



**CCHRD Annual General Meeting Agenda  
Monday, November 1, 2010  
Fanshawe College, London, Ontario**

**DRAFT MINUTES**

**PRESENT:**

Bailey, Kelly; Barker, Gerry; Bouma, Kathy; Chatterton Luchuk, Louise; Duggan, Kelly; Durette, Andre; Fila, Jeff; Foster, Christine; Henry, Carol, Kraft, Patti; Kuchirka, Dawn, MacMillan, Janice; McAllister, Anne-Marie; Nemeth, Lori; Osorio, Mauricio; Oughton, John; Simeon, Lazaros; Thiboutot, Chantal; Thomas, Susan; Volk, Rebecca; Walker Hammond, Cate; Wodar, Susanne

1. Call to Order, Introductions, Approval of Agenda (Co-Chairs)

The agenda, as distributed, was approved.

2. Approval of Minutes of AGM – November 9-10, 2009 (Co-Chairs)  
Change – Remove identifiers (personal names) from Treasurer’s Report  
Minutes of the AGM held November 9-10, 2009 were approved on a motion by Rebecca Volk and seconded by Janice MacMillan.

3. CCHRD Strategic Directions – Accomplishments during 2009/2010

- 3.1 Website (John Oughton)

The website committee consisted of Janice MacMillan, Susanne Wodar, John Oughton and an HRCC rep.

3.1.1 Demonstration – John displayed the website – both public and private presences - and answered questions.

3.1.2 Contract Webmaster – We have entered into an agreement with an individual at Algonquin College to handle any updates to the website for the next year.

- 3.2 Management Academy (Rebecca Volk) ..... 10 min.

- 3.2.1 Final Report

The Management Academy was held at Kempenfelt February 23-25, 2010. It was quite successful, evidenced by the feedback received. There were 73 participants with 15 colleges represented, plus a waiting list. The Planning team developed outcomes for the Academy which were geared toward introducing new managers to the realities in the College system. The President of the Nova Scotia Community College closed the conference. The recommendation of the final report, which can be found on the CCHRD website, is to hold another Academy, but not to hold it in the winter months.

### 3.3 Monthly Teleconferences (Lori Nemeth)

Various colleges agreed to 'host' a teleconference call with a topic of the host's choice. Following the conversation, the notes are posted on the CCHRD website. CCHRD will pay for the phone call. Send receipt to the Treasurer for reimbursement.

3.3.1 Hosts and Topics covered – the list of hosts and topics covered for the 2010 Monthly Teleconferences can be found on the CCHRD website. There seems to be consistent interest in this format and the discussions have proven to be insightful and informative. Further in our agenda we will determine how, and if, these calls will continue.

3.3.2 Feedback from participation – Feedback from those participating in the calls has been positive

## 4. Regional Reports

### 4.1.1 Central Region (Susanne Wodar/Carol Henry)

Colleges Represented in Region: Centennial, Georgian, George Brown, Humber, Seneca, Sheridan. 2009/2010 Reps on CCHRD Executive and College: Carol Henry (Seneca) and Susanne Wodar (Sheridan). It has been challenging to bring the larger colleges in the GTA to the collaborative table. A Central Region meeting will be held this evening to talk about next steps for the region.

#### Activity during 2009/2010:

The CCHRD Central Region coordinated an Academic Coordinator's Academy held at Centennial College for approximately 56 Academic Coordinators from the 6 Central Region Colleges. The event was the first of its kind for the Region and was well attended. Feedback was positive from the group. Central Region will be discussing whether to hold a similar event during 2010/11.

### 4.1.2 Western Region (Lori Nemeth)

Due to retirements, there has been a lot of change in the Western Region over the past couple of years. We continue to run the CEDP program (training for new faculty over a two year period) as a collaborative effort. This program is well developed and constantly updated by a Steering Committee of representatives from each of the six colleges. The Western Region Steering Committee focuses on other OD and PD initiatives that may be considered for a regional delivery. There was a collaborative Support Staff conference in 2010 plus a conference for experienced teachers.

#### 4.1.3 Eastern Region (Janice MacMillan)

This year marks the 25<sup>th</sup> anniversary of the Eastern Regional collaboration. Janice demonstrated some changes that have been made to the Eastern Region website and then discussed the four-year plan document which is found below.

EASTERN REGION COLLEGE COMMITTEE ON HUMAN RESOURCES DEVELOPMENT FOUR-YEAR PLAN FOR HUMAN RESOURCES DEVELOPMENT September, 2010 – December, 2011				
Activity	Rationale	Target Audience	Cost for 2010-2011	Timeframe
Focus on Learning	<ul style="list-style-type: none"> <li>Anticipation of a continuing trend of hiring faculty without significant formal training and/or teaching experience at the college level</li> </ul>	<ul style="list-style-type: none"> <li>Newly hired faculty</li> <li>50-60 participants for 2010-2011 cohort</li> </ul>	\$1,300 per participant \$750 – Part 1 \$550 – Part 2	<ul style="list-style-type: none"> <li>Annual program</li> <li>Part 1 – August 15 -19, 2011 (5 days)</li> <li>Part 2 – May 30 – June 1, 2011 (3 days)</li> </ul>
Aligning and Building Curriculum (ABC)	<ul style="list-style-type: none"> <li>New programs and alternative delivery strategies that require curriculum expertise</li> <li>Most faculty do not have formal training in curriculum development</li> <li>With the Program Quality Assurance Process Audit , colleges are more accountable for program evaluation and program standards</li> </ul>	<ul style="list-style-type: none"> <li>Faculty with at least two years college teaching experience</li> <li>45-50 participants per cohort</li> </ul>	\$1000 per participant \$500 – Part 1 \$500 – Part 2	<ul style="list-style-type: none"> <li>Annual program</li> <li>Part 1 – October 27- 29, 2010 (3 days)</li> <li>Part 2 – May 25 - 27, 2011 (3 days)</li> </ul>
Celebrating Great Teaching	<ul style="list-style-type: none"> <li>Foster pride in quality teaching by showcasing best practices</li> <li>Capture experience of seasoned faculty prior to retirement</li> <li>Opportunity for reflection, rejuvenation, and celebration</li> </ul>	<ul style="list-style-type: none"> <li>Experienced faculty</li> <li>55 participants per offering</li> </ul>	\$550 per participant	<ul style="list-style-type: none"> <li>3-day program</li> <li>offered biannually               <ul style="list-style-type: none"> <li>o May 2012 – TBA</li> <li>o May 2014 - TBA</li> </ul> </li> </ul>
Leadership Excellence in Academic Programming (LEAP) – Formerly Academic Program Coordinator’s Conference	<ul style="list-style-type: none"> <li>Recognition of PD needs of the Academic Coordinator role</li> <li>Opportunity to develop skills related to the unique aspects of collegial leadership</li> </ul>	<ul style="list-style-type: none"> <li>Academic Coordinators</li> <li>55 participants per offering</li> </ul>	\$550 per participant	<ul style="list-style-type: none"> <li>3-day program</li> <li>offered biannually               <ul style="list-style-type: none"> <li>o May 17 – 19, 2011</li> <li>o May 2013 – TBA</li> </ul> </li> </ul>
Getting Connected	<ul style="list-style-type: none"> <li>College strategic plans and the KPI initiative requires leadership and customer service skills</li> <li>Opportunity for development of the skills integral to the role of a support staff employee</li> </ul>	<ul style="list-style-type: none"> <li>Support Staff</li> <li>40 participants per offering</li> </ul>	\$500 per participant	<ul style="list-style-type: none"> <li>Annual conference</li> <li>3-day program</li> <li>October 26 - 28, 2011</li> </ul>
Faculty Cyber Connections	<ul style="list-style-type: none"> <li>Connect faculty across the six colleges in an on-line environment</li> <li>Provide a delivery mode that ensures flexibility of content and access</li> </ul>	<ul style="list-style-type: none"> <li>Faculty</li> <li>35 per module</li> </ul>	Development and facilitator costs covered by each college	<ul style="list-style-type: none"> <li>9 different modules offered throughout each academic year</li> </ul>
Support Staff Cyber Connections	<ul style="list-style-type: none"> <li>Connect support staff across the six colleges in an on-line environment</li> <li>Provide a delivery mode that ensures flexibility of content and access</li> </ul>	<ul style="list-style-type: none"> <li>Support Staff</li> <li>25-30 per module</li> </ul>	Development and facilitator costs covered by each college	<ul style="list-style-type: none"> <li>During 2010 – 2011 academic year</li> <li>1 module offered</li> <li>1 module in development</li> </ul>
Management Development (format to be developed)	<ul style="list-style-type: none"> <li>Anticipation of increasing numbers of new managers in our colleges with limited managerial and/or college experience</li> <li>Professional development/training opportunities for college administrative staff delivered regionally</li> <li>Networking opportunity</li> </ul>	<ul style="list-style-type: none"> <li>Managers</li> </ul>	To be determined	<ul style="list-style-type: none"> <li>To be determined</li> </ul>
Support Staff Job Shadowing/Job Pairing	<ul style="list-style-type: none"> <li>Opportunity for support staff to share best practices across colleges</li> <li>Opportunity to develop a network and share resources</li> </ul>	<ul style="list-style-type: none"> <li>Support Staff</li> <li>5 participants per college</li> </ul>	\$150 per participant includes accommodation in residence (if available) or hotel subsidy, travel and meal allowance	<ul style="list-style-type: none"> <li>1-day job shadowing timeframe</li> <li>Development and Implementation in 2010 – 2011</li> </ul>

4. Regional Reports  
4.1.4 Northern Region (Andre Durette)

Due to geographical challenges, the Northern Region is challenged to find ways to collaborate on projects and programs. There has been some collaboration between Canadore and Cambrian in the past and there is discussion to continue in this way. There is no formal structure in place for a Northern Region committee and no plans at the moment to establish structure. Andre will continue as the representative for the Northern Region and will continue to disseminate information that flows from HRCC and CCHRD.

5. Proposed Change to Roles on CCHRD Executive

5.1.1 Treasurer Role and Co-chair Role – Kathy Bouma presented a recommendation to change the position description of the Treasurer to that of Secretary/Treasurer to incorporate the responsibility of recording the minutes and sending minutes and agendas to the Executive members with the meeting notices.

5.1.2 Changes to Terms of Reference – In order to incorporate the recommended changes to the position of Treasurer to that of Secretary/Treasurer, some changes need to be made to the Terms of Reference. Kathy Bouma presented the recommended changes to the Terms of Reference.

On a motion by Susanne Wodar and seconded by Cate Walker Hammond, the recommended changes to the position of Secretary/Treasurer were accepted, along with the recommended changes to the Terms of Reference.

It was suggested that Job Descriptions be developed for each position on the Executive Committee for future elections. **ACTION: Executive Committee**

6. Financial Report (Kathy Bouma)

On a motion by Janice MacMillan and seconded by Patti Kraft, the Financial Report was accepted as presented. The financial report is attached as an addendum to these minutes.

7. HRCC Report – 2010/2011 Priorities (Gerry Barker)

The HRCC will be meeting on November 23<sup>rd</sup> to update their strategic directions and priorities for the coming year as well as updating their Terms of Reference. The current Co-chairs are Cathy Berge (Sheridan) and Cathy Brown (Georgian). Gerry indicated that the concerns HRCC will address include Leadership, Succession Planning, Labour Relations Agreements, Innovation/Online Delivery, and new legislation coming from AODA. Gerry indicated that he will be chairing the Bargaining Team for the Support Staff collective agreement which will expire in August 2011.

8. CCHRD Elections

John Oughton will move into the Past Chair position, leaving an opening for a Co-chair to work with Lori Nemeth. The position of Secretary/Treasurer is also open for election and Kathy Bouma has agreed to stand for election in that position for another year. The four

Regional Representative positions are all open for election as well. Lori Nemeth opened the floor for nominations for each of the open positions and the following are the results of the election:

Past Chair	John Oughton, Centennial
Co-Chair	Lori Nemeth, Fanshawe
Co-Chair	Carol Henry, Seneca
Secretary/Treasurer	Kathy Bouma, Fanshawe
Western Region Representative	Jeff Fila, Conestoga
Eastern Region Representative	Patti Kraft, Fleming
Central Region Representatives	Susanne Wodor, Sheridan and Susan Thomas, Seneca
Northern Region Representative	Andre Durette, Cambrian
HRCC Representative	Gerry Barker, Algonquin

9. CCHRD Goals and Initiatives 2010/2011 – Questions to Explore:

Lori Nemeth and Kathy Bouma led the group through an Interview Matrix to explore the four questions listed below. The 'interviews' were recorded and then a session followed where participants were able to flip-chart responses and identify themes and commonalities. They were then able to prioritize directions for the coming year. The notes from this session are attached to these minutes.

- 9.1.1 What are your priorities in your role for 2010/2011?
- 9.1.2 Do you think the website meets our needs and should there be further development of the website?
- 9.1.3 Do you think the Management Academy, monthly teleconferences and the listserve should continue in their current form? What changes would you recommend?
- 9.1.4 What are additional opportunities for collaboration?
- 9.1.5 Identify priorities for 2010/2011 and volunteer to work on the priorities

10. Other Business

John Oughton made a presentation to Rebecca Volk, thanking her for her commitment, involvement and leadership over the past number of years as she leaves the executive committee. She was presented with a gift from the committee and assured that she will be missed.

11. Adjournment

On a motion by John Oughton and seconded by Susanne Wodar, the AGM was adjourned.

Kathy Bouma,  
Recording Secretary

**Addendum: Financial Report**

**CCHRD ANNUAL GENERAL MEETING  
NOVEMBER 1-2, 2010**

**FINANCIAL REPORT**

Opening Balance – November 1, 2009		\$ 17,216.64
Plus Revenue	107.39	<u>17,324.03</u>
Less Expenses	9,911.09	<u>\$ 7,412.94</u>
Closing Balance as of October 31, 2010		<u>\$ 7,412.94</u>

**Summary of Expenses:**

Conference Calls – Executive Meetings	257.37
Management Academy Contribution	5890.37
Website: Development Expenses	2334.00
Website: Ongoing Updating, etc.	621.15
2009 CCHRD Annual General Meeting	630.00
CCHRD Monthly Teleconferences	70.81

Submitted November 1, 2010  
Kathy Bouma, Treasurer

## NOTES FROM PLANNING MEETING SESSION – AGM – NOVEMBER 2010

The following notes were recorded in response to the question, : What are your priorities in your role for 2010/2011?

### **Our priorities in our O.D./Training roles:**

- training for homogeneous groups
- develop online teaching
- develop competencies (for every employee group – Faculty, Support, Admin)
- develop competencies for online faculty
- on-boarding for all employees
- develop a system for evaluation of online teaching (common needs; assessment for HRD)
- centralized vs decentralized roles and responsibilities
- complete the first round of faculty performance reviews
- focus on part time faculty (orientation, faculty development)
- updating processes and systems to match strategic plan (Align the organization and culture to our new strategic plan)
- develop cohort approach to professional development
- implement rewards and recognition program
- provide hybrid PD offering for all staff
- providing departmental PD
- improve linkages between performance management and PD planning initiatives
- developing and implementing Communities of Practice
- PD tracking – activity based to metrics
- leadership development
- create online orientation
- integrate a healthy workplace into our culture
- employee engagement (Survey and linkages between EE engagement and student success)
- support staff – building leadership capacity
- influencing positive organizational culture
- executive leadership development
- succession planning – talent management framework
- broad organizational competency identification and development
- workplace effectiveness
- technology automation – business processes
- labour relations (support staff and faculty\_
- maximizing limited resources
- develop more online resources for faculty, support staff and admin
- increasing innovation in academic programs – faculty mentoring
- develop a profile of tomorrow's faculty

The following notes were recorded in response to the question, : Do you think the website meets our needs and should there be further development of the website?

### **Website (20)**

- enhance interaction
- Best practices – eg. procedures, repository of information; keynotes, facilitators, pricing for CAAT, program designs, eg.
- main link to members site
- track hits
- more resources – tool kit
- speakers list, program outlines, videos, procedures, eg.
- HRCC link
- online registration and tracking of workshops
- blog
- how to keep up to date – identify a person to be responsible for maintaining
- 1st ten minutes of meeting is set aside to go through website
- regional contact identified for web help – contact – regional members need to be trained
- strategic plan for CCHRD – goal, vision, mission, terms of reference
- good start
- membership site is good
- minutes from teleconferences
- set up and links
- good tool for our work
- wonderful website
- send survey as scavenger hunt followed by questions
- archive section
- identify what people do; i.e. faculty, SS, admin
- password is a turn off
- incentive to go on website; i.e. let us know it has been updated, information posted, hyperlink to new content
- HR listserv – link to website – i.e. information archived
- use as collaboration tool; i.e. for regions
- HR listserv directed to website – repository for answers, information

The following notes were recorded in response to the question, : Do you think the Management Academy, monthly teleconferences and the listserv should continue in their current form? What changes would you recommend?

### **Management Academy (18)**

- run annually or biannually for new managers and existing more senior managers
- better marketing initiative required
- cost recovery
- earlier notification of Academy
- consistent timing
- sponsorship of keynotes (HRCC, CCHRD)
- less cost per participant
- extend learning – mentorship, connection, reflective practice
- larger venue required?

### **Monthly Teleconferences (17)**

- maybe monthly too often? (bi-monthly (not in July/August))
- link to CCHRD members only website for notes
- record and post (webcast?)
- use Skype for visual connection or NetMeeting/Webex?
- survey for topics – useful?
- encourage all Colleges to participate
- host needs the subject matter expertise (or facilitator to draw from community)
- call to share documents on call
- action as a result?
- plan in advance – 2 months?

### **ListServe (12)**

- can content be archived on CCHRD website?
- Unclear on etiquette – reply all vs reply
- Could this be a blog on the website?
- name – can it be changed? CCHRD2008 – is this recent?
- hot link between website and content?
- is this still needed since we have a website? – Yes, it's a great place to ask questions
- good for 'emergencies'

## **Additional Opportunities for Collaboration**

- support staff academy
- part time faculty and part time staff orientation/PD event
- What happened to CSPOD?
- regional/provincial orientations for new employees (cross college online, in-house, F2F)
- leadership competency model
- competency models for all employee groups
- inter-regional collaboration/system-wide collaboration
- sharing of best practices
- encourage sharing of common paradigms (eg. competencies, employee engagement surveys, score cards, metrics, etc.)
- repository for keynotes/facilitators with reviews (negotiate CAAT rates)
- repository for program design
- further develop website with blog/chat capabilities
- common curriculum for college faculty certification
- taking some regional projects provincial (sharing of resources; have/have nots) eg. cyber connections
- planning team members share each others' programs
- streams meet annually (OD/faculty/admin/SS
- organize around system needs
- Leadership Academy?
- online resources for employee orientation (i.e. overview of the Ontario Community College system/governance, onboarding)

The following lists outline the individuals who have volunteered for specific projects for the following year.

### **Management Academy – Fall 2011**

Lead:	Rebecca Volk, Algonquin (Eastern Region)
Coordinator:	Kathy Bouma, Fanshawe (Western Region)
Committee:	Anne-Marie McAllister, Georgian (Central Region) Patti Kraft, Fleming (Eastern Region) Kelly Bailey, Durham (Eastern Region) Shannon Taback, Cambrian (Northern Region)

## Monthly Teleconferences

Month	Host	Topic
December 2010	Louise Chatterton-Luchuk St. Lawrence College	PD and training Websites (content and features)
January 2011	Rebecca Volk Algonquin College	Communities of Practice
February 2011	Anne-Marie McAllister Georgian College	Healthy Workplace
March 2011	Patti Kraft and Faith Ratchford Fleming College	
April 2011	Cate Walker Hammond	
May 2011	Mauricio Osorio	
September 2011	Chantal Thiboutot La Cite	
October 2011	Kelly Bailey Durham College	

### Website and Listserv

Main Contact for Webmaster: John Oughton, Centennial

Development Team: Susanne Wodar, Sheridan  
Laz Simeon, George Brown

### Online Employee Orientation Resources

Lead: Janice MacMillan, Durham

Team: Patti Kraft, Fleming  
Carol Henry, Seneca  
Jeff Fila, Conestoga  
Kelly Bailey, Durham  
Laz Simeon, George Brown  
Anne Marie McAllister, Georgian  
Susanne Wodar, Sheridan

### **Online Resources for Employee PD**

- Define core common learning needs (for admin, support and faculty)
- Initial inventory and gap assessment

Kelly Duggan, Georgian  
Carol Henry, Seneca