



Administrative Staff Association (ASA)

A Guide for Success



Your partner in administrative excellence.

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Overview

What is it?

A local administrative staff association invites membership from the administrative staff employed at a local college. Guided by terms of reference or a constitution, and local leadership, the association supports the professional interests of its members while supporting the strategic objectives at that college. All full-time, part-time and contract administrative staff may belong. While OCASA membership is encouraged as a prerequisite for membership, local ASAs might encourage membership from all administrative staff.

Why have one?

The ASA provides local opportunities for advocacy, networking, mentoring, leadership and professional development. While provincial OCASA works on behalf of all college administrators across the province, that work and information can help to support the efforts of the local college ASA.

Since 2003, each college Board of Governors and/or President determine local terms & conditions of employment for administrative staff (including a compensation policy). It is more imperative now that a local consultation and information sharing process be encouraged between ASA leadership and the senior management team at that college.

What are the benefits to the college?

- improves information exchange
- provides administrators' perspective on committees
- helps with employee retention and satisfaction
- develops leadership capacity
- encourages networking
- minimizes silos

What are the benefits to administrators?

- more PD opportunities
- improves information flow
- networking supports improved working relationships
- adds leadership opportunities
- provides a credible college voice

What is the ASAs relationship with OCASA?

OCASA does not “charter” local associations and the relationship is an informal one.

Colleges are encouraged to elect a college representative to be a liaison with OCASA for information sharing purposes, and to help guide provincial strategic efforts. These representatives form the Committee of College Representatives, which provides an advisory role to the OCASA Board of Directors.

OCASA is available to the local ASA to help develop needed resources, provide data, share best practices, etc. The provincial office is committed to the development and ongoing success of the local ASA.

Local ASAs are encouraged to adopt OCASA's Commitment to Professionalism (Appendix 1) as they engage their colleagues and college management. They are also encouraged to support the OCASA mission statement.

Getting Started

Every college has its own history, culture and ways of “getting things done”. The following includes suggestions for starting an ASA, and may not necessarily flow in this order. Consult the OCASA office for further guidance and assistance.

Leadership team: Forming a leadership team of three to five people is recommended. It is important to include a diverse range of administrators representing different service areas of the college, who also enjoy the respect of their colleagues. An ASA is to represent the interests of all administrators and should not represent the perceived interests of a few, or reflect the agenda of one. Best practice also suggests that key ASA leadership needs to be at a Dean or Director’s level to have the ear of senior management.

Meeting with the President/Senior Management: Including the President in the formation of the ASA encourages acceptance, helpful direction and guidance for future exchanges. The most effective ASAs have the support of and enjoy regular meetings with the college president.

Communication with administrators: Using email, informal conversation, meetings, etc. determine the interest level of administrative staff, including their immediate concerns and desires that as ASA could address. A survey could be used to identify top priorities.

Plan an initial meeting: Gather administrative staff for an orientation, PD event, social event – whatever works at your campus to generate interest. Use the opportunity to discuss the ASA. Consider inviting a representative from OCASA (Executive Director and/or Executive member).

Governance: Local ASAs are encouraged to develop terms of reference or a constitution to guide the affairs of the association. Sample terms of reference can be found in Appendix 2. This also outlines possible leadership positions.

Elections: Holding elections gives more credibility to the process. OCASA can help with this process by providing an electronic option.

Business Plan: Establishing strategic priorities and goals around advocacy, PD, and social events will ensure that action happens. This can be accomplished in the inaugural meeting. Consider instituting a small local fee (\$1.00-\$3.00/pay) to help cover local initiatives.

Bank Account: Setting up a special account at the college is the easiest way to manage the cash flow for the ASA and does not require a change in signatures whenever leadership changes.

How can OCASA help?

At any Stage in the development process the OCASA office can be consulted.

OCASA can offer tools to support the election process, survey process and member communications process.

Elections: OCASA can offer an online ballot process to allow the leaders to remain at arms length. All we need is information about those running for a position: name, title, ASA position.

Surveys: OCASA maintains a professional membership with Survey Monkey allowing us unlimited surveys. We can offer you support in generating a survey and running it.

Member communications: Through our online email service, we already have groups defined for each college. This service can be made available to you, allowing you to offer professional looking communications with your members (currently we use Constant Contact).

Website: OCASA can also offer you a web page just for your local ASA. Here you can post announcements, events, etc. We can even do the posting for you.

Best Practices

This is not an exhaustive list. Samples of ASA communications are included in Appendix 3. These give examples of ASA involvement in the life of the college.

Advocacy:

- regular (monthly or quarterly) meetings with senior management, including the president, HR director, VPs
- poll members (anonymously) for information on workplace matters (might also be requested from senior management)
- have annual compensation discussions when the recommendations come out from Council
- representation on strategic planning for college
- bring ideas/solutions to the discussions
- actively offer to participate in solutions/programs (i.e. leadership development program for admin staff)

Professional Development:

- regular events: speaker breakfast/lunch; wine & cheese
- topic ideas: CAAT Pension Plan, Insured Benefits, retirement planning, mental health in the workplace, stress, strategic planning, leadership, diversity, etc.
- work with local HRD staff to develop local events

Networking:

- regular/annual/semi-annual events
- breakfast/lunch/wine & cheese
- invite college president for discussion
- build into PD event
- offer event when staff are already gathered for college business

Information sharing:

- ASA newsletter
- ASA website (OCASA can offer web space for your own page)
- Listserve

Leadership team/Executive:

- have a minimum of 3-5 people sharing the load – improves recruitment, event planning, information dissemination and advocacy
- ensure that some of the leadership is at a Dean's or Director's level, particularly when meeting with senior management

ASA Presence:

- an ASA office, door labels
- sponsor college activities such as a PD event for admin staff

- OCASA Day: offer a coffee break for admin staff sponsored by OCASA (on multiple campuses if appropriate)
- get invited to new staff orientation events
- have existing members identify themselves in some way (i.e. everyone has an OCASA mug – and uses it)

College Committees:

- all admin reps must be OCASA members
- representation on all major committees
- representation on hiring committees for admin positions

Membership:

- OCASA membership automatic for local ASA members (local ASA is local OCASA group)
- endorsement of OCASA membership from college president (noted at new staff orientation, when invited to ASA event, in written communication)
- have one person on leadership team committed to recruitment
- actively recruit new hires (with assistance from HR)
- send out recruitment promo with each issue of *College Administrator*

Appendix 1

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.

Vision: Your partner in administrative excellence.

Mission: OCASA is a voluntary, professional association which supports and advocates for Ontario's community college administrators, and promotes administrative excellence for the betterment of the college system.

Appendix 2

Sample Terms of Reference

(This is a sample only and may be customized for each ASA)

1.0 MANDATE

The XXX College Administrative Staff Association is established to support and represent the local interests of administrative staff in conjunction with the Ontario College Administrative Staff Association (OCASA). The ASA will pursue and foster the interests of its members in addition to the provincial mandate. The ASA may:

- foster professionalism, excellence and integrity for all members
- engage in local advocacy and consultation on matters of relevance to administrative staff
- provide a liaison with College senior management to assist with the resolution of issues affecting members
- provide a liaison with the provincial OCASA
- improve opportunities for networking among ASA members by hosting professional development, social and networking events
- provide a venue for peer recognition of administrative excellence

2.0 RELATIONSHIP WITH OCASA

OCASA is a voluntary, professional association which supports and advocates for Ontario's community college administrators, and promotes administrative excellence for the betterment of the college system.

The ASA is its own association. While it is not formally accountable to the provincial OCASA, it does provide a liaison for information exchange with OCASA and seeks to work within the Vision, Mission and Commitment to Professionalism as communicated by OCASA.

3.0 ASSOCIATION MEMBERSHIP

All College OCASA members are jointly members of the XXX College ASA.

OCASA membership is open to all full-time, part-time or contract administrative staff. Secondments from faculty or support staff may join OCASA only if they are no longer paying union dues. However, the local ASA might invite them to participate in ASA activities as an administrator, but non-voting member.

4.0 THE EXECUTIVE COMMITTEE/BOARD OF DIRECTORS

4.1 Membership

The Executive Committee/ Board of Directors will consist of the following:

(The following positions and duties may comprise the ASA Executive Committee; these can vary by college ASA. There doesn't need to be a title such as VP/Director; the position can simply be "membership & recruitment", for example).

President (2 year term)

- Act as spokesperson and primary advocate
- Serve as College representative to OCASA
- Coordinate the annual meeting of members

Director/Vice President Membership, Recruitment & Communications (2 year term)

- Maintain an up-to-date record of members
- Lead membership recruitment activities
- Facilitate communication with members at least once per year

Director/Vice President PD & Recognition (2 year term)

- Provide input to Staff Development about PD
- Develop a recognition program for members
- Coordinate the annual recognition and networking event

Director/Vice President Member Issues & Advising (2 year term)

- Provide confidential support and advice for members
- Act as a liaison with OCASA to assist members with access to services
- Act as an advocate for members where requested

Secretary/Treasurer (2 year term)

- Maintain any financial records of the ASA
- Record minutes of the annual meeting of members and distribute to members

Past President – Ex officio (1 year term, or until a new past president is identified)

- Provide historical context, insight and continuity

Each term is renewable.

The Executive Committee/Board of Directors will be elected by secret ballot conducted through an online service provided by OCASA, or by a procedure agreed upon by the membership/executive committee. *(option: nominate to the Board of Directors, then let the Board elect its own officers/positions).* All OCASA members may participate in the elections where elections are held.

Should a member of the Executive Committee be unable to complete their term of service, the resulting vacancy will be appointed by the Executive Committee on an interim basis until the next election of officers is held.

4.2 Nominations Procedures

An internal procedure can be established, or OCASA can provide an electronic voting option at not cost to the ASA. Nominations and elections can be managed by OCASA on behalf of the local ASA.

In either case, a process and timeline for receiving nominations should be established. For example, Nominations to the Executive Committee will be received by the VP/Director Membership, Recruitment & Communications within 10 days prior to the annual meeting of members. Nominations for the VP Membership, Recruitment & Communications will be received by the ASA President. All nominees must confirm their interest in writing.

When more than one person is nominated for a position, all names will be offered to the membership for election as described in 4.1 above.

4.3 Executive Committee/Board of Directors' Role

The Executive Committee will work to fulfill the mandate of the ASA, including:

- a) coordinating events for administrative staff at College, including social/networking, PD and general meetings;
- b) gathering input from members and planning for meetings with senior management at College;
- c) representing the views of the ASA to senior management;
- d) developing an annual peer based recognition activity for administrators;
- e) providing input to OCASA on behalf of the ASA members.

4.4 Meetings

The Executive Committee/Board of Directors will meet at least three times a year.

The Membership will meet at least one time per year. Notice for such meetings should not be less than 10 days before the general meeting date.

Meeting notes will be kept by the Secretary/Treasurer.

Summaries will be shared with the membership following the meetings.

4.5 Resolutions

All executive decisions will be made by consensus wherever possible.

Where it is impossible to reach a consensus, each member of the Executive Committee will have one vote and a resolution will be passed by a simple majority. A quorum must exist in order to pass a resolution. A quorum will consist of a minimum of 3 members of the Executive Committee.

All decisions of the membership will be made by consensus wherever possible.

Where it is impossible to reach a consensus, each member will have one vote and a resolution will be passed by a simple majority of those members present in person or by proxy. A show of hands or secret ballot may be used, according to the discretion of the Chair.

4.6 Proxy Votes

Each voting member of the XXX College ASA may provide a proxy vote on issues being presented to the membership at a meeting of members.

A proxy may be given to any other member of the XXX College ASA.

A proxy must be signed by the member on the standard form provided.

4.7 Sub Committees

Sub committees may be established for specific projects or ongoing tasks. The executive committee may appoint a chair and invite membership to join the committee according to the scope of the project.

Approved DATE

Appendix 3

Best Practices

ADMINISTRATIVE STAFF ASSOCIATION

Annual General Meeting

June 9th, 2009

Staff Dining Room, Woodroffe Campus

Please join us for our year-end review, elections and some insight on College business from our guest speakers. Please RSVP to Alanna McDonell (mcdonea@algonquincollege.com). There is no charge for members and a \$10 fee for non-members. Breakfast will be served at 8:00 am and the formal meeting will commence at 8:30 am.

Agenda

Breakfast & Networking	
Welcome	Wayne McIntyre, ASA Chair
OCASA Review	Alanna McDonell, OCASA College Rep.
Present Agenda	
Recognition of New Members	
Membership Report	Brent Brownlee, Membership Director
Financial Report	Duane McNair, ASA Vice Chair
Activity Report 2008-2009	
Election of Executive Committee Members	Alanna McDonell, Events Director
Guest Speakers	Jo-Ann Aubut, Director at Large
<ul style="list-style-type: none"> • Programs and Services Review, Bob Letourneau, VP Administration • Emerging Directions in the College's Master Plan, Phil Rouble, Facilities Planning Specialist • College Transformation 2009-2013, Robert Gillett, President 	
Closing Statements	ASA Chair, Wayne McIntyre

Election of Executive Committee Members

Positions

Chair –Wayne McIntyre (Running for re-election)

The Chair shall preside over all meetings of the Executive Committee and general membership. The Chair shall be the executive officer of the Association and shall represent the Association before the public either personally or through delegates.

Vice Chair – Duane McNair (Running for re-election)

The Vice Chair shall preside at meetings in the absence of the Chair and shall perform all other functions usually attributed to this office and assigned by the Chair. The Vice Chair shall assume the Office of Chair upon the inability of the Chair to complete his or her term of office.

Treasurer – Diane Charlebois (Running for re-election)

The Treasurer shall hold the funds of the ASA and disburse them upon authorization of the Executive Committee. The Treasurer shall keep an accurate record of receipts and disbursements and prepare an annual statement for publication to members at each general membership meeting.

Events Director – Alanna McDonell (Running for re-election)

The Events Director shall manage the organization and execution of association events as outlined by the Executive Committee. The Events Director will keep records of feedback obtained from the events to ensure future events are in line with the desires of the membership.

Communications Director – vacant

The Communications Director shall disseminate information to the membership through e-newsletters. The Communications Director will also assist in communicating events and in developing information pieces that are distributed to the membership.

Membership Director – Brent Brownlee (Running for re-election)

The Membership Director shall maintain updated membership lists of the ASA Executive Committee and the general membership. The Membership Director will provide OCASA membership packages as required. Completed membership forms are to be forwarded to OCASA and Algonquin College payroll for processing.

Secretary – vacant

The Secretary shall keep accurate minutes of the meetings of the ASA Executive Committee and the general membership. The Secretary shall assist the Chair with official correspondence and maintain office files of correspondence and other records pertaining to the Association.

Directors at Large (2) – Jo-Ann Aubut (Running for re-election), 1 post vacant

Directors at Large assist the Executive with planning and decision making. They contribute to the general operation of the Executive and to the events organized by the Executive. They also assist with projects that may arise from queries from the membership.

The Executive meets approximately every 6 weeks for 2 hours.

We would like more members to join the Executive. If you are interested in any of the above positions, please contact Alanna McDonell. You can also announce your interest to the membership at the AGM.

March 2008

Spring—General Meeting—March 25th, 2008

Confederation OCASA

Confederation OCASA Update

Special points of interest:

- **PLAN TO ATTEND**
Confederation OCASA's general meeting coming up on **March 25th** at noon in the Shuniah boardroom.
- Regional Managers are in town and will be able to join us—come and visit with them as well.
- **Administrative salaries** will be discussed by Christine during the Q & A.

Please attend this important upcoming Confederation OCASA general meeting.

We are providing our membership with a FREE lunch for your convenience while attending this important meeting—come and enjoy.

If you have any questions that you would like your Executive to ask Christine Bates, Human Resources Director, on behalf of Confederation OCASA,

please send them to Sheryl via email at:
sfulong@confederationc.on.ca

We are inviting Christine to attend our meeting from 12:45 p.m. to answer the questions received ahead of time (allowing them to be presented generically on behalf of our whole OCASA membership).

As well, Christine will answer any questions from the floor.

This is YOUR chance to ask ... we are looking forward to everyone's participation.



MARK YOUR CALENDARS FOR TUESDAY, MARCH 25th, 2008 at 12 noon—BOARDROOM. The meeting begins at 12:15. FREE lunch, GREAT conversation and LOTS of information!!!

PLEASE RSVP to Marjorie at Ext. #6612 .

The newly re-named OCASA magazine the **COLLEGE ADMINISTRATOR** will be arriving within the next few weeks. Watch for your issue!!!

Opportunities with OCASA

Opportunities are always available to Confederation OCASA members—from a position on your local executive to a committee internally or on a Provincial

forum. For more info, please do not hesitate to give Sheryl a call at Ext. #6201.

REMINDER: The annual OCASA AGM and PD

Conference will be held in Ottawa this year in June. Full details will be sent to each member—watch for the emails. It has shaped up to be a terrific program!