




Executive Committee	
✦ Chair : Henry Colyn, Mohawk	✦ Asset Management: Spencer Wood, Humber
✦ Chair-Elect:	✦ Energy: Paul Cochrane, Lambton
✦ Past Chair: Tim Schill, Conestoga	✦ Membership: Kathryn Brubacher, Conestoga
✦ Treasurer: Brent Thomas, Lambton	✦ Professional Development: Nadeen Shehaiber, Niagara
✦ Secretary: Robin Gould, Confederation	✦ Technology & Communication: Colleen McArthur, Algonquin
	✦ College Space Standards: Rich McEvoy, Fanshawe

Item	Speaker	Time Duration	Start
<b>WEDNESDAY, MAY 14, 2025</b>			
1. OCAPPA Welcome	H. Cloyn	10 min	9:00
2. Opening Address : Cambrian College President – Kristine Morrissey, CPA, CA	Introduction by Janneke Nicholls	10 min	9:10
3. AGM Election 2024 <a href="#">OCAPPA Terms of Reference</a>	H. Colyn	15 min	9:20
4. ASCC changes update	H. Colyn	15 min	9:35
5. Treasurers Report	B. Thomas	10 min	9:50
6. Standing Committee Reports <ul style="list-style-type: none"> <li>• Energy</li> <li>• Membership</li> <li>• Technology &amp; Communications</li> <li>• Asset Management</li> <li>• Professional Development</li> <li>• Space Standards Committee</li> <li>• 2027 ERAPPA (interim subcommittee)</li> </ul>	P. Cochrane K. Brubacher C. McArthur S. Wood N. Shehaiber R. McEvoy S. Johnson/ T. Schill	45 min	10:00
<b>BIO BREAK</b>		15 min	10:45
<b>Session 1 – Hot Topic Roundtable Discussion</b>		30 min	11:00
<p>Select and join a breakout room:</p> <ol style="list-style-type: none"> <li>1. Select <b>Rooms</b>  in your meeting controls.</li> </ol> <div data-bbox="159 1577 1167 1646">  </div> <ol style="list-style-type: none"> <li>2. Find the Breakout Room / Topic you want to join. <ul style="list-style-type: none"> <li>• select the arrow next to a room name to see who's in that room.</li> </ul> </li> <li>3. Select <b>Join</b> to join the room.</li> </ol> <p>When you join the breakout room, your camera and mic may be turned off until you turn them on.  To switch to a different open room, return to <b>Rooms</b>  in your meeting controls and select <b>Join</b> to the new Breakout Room topic you'd like to switch to.</p>			

Item	Speaker	Time Duration    Start
<p><b>Breakout Room 1: Indigenous Culture</b> (facilitator – N Shehaiber)</p> <ul style="list-style-type: none"> <li>• Truth and Reconciliation Commission (TRC) Calls to Action; in what ways have/will colleges contribute to fulfilling the TRC Calls to Action</li> <li>• Smudging; what policies and practices are in place at your college</li> <li>• Integrating Indigenous Cultural Practice into Campus Spaces; how is your college adapting and designing spaces to respectfully and accommodate indigenous cultural practices</li> </ul> <p><b>Breakout Room 2: Energy</b> (facilitator - D. Alonzo)</p> <ul style="list-style-type: none"> <li>• Electrical Advisory contract services; participation Pro's and Con's</li> <li>• How are colleges balancing energy efficiency and campus functionality?</li> <li>• What changes are planned for your Energy Conservation and Demand Management Plan (O. Reg. 397/11)</li> <li>• What data are you using to inform energy conservation strategies (i.e. energy audits, BAS, utility tracking)</li> </ul> <p><b>Breakout Room 3: Sustainability</b> (facilitator – C.Beaupré)</p> <ul style="list-style-type: none"> <li>• Fostering a culture of sustainability on campuses; what communication or engagement strategies have worked well for your campus</li> <li>• Doing more with less – what low or no-cost sustainability initiatives have you, or planning to implement</li> <li>• What sustainability projects are your campuses planning on prioritizing over the next fiscal year(s)</li> </ul> <p><b>Breakout Room 4: Fiscal Responsibility</b> (facilitator – H. Colyn)</p> <ul style="list-style-type: none"> <li>• How are colleges prioritizing capital projects, maintenance, and upgrades with limited budgets?</li> <li>• Planning for unexpected costs (i.e. emergency repairs, utility spikes, etc.)</li> <li>• What opportunities exist for collaboration with other departments (i.e. IT, procurement, sustainability) to achieve cost-saving goals</li> </ul> <p><b>Breakout Room 5: Wayfinding</b> (facilitator – C. McArthur)</p> <ul style="list-style-type: none"> <li>• Digital vs Physical Wayfinding tools; how does your college campus support wayfinding?</li> <li>• How does your campus wayfinding system accommodate diverse users (i.e. new students, visitors, individuals with disabilities, cultural and linguistic backgrounds, etc.)</li> <li>• How do you gather and incorporate feedback from students, staff, and visitors when evaluating or redesigning wayfinding systems?</li> </ul> <p><b>Breakout Room 6: Procurement / Vendor of Records</b> (facilitator – R. Gould)</p> <ul style="list-style-type: none"> <li>• What procurement strategies are colleges adapting: approaches used to maintain quality and service levels while reducing costs</li> <li>• Balancing sustainability and ethical sourcing in your colleges' procurement decisions</li> <li>• What steps has your college taken to streamline procurement workflows, reduce delays or improve compliance?</li> </ul>		
Summary and Recap of Breakout Discussions		30 min    11:30
<b>END OF DAY 1</b>		

<b>THURSDAY, MAY 15, 2025</b>			
Item	Speaker	Time Duration	Start
OCAPPA Day 1 Recap Reminder – Survey participation	H. Colyn	10 min	9:00
<b>Session 2</b> - R. v City of Greater Sudbury case, the Procurement Perspective OCPMA group response to the R. v City of Greater Sudbury case, with preliminary recommendations, lessons learned, and best practices review and recommendation	OCPMA: C. Izzio and J. Valiquette	30 min	9:15
<b>Session 3</b> – Email Etiquette 12 Rules of Email Etiquette presentation with Q&A and discussion.	A. Sinclair	30 min	9:45
<b>BIO BREAK</b>		15 min	10:15
<b>Session 4</b> – Service Level Agreement Service Level Agreements (SLAs) ensure dependable operations and client satisfaction. In breakout session format, participants will review existing practices and discuss ways to creating, implementing and managing SLAs within their institutions.	C. Beaupré	30 min	10:30
<b>Session 5</b> – Tale of Two Portfolios OCAPPA report outlining the current state of facility and infrastructure asset management for all 24 Ontario Colleges.	S. Wood	30 min	11:00
Roundtable Wrap Up: Recap from 7. Roundtable & Survey Results General Discussions outstanding topics	H., Colyn	30 min	11:30
Closing Remarks	H. Colyn		
Next Executive Meeting : <i>May 26, 2025</i>			
Next Committee Meeting : <i>July 28, 2025</i>			

<b>Vision Statement</b>
Building foundations for Ontario College success
<b>Mission Statement</b>
Advancing facilities management of Ontario Colleges by fostering excellence and professionalism through: ✦ Advocacy ✦ Leadership and Management ✦ Best Practices ✦ Collaboration

<b>Values</b>
✦ Our credibility lies within our commitment to honesty, integrity, openness, respect and appropriate confidentiality ✦ We have the courage and conviction to identify issues and advocate solutions when they challenge the Ontario College system ✦ We value quality decision making supported by accurate and relevant information ✦ We build consensus to speak with a unified voice ✦ We exchange knowledge and experience freely and with confidence to better others and ourselves.

<b>Strategic Areas of Focus</b>	
A) Advocacy	B) Leadership Development
C) Best practices	D) Collaboration
E) Association Advancement	