2000

The OCASA Pension Corporation was formed, becoming a legal sponsor of the pension plan. This allowed, for the first time, administrative staff to have representation and to make appointments to the CAAT Pension Plan.

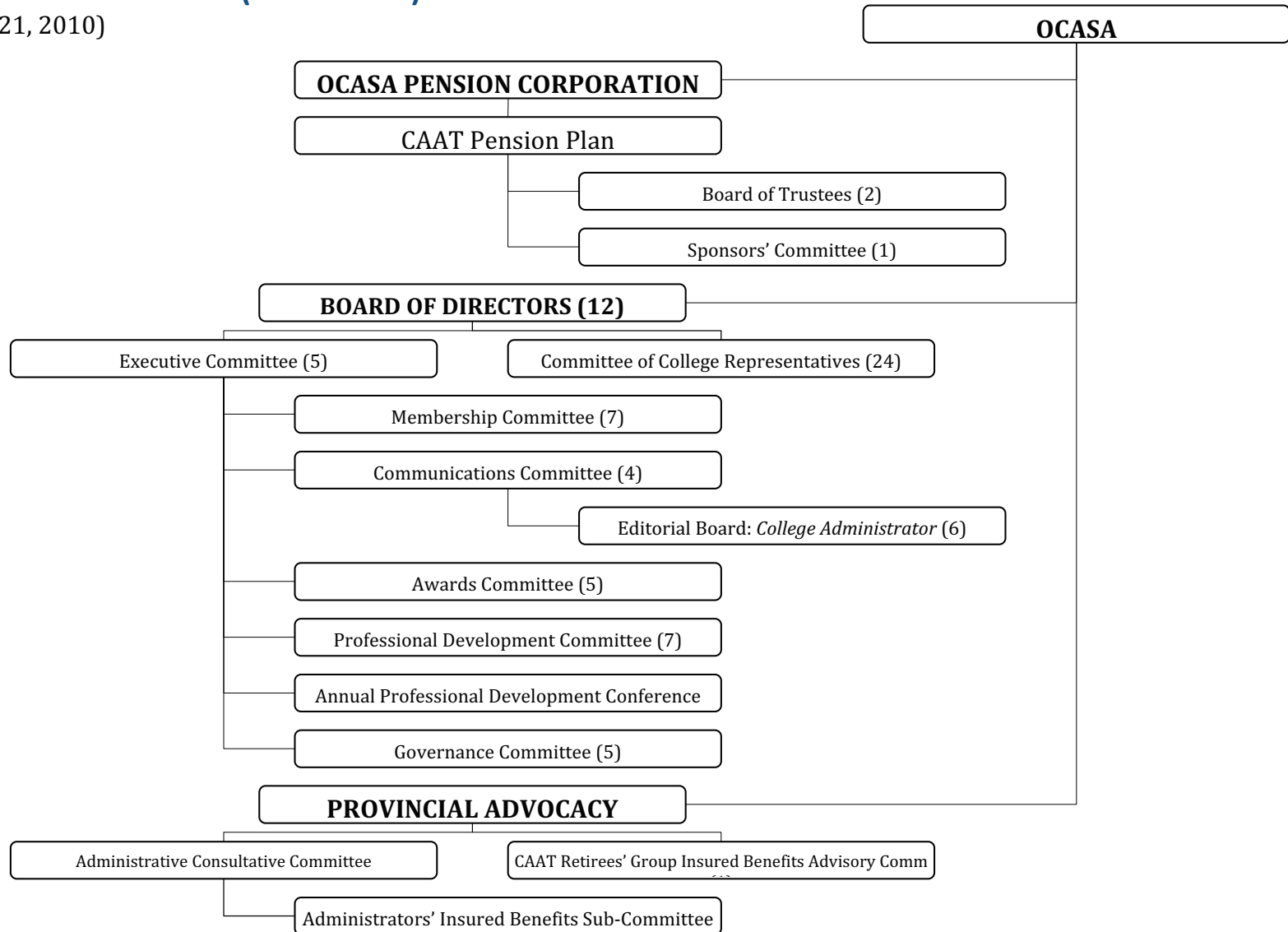
History of OCASA

OCASA History



Organizational Chart (Volunteers)

(June 21, 2010)



Overview of Activities

OCASA has grown more fully into a professional association, working on matters important and relevant to our members, while being recognized provincially as leaders promoting excellence, professionalism and integrity.

Member Services

Professional development:

- 5th Annual PD Conference: Innovators & Leaders: Meeting the challenges of tomorrow's colleges
- Website resources
- Working with CHERD, University of Manitoba to develop a certification program for Ontario College administrators
- Alliances with advanced studies institutions and PD providers (CMU, Davenport)

Information & Communications

- Regular updates to membership (email)
- Website
- *COLLEGE ADMINISTRATOR*: Semi-annual professional journal
- College Administrator...*in brief* (electronic highlights/updates)

Advocacy:

- Administrative Consultative Committee
- Group Insured Benefits (Active & Retiree)
- local ASA
- MTCU
- Ministry of Finance

Awards:

- Excellence Awards (Doug Light Award, Distinguished Administrator Award)
- Student Bursary for members engaged in educational pursuits.
- CMU-OCASA Research Award

Legal Services: provides assistance to individuals and ASAs on a variety of employment matters, including:

- termination
- harassment allegations
- legislative compliance
- long term disability

OCASA Pension Corporation – sponsor of CAAT Pension Plan:

- OCASA appointments to the CAAT Pension Plan Board of Trustees and Sponsors' Committee

Provincial Advocacy

ACC (Administrative Consultative Committee) Meets quarterly

CoP: Pat Lang, President, Confederation College; Don Lovisa, President, Durham College

CEC: Don Sinclair, Executive Director

Colleges Ontario: Linda Franklin, President & CEO,

HRCC: Linda Ballantyne, Fanshawe College; Cathi Berge, Sheridan College

OCASA: President, Vice-President, Past President, Staff Resource

Resource: Mary Hofweller, Consultant, Group Insured Benefits, Council

Cathy Viviano, HR Officer, Council

Judy Kroon, KMAC Consulting, Consultant to Council

CAAT Administrators' Insured Benefits Sub-Committee

OCASA's Reps: John Guilfoyle, Director, Corporate Services, Mohawk College

905-575-2174

john.guilfoyle@mohawkcollege.ca

Denise Rancourt, Coordinator, Benefits Administration, Cambrian College

705-566-8101 ext. 7429

djrancourt@cambrianc.on.ca

Resource: Diane Posterski, Executive Director, OCASA

CAAT Retirees' Group Insurance Advisory Committee

OCASA's Reps: Retiree Member: Catherine Peterson, Mohawk College

catherine.peterson@mohawkcollege.ca

Resource: Diane Posterski, Executive Director, OCASA

CAAT Pension Plan

Sponsors' Committee:

OCASA's Appointee: Rick Helman, Director of Financial Planning, Loyalist College

613-969-1913 x 2460 rhelman@loyalistc.on.ca

Appointment until December 31, 2012

Board of Trustees:

OCASA's Appointees: Duane McNair, Acting VP, Administration, Algonquin College

613-727-4723 ext. 6370

mcnaird@algonquincollege.com

Appointment until June 30, 2012

Pierre Giroux, Retiree Member, formerly of Algonquin College

giroux_pierre@hotmail.com

Appointment until December 31, 2012

Board of Directors 2010/2011

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Director

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Dean, Faculty of Applied Science
St. Lawrence College
613-544-5400 ext. 1530
donyoung@sl.on.ca



Contact Information

OCASA Office

Toronto Mailing address (used for college member dues remittances)

Box 410

157 Adelaide Street, West

Toronto, Ontario M5H 4E7

Phone: 1-866-742-5429

Fax: 1-866-742-5430

Email: info@ocasa.on.ca

Head Office (2nd floor, Canada Post):

Use this mailing address for quick delivery and be sure to include both the P.O. Box and the street address:

OCASA

P.O. Box 263

120 Centre Street, North, Suite 201/202

Napanee, Ontario

K7R 3M4

Executive Director



Diane Posterski
1-866-742-5429 ext. 2
diane.posterski@ocasa.on.ca

Administrative Assistant



Ronda Wicklam
1-866-742-5429 ext. 1
ronda.wicklam@ocasa.on.ca

Administrative Staff Association (ASA)

Facts

Colleges that have greater than 50% OCASA membership, tend to:

- ★ have an active ASA that:
 - meets regularly through the year (at least annually)
 - has representatives on college committees
 - has a newsletter or website
 - meets with the President/Executive on a regular basis
 - may even have its own office
- ★ have members involved on provincial committees

Colleges that have ASAs are able to strengthen the professional experience of college administrators by:

- encouraging & facilitating networking (helping to break down silos)
- providing local advocacy in a supportive, solution-based manner
- identifying issues that OCASA might consider addressing through research, advocacy or surveys
- facilitating PD opportunities
- facilitating social events for administrators

Colleges that have ASAs serve senior management by providing a regular exchange of information from managers who are tasked with implementing policy and achieving strategic goals. ASA membership helps develop employee connectedness and satisfaction.

OCASA's Commitment to Professionalism

1. OCASA members are committed to the highest standard of professional conduct, acting with excellence and integrity. In the course of their duties, OCASA members aim to work in a manner that supports and promotes the strategic objectives of their local college and the work of their colleagues across the province.
2. OCASA, as an association, is committed to supporting its members in their professional goals through advocacy, encouraging professional development, providing regular communications and facilitating opportunities for networking and mentoring. To this end, OCASA is committed to working collaboratively and cooperatively with college partners while also upholding the highest standard of professional conduct, acting with excellence and integrity.

Legal Consultation Services

Overview:

From OCASA's inception, a referral service has been provided to OCASA members for specific legal matters. There are times when administrators need the advice of a lawyer in their role as an employee, and this is one important way that OCASA can provide a service. The service is meant to be a supplementary service to advice or legal counsel that might be available to members through their own college. OCASA espouses a professional approach to all employment matters. The following points provide an overview of the service:

- OCASA has a legal firm on retainer to provide a referral service for its members; this provides a more cost-effective method of acquiring legal services for our members, and offers a knowledge base of college issues.
- OCASA pays for the first two hours of billing time; the member is responsible for anything beyond that.
- Members may access legal services around four specific issues (outlined below); members are encouraged to work within the college practices and procedures first, as the matter allows.
- While OCASA has secured the legal services of a firm providing employment law for employees, OCASA has no involvement whatsoever in the client/lawyer relationship. It is a confidential relationship with the lawyer providing advice, and the member making their decisions based on that advice. OCASA does not represent anyone, nor does it provide advice about legal matters. Members act on their own behalf and in most cases, OCASA is not even aware that the legal service has been accessed; the members are not required to first go through the OCASA office.
- Members may choose their own legal firm, and OCASA will reimburse that law firm for the equivalent of what we pay to our legal firm.
- A member may contact the OCASA office at any time to inquire about access to legal services. All calls will remain confidential.

Terms of Access

1. Members are encouraged to first access and use any services or processes available to them through their local college. Legal counsel is sometimes offered by the college and ought to be offered, depending on the situation. Members should also ask for support in seeking legal services.
2. All regular members (as defined above) are eligible to access up to two (2) hours of legal consultation per issue for the following matters:
 - i. Termination, including constructive dismissal.
 - ii. Harassment
 - iii. Long term disability
 - iv. Legislative Compliance:
3. Members are encouraged to access these legal services through the provider with which OCASA has signed a contract. OCASA will provide the lawyer with a list of members for the sole purpose of screening for eligibility.
4. For those members wishing to use outside legal services, they are still eligible for the equivalent of 2 hours billing time.
5. Discretion is given to the Executive Director, in consultation with the Executive Committee, to offer access to legal services in situations that do not fit precisely within the definitions above, but for which the member's employment relationship is seriously strained and legal consultation is warranted.