



CSES Manager Information Book

CSES - Operating Information

Revised: January 2018

Overview:

This document was prepared to give a general overview of the background and general operation of CSES, as well as contacts and duties of the Executive Director.

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Background of CSES:

(Formerly JCCS- Job Connect College Sector)

The JCCS organization was formed in the fall of 2002 and was named JCCS- Job Connect College Sector. Prior to JCCS being formed colleges who delivered the MTCU provincial program Job Connect worked independently, had no collective voice in Toronto with MTCU, and no linkages between colleges to share ideas, expertise or meet regionally. The colleges decided as a group to hire an Executive Director to represent all colleges delivering the Provincial Program Job Connect. This brought the group together as a cohesive organization and began to increase their profile in the province as well as internally in the college system.

In the summer of 2007 all college managers who deliver EAS programs for MTCU (Employment Ontario) joined the sector. EAS program deliverers had come over to the province from the Federal Government as part of the new Employment Ontario program. As a result, the organization felt a new name which would be more inclusive was needed. CSES – College Sector Employment Services was the new name chosen by the expanded membership and as of September of 2008 formally took on the new name. CSES Terms of Reference can be found in the following pages.

CSES took on a new Logo as well which was originally designed by a St. Lawrence college design student.

CSES is the provincial college representative committee to the Ministry of Advanced Education and Skills Development (MAESD) (formerly Ministry of Training, Colleges and Universities). Its role is to be the united voice to the Ministry to initiate change or improvements to the Employment Service program. The operating costs of CSES are supported by the provincial colleges.

TERMS OF REFERENCE

College Sector Employment Services

MANDATE

The College Sector Employment Services (CSES) will represent the Ontario college system in the development and/or delivery of contracted employment support services within a framework of continuous improvement, outcomes-based management and accountability.

TERMS OF REFERENCE

The College Sector Employment Services, hereinafter called the CSES will maintain formal links with the following organizations:

All College Employment Ontario deliverers in Ontario
Workforce Development Coordinating Committee (WDCC)
Colleges Ontario (CO)
Ministry of Advanced Education Skills Development (MAESD)
College Sector Committee for Adult Upgrading (CSCAU)
Heads of Apprenticeship (HAT)

Relationships

- CSES reports to Colleges Ontario and the Committee of Presidents through the WDCC.
- WDCC will identify one staff person as the official CSES contact.
- The CSES Chair or Executive Director will liaise with the Chair of the CSCAU and HAT
- The CSES Chair or Executive Director will represent CSES at CO, MAESD, and WDCC regularly scheduled meetings.

Objectives

CSES is a sub-committee of Colleges Ontario reporting through the Workforce Development Coordinating Committee (WDCC) to carry out the following:

1. Provide informed advice to government based upon the views of the CSES organization
2. Advocate and influence related government initiatives at the provincial level
3. Enhance communication between CSES and MAESD, sharing information with College/MAESD working and advisory groups and developing common positions on issues
4. Make recommendations through WDCC and CO to the Committee of Presidents on province-wide operational and administrative issues
5. Consider, investigate and report on matters referred to it by the WDCC and MAESD
6. Formally notify WDCC of decisions made at SDAG General Meetings or Steering Committee Meetings
7. ED or proxy to represent CSES at SDAG meetings
8. Develop recommendations, within the college system, in support of the effective and efficient management of college resources in support of program initiatives

9. Solicit formal input from the membership on decisions affecting the planning, organization, direction, control, marketing, and implementation of existing and potential services and programs
10. Represent provincial and regional college interests by identifying, analyzing and placing priorities on issues/concerns
11. Co-ordinate and manage CSES development projects on behalf of the College Sector
12. Co-ordinate and conduct research and analysis on key provincial issues on behalf of the College Sector
13. Support and facilitate the professional development and professionalism of delivery staff
14. Educate the public and key stakeholders about the economic and social benefits of addressing the employment needs of the people of Ontario, and advocate the provision of services to meet those needs
15. Collect information which illustrates the strategic value of College Sector Employment Services operations in our colleges and in our communities
16. Build and maintain relationships with MCI and MCSS, MCYS and Service Canada
17. Review the CSES terms of reference annually

CSES Committee

Membership

- Each college who delivers Employment Ontario Employment Services will identify at least one manager to represent that college on the Regional and Provincial Working Groups. These representatives communicate within their college and with members of the Regional and Provincial Working Groups. They are responsible for supporting activities undertaken by CSES.

Executive

- A Chair and Vice Chair shall be selected from the nine-member executive by members of the executive and shall have a term of two years. The position of past chair will be used to assist the executive as required. The Vice Chair will become Chair at the end of the two-year term
- The Vice Chair shall assume the position as chair of the CSES training committee for the two-year Vice Chair term. Members shall determine the number, makeup, and duration of committee members as required but shall have all four regions represented on the committee. *(addition Sept. 2010)*
- The four regions (Northern, Central, Western and Eastern) shall provide two representatives each. The review of who represents each of the four regions and for how long will be the responsibility of each region.
- The full membership shall provide one Francophone representative. When the seat becomes vacant, a call for nomination will be sent out by the Executive Director/ Chair. In the event of more than one nomination, the decision will be put to a full member vote.
- Members are expected to commit sufficient time and energy to achieve the defined responsibilities.

Executive Director

- As funds permit, an Executive Director will report to the Executive and operate on its behalf. The Chair and Executive Director shall meet or hold conference calls regularly. A contract with the Executive Director will be prepared by the executive and reviewed by the Chair and ED at the beginning of May annually. Twice annually the expenses of the Executive Director will be monitored by a member of the executive.

Annual Budget

- An annual CSES budget will be developed by the ED and reviewed in April by the Executive. Once the budget is approved by the executive, additions or changes may be approved by the ED, and Chair or Vice Chair up to \$1500. Amounts over \$1500 shall require approval by a majority of the executive. The annual budget shall be presented to the members at the AGM in June. The April budget will be used to determine if membership fees will remain the same or require adjustment for the coming fiscal year.

Ex Officio Members

- From time to time, working groups may be struck to develop projects. These groups are normally task-specific with less than a one-year term and are disbanded at the end of the project. Representatives of these groups will be ex officio members of CSES

Minutes

- Minutes are to be distributed as follows:
 - All college managers of CSES
 - WDCC contact
 - Field staff as determined by CSES Managers

Meetings

- CSES Executive meetings will be held quarterly at a minimum either by teleconference or face-to-face at the discretion of the executive.
- At a minimum two full membership meetings will be scheduled for all College CSES Managers. At the spring meeting the new Chair selected by the executive will be confirmed by the membership and a financial report and update of CSES activities will be presented by the Chair and ED.
- The agenda shall be prepared prior to meetings and be distributed with any supporting documentation to all members whose attendance is requested.
- Regional college CSES managers will meet quarterly at a minimum either by face-to-face or conference call at the discretion of the members. Regional Chairs are responsible for setting the agendas and arranging for minutes to be taken. Minutes will be forwarded to the CSES Chair and ED.

Members of the CSES Executive: 2017/18

Western Region:

Wanda Jacobs Fanshawe College – Simcoe (Past Chair)

Karen Gill-Gore St. Clair College – Windsor (Chair)

Eastern Region:

Debby Keating Fleming College - Peterborough, Haliburton

Warren Gee Loyalist College – Belleville, Bancroft (Past Chair)

Northern Region:

Sue Ferguson Cambrian College (Past Chair)

Kelly Torresan Northern College Timmins

Central Region:

Alana Lewis Humber College – Etobicoke (Vice-Chair)

Amy Koning Seneca College - Scarborough

Provincial:

Isabelle Ayotte Boreal College – (Francophone Representative)
New Position as of 2008

Janet Ashford- Executive Director- CSES

jashford@cses.co

Cell # 613-328-9431

www.employmentcses.ca

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CSES Manager Contact List January 2018

Northern Manager	College – Phone/Fax	E-Mail
Jeff Sampson	Confederation (807) 475-6298	jeff.sampson@confederationc.on.ca Thunder Bay
Nick Iachetta	Confederation (807) 475-6661	Nicholas.Iachetta@confederationc.on.ca Dryden, Marathon
Tony Schoahs	Sault (705) 945-1600 Ext. 228	tony.schoahs@saultcollege.ca Sault Ste. Marie & Blind River
Sue Ferguson (CSES Executive)	Cambrian (705) 897-5627	susan.ferguson@cambriancollege.ca Val Caron, Chelmsford Manitoulin Island, Espanola
Isabelle Ayotte (CSES Executive)	Boreal (705) 855-1562 <i>or</i> (705) 560-6673 ext.7706	Isabelle.Ayotte@collegeboreal.ca Val Caron, Chelmsford, (all Ontario Francophone sites)
Claude Dubuc	Boreal (705) 753-5420 ext.5306	claudedubuc@collegeboreal.ca Sturgeon Falls, North Bay, French River
Kelly Torresan (CSES Executive)	Northern (705) 268-3033 ext. 4122 (705) 235-3211 ext. 2245	TorresonK@northern.on.ca Timmins
Tammy Mackey	Northern (705) 672-3376 ext.8810	Mackeyt@northern.on.ca New Liskeard
Allan French	Northern (705) 567-9291 ext. 3603	Frencha@northern.on.ca Kirkland Lake

Central Manager	College – Phone/Fax	E-Mail
Sue Carpenter	Sheridan (905) 845-9430 Ext 8044	susan.carpenter@sheridanc.on.ca Oakville, Brampton
Martin Tame	Seneca (905) 898-6199 Ext. 238	Martin.tame@senecac.on.ca Vaughan, Markham
Amy Koning (CSES Executive)	Seneca (416) 293-3722 Ext. 258	amy.koning@senecac.on.ca Scarborough, Newmarket
Joy Boatswain	Centennial (416) 289-5000 Ext.7401	jboatswain@centennialcollege.ca Scarborough
Holly Hiu	Georgian- Orillia (705) 728-1968 4105	hhiu@georgianc.on.ca Orillia
Christine Murphy (Central and Eastern Regions)	Durham (905) 721-3087	Christine.murphy@durhamcollege.ca Oshawa, Bowmanville Port Perry Uxbridge, Beaverton
Pat Whittington	Georgian (705) 728-1968 Ext. 1080	pwhittington@georgianc.on.ca Barrie
Elana Lewis (CSES Executive)	Humber (416) 675-6622 Ext.4777	Elana.lewis@humber.ca Toronto, Brampton, Etobicoke, North York
Isabelle Ayotte (CSES Executive)	Boreal (705) 855-1562 or (705) 560-6673 ext.7706	Isabelle.Ayotte@boreal.on.ca Toronto, Mississauga /Brampton, Barrie

Western Manager	College – Phone/Fax	E-Mail
Karen Gill-Gore (CSES Executive)	St. Clair (519) 253-4461 Ext.2232	KGillGore@stclaircollege.ca Windsor, Amherstburg, Wallaceburg, Chatham, Kent
Ann Marie Cosford	Lambton (519) 542-7751 Ext. 3537	acosford@lambton.on.ca Petrolia, Forest
Darlene O’Neill	Fanshawe-London (519) 452-4294 Ext. 4022	do’neill@fanshawec.ca London
Wanda Jacobs (CSES Executive)	Fanshawe – Simcoe (519) 428-1135 Ext.231 (519) 426-8260 Ext.246	wjacobs@fanshawec.ca Simcoe, (Norfolk County)
Mike Amato	Fanshawe-St Thomas (519) 633-2030 Ext 227	mamato@fanshawec.ca St. Thomas, Aylmer
Margaret Thomson	Mohawk (905) 575-2165	margaret.thomson@mohawkcollege.ca Hamilton, Stoney Creek
Sherri Tryon	Conestoga (519) 824-9390 Ext.330	stryon@conestogac.on.ca Kitchener/Waterloo
Kim Moore	Conestoga (519) 271-5700 Ext.7246 (519) 772-4605 Ext. 5628	kmoore@conestogac.on.ca Stratford/Itinerant Services
Clara Fisher	Niagara (905) 641 2252 Ext.4670	cfisher@niagaracollege.ca St. Catharines
Brenda Burman	Georgian- Orangeville (519) 942-9986 Ext. 561	bburman@georgianc.on.ca Orangeville, Shelburne, Grand Valley

Eastern		
Manager	College – Phone/Fax	E-Mail
Christine Murphy <i>(Central and East Regions)</i>	Durham (905) 721-3087	Christine.Murphy@durhamcollege.ca Port Hope
Debby Keating (CSES Executive)	Fleming (705) 775-1232	dkeating@flemingc.on.ca Peterborough, Haliburton
Warren Gee (CSES Executive)	Loyalist (613) 966-0205	wgee@loyalistic.on.ca Belleville, Bancroft, Madoc
Jamie Bramburger	Algonquin (613) 735-4700 Ext. 2756	brambuj@algonquincollege.com Pembroke
Brent Dick	Algonquin (613) 735-4308 Ext. 2887	dickb@algonquincollege.com Pembroke
Lisa Benoit	Algonquin (613) 267-1381 Ext.1	benoitl@algonquincollege.com Perth
Elaine Lewis	St. Lawrence (613) 544-5400 Ext.1565	elewis@sl.on.ca Kingston, Sydenham
Kristine McGillivray	St. Lawrence (613) 232-0022 Ext 1774	kmcgillivray@sl.on.ca Ottawa, Sharbot Lake
Jean-Robert Sabourin	La Cite (613) 741-9042 Ext. 4010	jsabou@lacitec.on.ca Embrun, Orleans

Janet Ashford, CSES Executive Director
Office: jashford@cses.co
Home: ashfordjanet75@gmail.com
Cell: 613-328-9431
www.employmentcses.ca

CSES Mailing Address:
CSES
c/o St. Clair College Employment Centre
Attention: Karen Gill-Gore
Roundhouse Centre, 3015 Howard Avenue
Windsor, Ontario N8X 3Y9

General Duties of the Executive Director:

- Report to the CSES Executive on a regular basis (minimum of four times annually) and arrange the meeting and minutes.
- Represent CSES at college, provincial and ministry meetings such as WDCC.
- Organize two annual general membership meetings and provide a written report of activities as well as a financial statement at the meeting including minutes.
- Ensure that CSES has a high profile with MAESD as well as internally in the college system.
- Make connections with MAESD as well as MCI and MCSS.
- Attend regional conferences of CSES members and where appropriate deliver workshops (such as apprenticeship, LMI, employment related).
- Represent CSES on MAESD and provincial committees such as the Manager' Forum steering committee
- Ensure sharing of information from provincial sites/managers with other college sites across the province to improve best practices and provincial organizational capacity.
- Work with HAT and CSCAU to improve profiles of all three organizations within the college as well as improve each other's understanding of operations, guidelines, and referrals.
- Write reports, newsletters, bulletins as required.
- Attend regional CSES manager meetings when possible.
- Set up and maintain CSES financial process with the College handling the CSES budget. All CSES invoicing will be managed by the Executive Director, with payments going into the CSES bank account handled by the said College.
- Be a voice of common interests and issues of CSES at Ministry and college meetings and functions as well as a point of contact.
- Attend WDCC meetings on a routine basis (four times per year) supplying a report to them on CSES activities and issues to be taken to Colleges Ontario.
- Work on behalf of CSES with Colleges Ontario.
- Set up and maintain a CSES website.
- Promote/organize PD within the CSES organization. Examples include workshops for staff and managers and webinars for staff and clients.
- Prepare an annual report on targets and funding for the entire CSES organization both individually, as well as by region and provincially.
- The ED attends other random committees on behalf of CSES as felt suitable by the Executive.

Finance:

Funds of CSES are held by a Community College. Currently it is St. Clair College.

St. Clair Contact is:

Karen Gill-Gore

The operating costs include the Executive Director's time, travel, phone, space rental and any other miscellaneous expenditures incurred in carrying out the duties of CSES (i.e. supplies). The Executive Director is paid bi-weekly by St. Clair College for hours worked. The Executive Director will complete an expense claim form for out of pocket expenses on a monthly basis and mail/courier to St. Clair College, along with original receipts.

Membership fees are paid by each College member on an annual basis. Colleges pay a set membership for their first location and an additional reduced membership for each additional site, up to a maximum of 5 sites total. Membership is reviewed annually by the Executive and membership.

The following points outline the process:

1. The Executive Director will initiate and email invoices to the provincial colleges for their share of the operating costs on April 1st of each calendar year.
2. The Executive Director will ensure that copies of all invoices are shared with St. Clair College for audit purposes.
3. An honorarium in the amount of \$1,000 is paid by CSES to St. Lawrence College for space rental, access to computer, phone, printing and copying.
4. The Executive Director and St. Clair College will meet regularly for a budget update.
5. St. Clair College will administer the CSES budget and will support the reporting structure to the membership on a semi-annual basis.
6. St. Clair College will be reimbursed the amount of their membership fees to financial services rendered and audit requirement on an annual basis.
7. In the event of additional funds being awarded to CSES, St. Clair College will administer these also, through their normal financial services process.
8. As noted on the invoice template, all cheques are to be made payable to St Clair College at the following address:

c/o St. Clair College Employment Centre
Attention: Karen Gill-Gore
Roundhouse Centre, 3015 Howard Avenue
Windsor, Ontario N8X 3Y9

Key Contacts of the Executive Director:

Linda Franklin: President, Colleges Ontario
416.596-0744 ext.226 franklin@collegesontario.org

Bill Summers: Vice President, Colleges Ontario
(416) 596-0744 ext.230 summers@collegesontaio.org

David Corcoran, Research Officer, Colleges Ontario
(416) 596.0744 corcoran@collegesontario.org

Pat Whittington, Co-Chair - WDCC (Georgian College) pwhittington@georgianc.on.ca
(705) 728-1968 Ext 1080 and Susan Cluett, Co-Chair - WDCC (Fanshawe College)
scluett@fanshawec.ca (519) 452-4430 Ext. 4789

Executive Director – College Sector Committee Academic Upgrading
Executive.Director@cscou.com

Andrew Irvine, Director Northern Region, Employment Ontario
Andrew.Irvine@ontario.ca

Shelley Unterlander, Director Central Region, Employment Ontario
Shelley.Unterlander@ontario.ca

Heather Cross, Acting Director Western Region, Employment Ontario
Heather.Cross@ontario.ca

Jennifer Barton, Director Eastern Region, Employment Ontario
Jennifer.Barton@ontario.ca

Angela Hoyt- Evolution Group - Gananoque Ontario
(613) 382-8879 angela@thecoachco.com

Sarah Delicate- Facilitator with BBMD
Cell-(905) 922-9726 Sarah.delicate@bbmd.ca

Acronyms:

Acronym	Description
AAP	Adjustment Advisory Program
AEF	Apprenticeship Enhancement Fund
AIF	Apprenticeship Innovation Fund
ASSB	Apprenticeship Scholarship Signing Bonus
ATTC	Apprenticeship Training Tax Credit
CAECO	Collaborative Adult Employment Centres of Ontario
CODA	Co-Op Diploma Apprenticeship Program
COJG	Canadian Ontario Job Grant
CSCAU	College Sector Committee for Adult Upgrading
CSES	College Sector Employment Services
EI	Employment Insurance
EO	Employment Ontario
EPP	Employment Planning and Preparation
ERC	Ontario Employment Resource Centres
ES	Employment Service
ETD	MAESD- Employment Training Division
HAT	Heads of Apprenticeship (college)
IRF	Information and Resources Services
JCP	Job Creation Partnerships
JDPS	Job Development Placement Services
LBS	Literacy and Basic Skills
LEPC	Local Employment Planning Council
LMDA	Labour Market Development Agreement
LMPA	Labour Market Partnership Agreement
MAESD	Ministry of Advanced Education and Skills Development
MCI	Ministry of Citizenship and Immigration
MCSS	Ministry of Community and Social Services
MTCU	Ministry of Training Colleges, and Universities (former Ministry name)
NDF	Network Development Fund
OAYEC	Ontario Association of Youth Employment Centres
OCWI	Ontario Centre for Workforce Innovation
ODSP	Ontario Disability Support Program
OEAS	Ontario Employment Assistance Services
OHCRIF	Ontario Human Capital Research & Innovation Fund
OJCP	Ontario Job Creation Partnerships
OLMP	Ontario Labour Market Partnerships
OSD	Ontario Skills Development
OSS	Ontario Shared Services
OW	Ontario Works
OYAP	Ontario Youth Apprenticeship Program
RRTS	Rapid Re-Employment Training Service
SC	Second Career
SC	Service Canada
SIF	Sector Initiatives Fund
SDAG	Service Delivery Advisory Group
UHC	Unemployed Help Centres of Ontario
WDB	Workforce Development Board Local Training Boards)
WDCC	WDC – Workforce Development Committee
YJC/YJCS	Youth Job Connection/Youth Job Connection Summer
YJL	Youth Job Link

CSES Manager Bios

Western Region:

CSES Manager Bio 2016	
Name: Kim Moore	College: Conestoga College
Title: Manager, Workforce Access Programs & Conestoga Career Centre	
Manager mailing address: 130 Youngs St, Stratford, ON N5A 1J7	
Primary Phone: (519) 271-5700 x 7246	
Fax Number: (519) 272-0943	
e-mail address: kmoore@conestogac.on.ca	
Program(s) Supervised: Employment Ontario Employment Services, Youth Job Link, Youth Job Connection, Youth Job Connection – Summer. Experience Ontario, pilot years 1 & 2	
Report to: (Title-Department) Andrea Leis, Dean, Career & Academic Access	
Number of FT staff: 7	
Number of PT staff: 4	
Site Location(s) town/city on campus or other:	
Stratford – Perth County and itinerants throughout Huron County	

CSES Manager Bio 2016

Name: Sherri Tryon College: Conestoga College ITAL
Title: Manager, Workforce Access Programs & Conestoga Career Centre (Waterloo)
Manager mailing address: 285 Weber Street N. (#5) N2J 3H8

Primary Phone: (519) 772-4605 ext. 5604 cell: (519)574-9076
Fax Number: (519-772-0294)
e-mail address: stryon@conestogac.on.ca

Program(s) Supervised:
Employment Ontario Employment Services
Youth Job Connection
Youth Job Link
Canada Ontario Job Grant/Under and Over 25 trainees
Targeted Initiative for Older Workers
Essential Skills Projects

Report to: (Title-Department) Andrea Leis, Dean for the School of Career and Academic Access

Number of FT staff: 10
Number of PT staff: 2

Site Location(s) town/city on campus or other:

Providing Employment Ontario Employment Services through Conestoga College Career Centres located at the Doon Campus in Kitchener, and two Waterloo locations including the Waterloo campus. Rural delivery includes Wellesley, New Hamburg and Elmira. The Targeted Initiative for Older Workers is provided in Guelph at the Guelph Campus.

CSES Manager Bio 2016

Name: Karen Gill-Gore College: St. Clair College

Title: Associate Vice President, Employment & Training Services

Manager mailing address:

St. Clair College Employment Centre
Roundhouse Centre, Unit 2, 3015 Howard Avenue, Windsor, Ontario N8X 3Y9

Primary Phone: (519) 253-4461 x. 2232 cell: (519) 982-0799

Fax Number: (519) 253-7655

e-mail address: kgillgore@stclaircollege.ca

Program(s) Supervised:

MTCU EO: Employment Services (ES), Canada Ontario Jobs Grant (COJG), Youth Job Connection (YJC), Youth Job Link (YJL)

EDU: Experience Ontario (ExO)

College: Continuing Education, Corporate & Professional Training, Student Employment/Career Services, Industry Liaison Office, Dual Credit School College Work Initiative (SCWI)/School Within a College (SWAC), Advantage Academy (Youth Specialty Camps)

Report to:

Ron Seguin, Vice President, International Relations, Training & Campus Development

Number of FT staff: 46

Number of PT staff: 3

Site Location(s) town/city on campus or other: - Employment Centres off campus locations
Itinerant within Career Services at Main Campus Windsor and Thames Campus Chatham-Kent

St. Clair College Employment Centre Windsor
Roundhouse Centre, Unit 2, 3015 Howard Avenue, Windsor, Ontario N8X 3Y9

St. Clair College Employment Centre Amherstburg
Unit 1500, 400 Sandwich Street South, Amherstburg, Ontario N9V 3L4

St. Clair College Employment Centre Wallaceburg
60 McNaughton Avenue, Wallaceburg, Ontario N8A 1R9

CSES Manager Bio 2016

Name: Anne Marie Cosford College: Lambton College
Title: Manager, Academic Skills and Employment Ontario Programs
Manager mailing address: 1457 London Road, Sarnia, Ontario

Primary Phone: (519) 542-7751 Ext 3537 cell: (519 331-1996)
Fax Number: (519-541-2421)
e-mail address Annemarie.cosford@lambtoncollege.ca

Program(s) Supervised:
Employment Services
Academic Upgrading
Youth Job Connection
Youth Job Connection Summer
Youth Job Link
Canada Ontario Jobs Grant
First Generation Program and Services
WSIB Support Services
Testing and Tutoring
Crown Ward Student Services

Report to: VP Student and Campus Services, Rob Kardas

Number of FT staff: 15
Number of PT staff: 20

Site Location(s) town/city on campus or other:
Petrolia/Lambton County- Employment Services/Youth Job Link/COJG
Academic Upgrading- Main Campus
Youth Job Connection- Sarnia- Lambton Shared Services Building
Youth Job Connection Summer- main campus
First Gen/WSIB/Testing and Tutoring/Crown Ward- main campus

CSES Manager Bio 2016

Name: Wanda Jacobs College: Fanshawe College – Norfolk County

Title: Manager Employment and Support Services

Manager mailing address: 5 Queensway Drive East, Simcoe N3Y 5K2

Primary Phone: (519) 428-1135 cell: (519) 428-7850

Fax Number: (515) 428-2602

e-mail address wjacobs@fanshawec.ca

Program(s) Supervised: Employment Ontario Employment Services, Youth Job Connection, Youth Job Connection Summer, Youth Job Link, Canada Ontario Jobs Grant, Literacy and Basic Skills, and partnership program delivery with our Contract Training/Continuing Education department

Report to: Donna Gates, Chair Simcoe/Norfolk campus

Number of FT staff: 9

Number of PT staff: 3

Site Location(s) town/city on campus or other:

Located with partners at The Employment Centre, 5 Queensway Drive, Simcoe
I have two offices – one at The Employment Centre and one on campus

CSES Manager Bio 2016

Name: Darlene O'Neill

College: Fanshawe College

Title: Senior Manager Employment and Student Entrepreneurial Services

Manager mailing address:

1001 Fanshawe College Blvd.,
P.O. Box 7005,
London, ON N5Y 5R6

Primary Phone: (519) 452-4430 Ex x 4022

cell: (519) 777-1095

Fax Number: (519) 453-7115

e-mail address: doneill@fanshawec.ca

Program(s) Supervised: Career Services Dept., Co-operative Education, Community Employment Services, Entrepreneurial Services

Report to: (Title-Department)
Cathie Auger,
Vice-President Student Services

Number of FT staff: 41

Number of PT staff: 1

Site Location(s) town/city on campus or other:

- Nelson Plaza, 155 Clarke Road, London
- Market Tower
- Main campus, for Career Services and Co-op

CSES Manager Bio 2016

Name: Lisa Rusal College: Fanshawe College
Title: Assistant Manager, Employment & Student Entrepreneurial Services
Manager mailing address: 155 Clarke Road, London, ON N5W 2R3

Primary Phone: (519) 432-1220 cell: (519) 709-4786
Fax Number: (519) 432-2069
e-mail address lrusal@fanshawec.ca

Program(s) Supervised: EO Employment Service, Youth Job Link and COJG

Report to: Senior Manager, Employment & Student Entrepreneurial Services

Number of FT staff: 8
Number of PT staff: 6

Site Location(s) town/city on campus or other:
2 Off campus, both in London

CSES Manager Bio 2016

Name: Mike Amato College: Fanshawe College
Title: Manager, Employment Service Programs
Manager mailing address: St. Thomas, Aylmer

Primary Phone: (519) 633-2030 Ext 227

e-mail address: mamato@fanshawec.ca

Program(s) Supervised:

Report to: (Title-Department)

Number of FT staff:

Number of PT staff:

Site Location(s) town/city on campus or other:
St. Thomas, Aylmer

CSES Manager Bio 2016

Name: Clara Fisher

College: Niagara College

Title: Manager, Employment and Training Solutions

Manager mailing address: 1 St. Paul St. Unit 5

Primary Phone: (905) 641-2252 ext. 4670

cell: (905) 733-8961

Fax Number: (905) 988-4301

e-mail address: cfisher@niagaracollege.ca

Program(s) Supervised:

- OSEB –Ontario Self Employment Benefit (ends March 31, 2016)
- Summer Jobs Service (ends March 31, 2016)
- Employment Services
- Canada Ontario Jobs Grant
- Youth Job Connection
- Youth Job Connection-Summer
- Youth Job Link
- Experience Ontario (Ministry of Education)

Report to: (Title-Department); Steve Hudson, Vice-President, Academic and Learner Services

Number of FT staff: 10

Number of PT staff: 7

Site Location(s) town/city on campus or other:

-site is located in downtown St. Catherines, off campus. Store front.

CSES Manager Bio 2016

Name: Margaret Thompson College: Mohawk College
Title: Manager, Employment Service Programs
Manager mailing address: Hamilton, Stoney Creek

Primary Phone: (905) 575-2165

e-mail address: margaret.thomson@mohawkcollege.ca

Program(s) Supervised:

Report to: (Title-Department)

Number of FT staff:

Number of PT staff:

Site Location(s) town/city on campus or other:

Hamilton, Stoney Creek

Central

CSES Manager Bio 2016/17

Name: Susan Carpenter

College: Sheridan

Title: Manager, Community Employment Services

Manager mailing address: 407 Iroquois Shore Rd. Oakville Ontario, L6H 1M3

Primary Phone: (905) 845-9430 ext. 8044 cell: (416) 433-5577

Fax Number: (905) 905-815-4111

e-mail address susan.carpenter@sheridancollege.ca

Program(s) Supervised: 2 EO Sites, 2 Youth Job Link Service Sites, 2 COJG Sites 1 Mentorship Partnership Program

Report To: Sheridan, Dean of Student Services

Number of FT staff: 19

Number of PT staff: 4

Site Location(s) town/city on campus or other:

Oakville – (on campus)

Sheridan College Skills Training Centre

407 Iroquois Shore Rd. Room A11

Oakville, Ontario

Brampton – (off site)

Sheridan Community Employment Services

71 West Drive, Unit 29

Brampton Ontario

CSES Manager Bio 2016

Name: Joy Boatswain

College: Centennial College

Title: Chair, Workforce Development, Employment Services and Career & College Transition

Manager mailing address: 941 Progress Avenue, Toronto, Ontario M1G 3T8

Primary Phone: (416) 289-5000 Ext 7401

Fax Number: (416)

e-mail address: jboatswain@centennialcollege.ca

Program(s) Supervised:

Community Employment Services (Midland Campus)

Career and College Transition – Academic Upgrading & A.C.E. (Ashtonbee Campus)

Report to: Carol Roffey – Dean, School of Advancement

Number of FT staff: 10

Number of PT staff: 10

Site Location(s) town/city on campus or other:

Community Employment Services

1450 Midland Avenue, Suite 300

Toronto, Ontario M1P 4Z8

Career and College Transition (LBS)

75 Ashtonbee Road, B2-08

Toronto, Ontario M1L 4C9

CSES Manager Bio 2016

Name: Christine Murphy

College: Durham

Title: Manager, Access Programs and Employment Services

Manager mailing address: 2000 Simcoe Street North, Oshawa, ON L1H 7K4

Primary Phone: (905) 259-9690

Fax Number: (905) 721-3112

e-mail address: Christine.murphy@durhamcollege.ca

Program(s) Supervised: ES, YJC, YJCS, YJL, Pre-Apprenticeship

Report to: (Title-Department): Director, Career Development

Number of FT staff: 21

Number of PT staff: 11

Site Location(s) town/city on campus or other:

Bowmanville, Uxbridge, Oshawa, Port Hope, Beaverton, Port Perry

CSES Manager Bio 2016

Name: Amy Koning College: Seneca College
Title: Manager, Employment Services
Manager mailing address: 16655 Yonge Street, Unit 3, Newmarket, ON, L3X 1V6

Primary Phone: (905) 898-6199 Ext 238 cell: (416) 948-6199
e-mail address amy.koning@senecacollege.ca

Program(s) Supervised:

Employment Ontario
www.workforceready.ca
The Mentoring Partnership -TRIEC

Report to: (Title-Department)
Chair, Faculty of Continuing Education and Training, Corporate Training

Number of FT staff: 2
Number of PT staff: 2

Site Location(s) town/city on campus or other:
Off campus
Newmarket
Vaughan
Scarborough

CSES Manager Bio 2016

Name: Marty Tame

College: Seneca College

Title: Manager, Employment Services

Manager mailing address: 1490 Major Mackenzie Drive West, Unit D5
Vaughan, ON L6A 4H6

Primary Phone: (416) 491-5050 ext. 44641

cell: (416) 768-4003

Fax Number: (905) 417-9815

e-mail address: martin.tame@senecacollege.ca

Program(s) Supervised: EOES

Report to: Denis Gravelle, Chair
Faculty of Continuing Education & Training

Number of FT staff: 10

Number of PT staff: 3

Site Location(s) town/city on campus or other: Vaughan (off-campus) Storefront

CSES Manager Bio 2016

Name: Holly Hie

College: Georgian College

Title: Employment Services Coordinator

Manager mailing address: 48 Collier Street, Barrie, ON L4M 3G8

Primary Phone: (705) 722-1505

cell: (705) 817-2052

Fax Number: (705) 722-1533

e-mail address: holly.hie@georgiancollege.ca

Program(s) Supervised: Employment Ontario Employment Services, Canada Ontario Jobs Grant, Youth Job Link and Experience Ontario.

Report to: (Title-Department) Patricia Whittington, Manager of Access Programs

Number of FT staff: 12

Number of PT staff: 4

Site Location(s) town/city on campus or other:

Barrie and Orillia

CSES Manager Bio 2016

Name: Brenda F. Burman College: Georgian College of Applied Arts and Technology

Title: Manager, Employment Programs

Manager mailing address: 51 Townline Orangeville Ontario L9W 0B2

Primary Phone: (519-942-9986 Ext 5610) cell: (519-217-2771)

Fax Number: (519-94-9371)

e-mail address: Brenda.Burman@GeorgianCollege.ca

Program(s) Supervised:

Employment Ontario – Employment Services
Summer Jobs Service
Step Up Program – Service Canada, Skills Link Project

Report to: (Title-Department)

Dean (Maryann Fifield),
School of Apprenticeship
School of Aboriginal Studies
School of Community and Government programs

Number of FT staff: 7

Number of PT staff: 6

Site Location(s) town/city on campus or other:

51 Townline – Orangeville Ontario; Centre for Career and Employment Services

CSES Manager Bio 2016

Name: Elana Lewis

College: Humber College Institute of
Technology and Advanced Learning

Title: Manager, Community Employment Services

Manager mailing address:
205 Humber College Blvd.
Toronto, ON M9W 5L7

www.jobs.humber.ca

www.humber.ca/community

Twitter - <https://twitter.com/HumberCES>

Facebook - <https://www.facebook.com/humberjobs>

LinkedIn - <https://www.linkedin.com/groups/8306860>

Primary Phone: (416) 675-6622 ext. 4777

cell: (416) 458-5062

Fax Number: (416) 675-6681

e-mail address

elana.lewis@humber.ca

Program(s) Supervised:

5 Employment Ontario Service Sites
Employment Service, Youth Job Link, Canada Ontario Job Grant.

Report to: (Title-Department)- Director – Community Outreach and Workforce Development

Number of FT staff: 37

Number of PT staff: 18

Site Location(s) town/city on campus or other:

HUMBER COMMUNITY EMPLOYMENT SERVICES

Humber Community Employment Services - North Etobicoke

The Humber College Institute of Technology and Advanced Learning

1620 Albion Road, 2nd floor

Toronto, ON M9V 4B4

416 - 748 - 7200

Fax - 416 - 748 – 7161

Humber College Community Employment Services - Jane & Wilson

The Humber College Institute of Technology and Advanced Learning

North York Sheridan Mall

1700 Wilson Ave., N2, Toronto, ON, M3L 1B2

Mail Box #95

416 - 631-7600

Fax - 416 - 631-7499

Humber Community Employment Services - St. Clair West

The Humber College Institute of Technology and Advanced Learning

1345 St. Clair Ave. West, 2nd Floor

Toronto, ON M6E 1C3

416-654-5566 ext. 301

Fax - 416-654-1522

Humber College Community Employment Services – Etobicoke Central

The Humber College Institute of Technology & Advanced Learning

555 Burnhamthorpe, Suite 500

Toronto, ON M9C 2Y3

Phone: 416-234-8942 Fax: 416-234-5053

Employment Advisor, Humber Community Employment Services-Brampton

The Humber College Institute of Technology & Advanced Learning

1 Bartley Bull Parkway, Suite 12, Brampton, Ontario L6W 3T7

905.455.4073

Fax 905-455-5379

Eastern

CSES Manager Bio 2016

Name: Warren Gee

College: Loyalist College

Title: Director, Bancroft Campus and Employment Ontario Programs

Manager mailing address: 195 Hastings St. N, Bancroft, ON, K0L1C0

Primary Phone: (613) 332-1743 Ext 247

e-mail address: wgee@loyalistic.on.ca

Program(s) Supervised:

- * EO Employment Services – Belleville
- * EO Employment Services – Bancroft
- * EO Literacy and Basic Skills - Belleville
- * EO Literacy and Basic Skills - Bancroft
- * YJC / YJL / YJC-S / COJG - Belleville and Bancroft
- * Service Canada contracts - Skills Link and Career Focus - Belleville and Bancroft

Report to: (Title-Department)

- Vice President, Academic

Number of FT staff: 35

Number of PT staff: 7 (2 Support Staff, 5 PT Faculty)

Site Location(s) town/city on campus or other:

Bancroft – Employment Services, LBS, On-campus (within a small satellite campus)

Belleville – Employment Services, Off-Campus (downtown Belleville location)

Belleville – Literacy and Basic Skills, On-campus (standalone building on campus grounds but not within main campus)

CSES Manager Bio 2016

Name: Elaine Lewis

College: St. Lawrence

Title: Manager of Employment and Career Services

Manager mailing address: 785 Midpark Drive, Suite 200 Kingston, ON K7M 7G3

Primary Phone: (613) 544-5400x1565

cell: 613) 876-8264

e-mail address elewis@sl.on.ca

Program(s) Supervised: Career Services, Employment Service

Report to: (Title-Department) Director of Business Development, Business Development

Number of FT staff: 22

Number of PT staff: 11

Site Location(s) town/city on campus or other:

Kingston, Ontario (2 locations, campus and off-site at Midpark Drive)

Sharbot Lake, Ontario

Ottawa, Ontario

Itinerant – Verona and Sydenham, ON

CSES Manager Bio 2016

Name: Kristine McGillivray College: St. Lawrence College

Title: Manager

Manager mailing address: 71 Bank St, Ottawa, ON, K1P 5N2

Primary Phone: (613) 232-0022 ext. 1774 cell: (613) 795-6109

Fax Number: (613)232-0025

e-mail address: Kmcgillivray@sl.on.ca

Program(s) Supervised:

Employment Service
Canada Ontario Job Grant
Youth Job Link

Report to: (Title-Department)

Director of Business Development and Student Recruitment

Number of FT staff: 10

Number of PT staff: 5

Site Location(s) town/city on campus or other:

Off Campus, downtown Ottawa

CSES Manager Bio 2016

Name: Brent Dick College: Algonquin College, Pembroke

Title: Manager

Manager mailing address: Community Employment Services, 141 Lake Street, Pembroke, ON. K8A 5L8

Primary Phone: (613) 735-4308 Ext 2887 cell: (613) 639-5387

Fax Number: (613) 635-4862

e-mail address dickb@algonquincollege.com

Program(s) Supervised:
ES, TIOW, YJC(S), YJL, LBS. Local Immigration Partnership, Labour Market Group,
Federally funded programs including Skills Link and Career Focus

Report to: (Community and Student Affairs)

Number of FT staff: 8

Number of PT staff: 10

Site Location(s) town/city on campus or other:

Pembroke for ES and Federal programs. YJC we cover from Pembroke, Petawawa, Chalk River, Deep River, through to Duex Rivieres.

CSES Manager Bio 2016

Name: Lisa Benoit

College: Algonquin College - Perth

Title: Manager

Manager mailing address: Community Employment Services, 40 Sunset Blvd.,
suite 102, Perth ON, K7H 2Y4

Program(s) Supervised: Employment Ontario (Employment Services, Youth Job Connection,
Youth Job Connection-Summer, Youth Job Link, & Canada Ontario Job Grant)

Report to: (Title-Department) Dean, Algonquin College - Perth

Number of FT staff: 7

Number of PT staff: 2

Site Location(s) town/city on campus or other:

Storefront location across town from the Campus.

CSES Manager Bio 2016

Name: Jean-Robert Sabourin

College: La Cité

Title: Employment Service Manager

Manager mailing address: 105-240 Centrum Blvd., Orléans, Ontario K1E 3J4

Primary Phone: (613) 741-9042 ext. 4010

cell: (613) 295-1059

Fax Number: (613) 834-6648

e-mail address jsabou@lacitec.on.ca

Program(s) Supervised: Employment Ontario, Youth Job Link, Youth Job Connection, Canada Ontario Job grant

Report to: (Title-Department) Director of corporate training

Number of FT staff: 15

Number of PT staff: 2

Site Location(s) town/city on campus or other:

Orléans and Embrun

CSES Manager Bio 2016

Name: Debby Keating

College: Fleming

Title: Manager, Employment Programs and Continuing Education Operations

Manager mailing address: debby.keating@flemingcollege.ca

Primary Phone: (705) 775-1232

cell: (705) 740-3762

Fax Number: (705) 749-5070

e-mail address: dkeating@flemingc.on.ca

Program(s) Supervised:

As Manager of Employment Programs:

Employment Services

TIOW

COJG

YJL

As Manager of Continuing Education Operations:

CE Operations

Second Career

WSIB

Report to: (Title-Department)

Academic Division

Number of FT staff: 14

Number of PT staff: 6

Site Location(s) town/city on campus or other:

EO employment centres off-campus – Peterborough and Haliburton

CE Operations located at the Peterborough, Lindsay and Cobourg campuses

Northern

CSES Manager Bio 2016

Name: Susan Ferguson

College: Cambrian College

Title: Chair, Employment Options

Manager mailing address: Employment Options
Val Est Mall
3140-14 Highway 69 North
Val Caron, ON P3N 1G3

Primary Phone: (705) 897-5627

cell: (705) 690-1450

Fax Number: (705) 897-5622

e-mail address: sue.ferguson@cambriancollege.ca

Program(s) Supervised:

MTCU EO: Employment Services (2 funded sites with 4 locations), Canada Ontario Job Grant (COJG), Youth Job Connection (YJC), Youth Job Link (YJL), Literacy Basic Skills (LBS), and Pre-Apprenticeship

EDU: Experience Ontario (ExO)

College: all programming at satellite campuses including LBS/Academic Upgrading Continuing Education, Contract Training, Post Secondary, other funded projects, etc.

Report to: (Title-Department) Vice-President Academic

Number of FT staff: 18

Number of PT staff: 10 support plus numerous part-time faculty

Site Location(s) town/city on campus or other:

- 1) Val Caron (within the City of Greater Sudbury) – co-located with College Boreal in a strip mall
- 2) Chelmsford (within the City of Greater Sudbury) – co-located with College Boreal in a shopping mall
- 3) Espanola – located at Cambrian College Satellite Campus
- 4) Little Current (on Manitoulin Island) - located at Cambrian College satellite campus

CSES Manager Bio 2016

Name: Claude Dubuc

College: Collège Boréal

Title: Director

Manager mailing address:

96 Main Street
Sturgeon Falls, Ontario
P2B 1 N3

Primary Phone: (705) 753-5420 Ext 5306

cell: (705) 499-5408

Fax Number: (705) 753-2304

e-mail address: claudio.dubuc@collegeboreal.ca

Program(s) Supervised:

Post-Secondary programs

LBS-ACE

Apprenticeship

Dual Credit Programs

Continuing Education

Contract Training

Employment Services

Report to: (Title-Department)

Daniel Giroux, Vice President Les Entreprises Boréal

Number of FT staff: 11

Number of PT staff: 29

Site Location(s) town/city on campus or other:

Municipality of West Nipissing

Municipality of North Bay

Municipality of French River

CSES Manager Bio 2016

Name: Isabelle Ayotte

College: Boreal

Title: Director

Manager mailing address: Sudbury, Ontario

Primary Phone: (705) 560-1562 Ext. 7784

e-mail address: Isabelle.Ayotte@collegeborea.ca

Program(s) Supervised: full suite of employment services including second careers

Report to: (Title-Department)

Number of FT staff:

Number of PT staff:

Site Location(s) town/city on campus or other:

CSES Manager Bio 2016

Name: Kelly Torresan

College: Northern College

Title: Manager Academic Upgrading and Employment Services

Manager mailing address: 330 Second Avenue, Suite 104
Timmins, ON P4N 8A4

Primary Phone: (705) 268-3033 Ext 4122 cell: (705) 365-8823

Fax Number: (705) 268-3035

e-mail address torresank@northern.on.ca

Program(s) Supervised:

Employment Services – Assisted service and Resource Centre, YJC, YJC-S, YJL, COJG, Experience Ontario, Community Disabilities Support Program, Academic Upgrading (9 sites)

Report to: (Title-Department) Executive Director Community Business Development and Employment Services

Number of FT staff: 10

Number of PT staff: 2

Note these are employment staff only

Site Location(s) town/city on campus or other:
Timmins

CSES Manager Bio 2016

Name: Allan French

College: Northern College

Title: Manager, Employment Service Programs

Manager mailing address: Kirkland Lake

Primary Phone: (705) 567-9291 ext. 3603

e-mail address: Frencha@northern.on.ca

Program(s) Supervised:

Report to: (Title-Department)

Number of FT staff:

Number of PT staff:

Site Location(s) town/city on campus or other:

Kirkland Lake

CSES Manager Bio 2016

Name: Tammy Mackey

College: Northern

Title: Campus Manager, Haileybury Campus

Manager mailing address: 640 Latchford Street, P.O. Box 2060, Haileybury, ON P0J 1K0

Primary Phone: (705) 672-3376 Ext 8810

cell: (705) 648-1765

Fax Number: (705) 672-2014

e-mail address mackeyt@northern.on.ca

Program(s) Supervised: Campus- Advising Services, Student Services, Campus Services, Facilities, Caretaking, OSAP/Financial Aid

Employment Options-Employment Services, COJG, YJC, YJL

Report to: (Title-Department) Lynn Berthiaume-Executive Director, Student Services, Institutional Research and Registrar

Indirectly report to Christine Heavens, Executive Director, Community, Business Development and Employment Services

Number of FT staff: 10 (Campus) 8 (Employment Options)

Number of PT staff:

Site Location(s) town/city on campus or other:

New Liskeard, ON

CSES Manager Bio 2016

Name: Tony Schoahs

College: Sault

Title: Director

Manager mailing address: 421 Bay Street, 4th Floor, Sault Ste. Marie, Ontario P6A 1X3

Primary Phone: (705) 945-0705

cell: (705) 941-1892

Fax Number: (705) 945-6348

e-mail address: tony.schoahs@saultcollege.ca

Program(s) Supervised: Sault Ste. Marie: Employment Service, Career Focus, Youth Job Connection, Youth Job Connection Summer, Youth Job Link, COJG, TIOW.
Blind River: Employment Service, Youth Job Connection, Youth Job Connection Summer, Youth Job Link, COJG.

Report to: (Title-Department) Vice President, Academic

Number of FT staff: 22

Number of PT staff: 10

Site Location(s) town/city on campus or other:

Sault Ste. Marie – off site

Blind River – off site

CSES Manager Bio 2016

Name: Jeff Sampson

College: Confederation College

Title: Director, Employment Programs

Manager mailing address: PO Box 398, 1450 Nakina Drive, Thunder Bay ON , P7C 4W1

Primary Phone: (807) 475-6298

Fax Number: (807) 622-1662

e-mail address: jsampso1@confederationc.on.ca

Program(s) Supervised: Employment Ontario: ES, YJL, YJC, YJC-S, COGJ
ODSP, Experience Ontario, Other

Report to: Don Bernosky VP, Workforce Development

Number of FT staff: Growing

Number of PT staff: Growing

Site Location(s) town/city on campus or other:

Thunder Bay

Marathon

Dryden

CSES Manager Bio 2016

Name: Nick Iachetta

College: Confederation College

Title: Manager, Service Delivery

Manager mailing address:
niachett@confederationc.on.ca

Primary Phone: (807) 475-6661

cell: (807) 623-1870

e-mail address

Program(s) Supervised:
ES, YJL, YJC, YJC-S

Report to: (Title-Department)
Director, Employment Programs

Number of FT staff: 24
Number of PT staff: 4

Site Location(s) town/city on campus or other:

Thunder Bay, Dryden, Marathon