

Postsecondary International Network

Annual Business Meeting

Friday, April 16, 2010

Maui, Hawaii

Minutes

Members Participating:

Australia:

Louise Harvey - Bendigo Regional Institute of TAFE
John Maddock - Box Hill Institute
Pauline Farrell - Box Hill Institute
Kerri Ferguson - Box Hill Institute
Jerome de Rose - Canberra IT
Peter Kowald - Canberra IT
Grant Sutherland - Gordon Institute

Bahrain:

John Scott - Bahrain Polytechnic
Amal Al Saleh - Bahrain Polytechnic
Aalaa Al-Laith - Bahrain Polytechnic

Canada:

Tony Hanlon - Lambton College
Rosemary Knechtel - Mohawk College
Paula Burns - NAIT
Tom Thompson - Olds College
Gord Nixon - SAIT
Irene Lewis - SAIT
Ron Common - Sault College

New Zealand:

Fiona Haynes - Christchurch Polytechnic IT
Phil Ker - Otago Polytechnic
Robin Day - Otago Polytechnic

Scotland:

Craig Thomson - Adam Smith College
Linda McKnight - Adam Smith College

United States:

LaVern Franzen - Central CC
Larry Litecky - Century College
Barb Oilschlager - College of Lake County
Darl Drummond - County of Lake County CC
Clyde Sakamoto - Maui College
Joe Sertich - Sertich Consulting

1. Call to Order (Craig Thomson).

The meeting was called to order. Craig expressed thanks to the PIN Executive Committee, Bill Warner, and the membership for their contributions to PIN during his presidency.

2. Introduction of 2010-2012 PIN President (Craig Thomson)
Tom Thompson introduced by Craig Thomson as the PIN president for 2010-2012 – Tom expressed thanks to Craig Thomson for leadership and dedication to PIN during his presidency. PIN has advanced as an organization under Craig's leadership.
3. Review of Agenda (Tom Thompson)
There were no adjustments to the agenda as presented.
4. Review of Minutes - April 7, 2009 - Queenstown, New Zealand
Robin Day was not listed as attending the meeting and should be added.

Motion by Larry Litecky to accept the minutes of the April 7, 2009 Business Meeting, as amended. Accepted by consensus.

5. Treasurer's Report (Bill Warner) Bill Warner presented the financial statements noting that PIN's financial position is sound, but cash flow needs to be monitored. The December 31, 2009 financial statement was reviewed. As of December 31, 2009 PIN has \$10,084.50 in the checking account and \$33,932.12 in the investment account with Central Community College Foundation. The updated investment information includes yearend results and a \$10,000 transfer from the investment account to checking made April, 2010. As of April 9, 2010 there is a checking account balance of \$31,519.50 and \$23,625.20 in the investment account for a total balance of \$55,144.70.

Since 2008 there has been a negative cash flow. The primary expense has been increased conference expenses. Revenues have been slightly less due to a decline in members (2 fewer members in 2010). With conference expenses this year projected to be \$22,000, there would be a deficit cash flow for 2010. The Executive Committee will review financial options at the next meeting. Bill Warner will review revenues and expenses and develop possible financial models using reduced free conference allocations, differing membership levels, and changes in dues.

Motion by Ron Common to accept treasurer's report. Accepted by consensus.

6. A Brief History of PIN (Bill Warner)
Bill Warner provided a brief history of PIN. PIN was founded on April 29, 1979 and is celebrating its 31st anniversary. The initial network was between Canadian and United States two-year colleges. PIN's primary founders were Abe Konrad, University of Alberta and Don Morgan, University of Minnesota. Abe and Don served as Executive Secretaries who provided network communication, conference planning, and other administrative functions. Geoffrey Melling became the United Kingdom Executive Secretary in 1988. The administrative structure was restructured in 1993 and Bill Warner became the Executive Director. The founding PIN president was Stan Sahlstrom, University of Minnesota Technical College at Crookston.

Other countries were added to form a more international network:

1988 - United Kingdom	1998 - Netherlands
1993 - New Zealand	2007 - Fiji
1994 - Australia	2008 - Bahrain

The first PIN conference was hosted by Red River Community College (Winnipeg, Canada) and the University of Minnesota Technical College (Crookston, Minnesota - USA) in September of 1979.

7. Presidents Report - State of PIN, Strategic Initiatives, & Actions of the Executive Committee (Tom Thompson)

Strategic Directions proposed by the Executive Committee

#1 - Confirm Core Purpose (John Scott) – John will send out e-mail to get feedback to refocus on the purpose of PIN. Key concept is being an international network. The network is about giving and receiving. PIN is based on friendship, trust, shared expertise, practical and applied, leading expertise in PIN.

#2 - Extending Geographic Footprint (Phil Ker) – Should PIN seek a wider geographic footprint – YES. How do we expand PIN and where should expansion be initiated. Expansion will allow additional understand of global issues. There should be an emphasis of more effective communication between members, between conferences. The use of technology is the key.

#3 - Extending Institutional Footprint (Tom Thompson) – Should PIN expand to include universities. A South African university that Tom Thompson has had contact with has a community college mandate. University involvement in PIN may be appropriate depending on the country and the university.

#4 - 21st Century Networking – Technology (Clyde Sakamoto/Irene Lewis) - Technology allows small colleges to access key resources. All members can be interconnected through technology. What is the value added? Global Education Network was developed by SAIT and Box Hill Institute to allow an exchange of credits between colleges. Hundreds of students have participated. Singapore and Kirkwood CC (Iowa) have been added to the exchange. 1,000 faculty and students have been involved. Technology has made it possible.

#5 - Parallel Activities (Joe Sertich) – Other activities related to the mission of PIN. Some possible parallel activities could include:

- Retreats between conferences – Endowed Chairs
- Student exchange
- Benchmarking with SAIT in Engineering
- Wiki educator
- Use Face book to better connect with PIN members.
- Arrowhead University Consortium – connect with Bahrain
- PIN Lecture – Kofi Anan/Gordon Brown at Adam Smith

- Leadership Development Initiative – Box Hill Institute and Adam Smith
- Leadership Academy for administrators of PIN colleges
- Adam Smith/Box Hill – Curriculum project

8. Leadership Benchmarking Project (Craig Thomson/John Maddock)

John Maddock and Pauline Farrell presented the Benchmarking International Leadership Capability program developed at Box Hill Institute during the conference. The computer based program was developed by Box Hill Institute, but is available to PIN members. With this tool Institutions can:

- develop a customized leadership role profile for a specific management position by ranking leadership capabilities
- use a leadership role profile as a benchmark in recruitment or development contexts

Pauline Farrell will be contacting PIN members by email to determine interest in using the program.

Craig Thomson presented the “Magic Dust” Benchmarking Style and Stamina developed by Adam Smith College during the conference. Contact Craig Thomson for access to resources used to identify Style (these are the ways the CEO does the job) and Stamina (this reflects the CEO’s personal mental toughness in doing the job). Craig will continue to work on the Style and Stamina dimensions.

9. Conference 2010 and beyond (Tom Thompson)

2010 – USA – Clyde Sakamoto, Lori Teragawachi, Herman Andaya, and Gerriane Sakamoto were congratulated on presenting such an outstanding conference for delegates and companions.

2011 - Canada - Dates are June 19-24, 2011. The conference will start in Edmonton on June 19 hosted by NAIT. Olds College will host the conference on June 22 at the college. SAIT will host the conference on June 23-24 in Calgary. **Conference Theme: Innovative ways to enhance the student experience.** Members will receive updates as the conference planning progresses.

2012 - Bahrain - The projected conference dates are October 10-17, 2012. The PIN conference will be presented in conjunction with an education conference hosted by the Crown Prince. John Scott felt that making the connection with the Crown Princes’ conference would expand the opportunities of the PIN conference. Aalaa Al Laith and Amal Al Saleh presented information about the Kingdom of Bahrain - the sites, food, and people of the Kingdom.

2013 - It is anticipated that Australia would host the conference in 2013.

10. Membership Update (Bill Warner)

Bill Warner reported that dues collection is concluded. Of the 36 members in 2009, all have renewed membership. One member, IVETA, is a cooperating association and does not pay dues. **Note: This has been updated since the meeting. The two 2009 members reported as not renewing their membership, have renewed.** The current membership update is attached.

Membership in the United States has slipped in the past few years. The US Executive Committee members will work to contact potential member.

11. Visits and Exchanges (Bill Warner)

Bill Warner described the PIN Visit and Exchange program available to all PIN members. The exchange and visit program is designed to facilitate faculty/staff exchanges and visits among PIN member colleges. The exchanges and visits are designed to enhance the professional development of faculty/staff and to further international understanding of two-year colleges. The colleges are expected to support and facilitate the exchange/visit process. The college and the faculty/staff members develop the exchange or visit to meet their institutional and individual objectives.

PIN will award two \$1,000 (USD) stipends to facilitate faculty/staff exchanges and visits to each country for the academic year. It is expected that the college will match the dollar amount of the stipend. The match will be cash or an in-kind contribution.

More detailed information and the application form can be found on the PIN website.

12. PIN Leadership- Executive Committee/President Elect (Tom Thompson)

A list of members who serve on the Executive Committee was distributed and is attached. A person to fill the President Elect position has not yet been identified. The President Elect would become the PIN president in 2012 and is scheduled to be from New Zealand. The position is rotated among countries.

13. Membership Recruitment (Tom Thompson)

Some of the issues/ideas that need to be explored and addressed in order to retain current members and to add new members are:

- a. Need to better define PIN - What is PIN?
- b. What is the value added of PIN?
- c. Is there potential to attract additional members from the Middle East?
- d. Explore additional international countries.
- e. Expand the leadership opportunities through PIN. Explore the potential of a leadership development session for up and coming leaders at PIN colleges.
- g. How do we keep a member when the CEO changes?

Craig Thomson will work on creation of new members – value added.

Greg Smith will work with risk factors – why be a PIN member and US membership.

John Scott will work member protocol – membership responsibilities.

John Maddock will work on an inventory of partnerships.

14. College Reports - A representative from each college provided an update on issues at their college, state/province, and country

- a. Adam Smith – Craig Thomson. Have used sustainability concepts learned at the NZ conference. Published a carbon footprint plan. Published commitment to sustainable energy. Attempting to reduce carbon footprint. Financial = major issue is projected cuts of 7-15% after the election in June. Have been preparing last year and this year for possible reduced funding. Made commitment to staff to attempt to keep jobs.
- b. Maui – Clyde Sakamoto – Legislature is reducing budgets. Working on driving down energy costs - \$2.1m energy budget down to \$1.5m this year. Provide incentives to programs to retain savings. Maintain program development. Private partnership for student housing. Leverage comparative advantage of telescope – revenue from sharing resources.

- c. Canberra IT – Peter Kowald – Staff development on business practices to reduce costs. Working with faculty unions to reduce costs. Student lead funding will be implemented in two years – tension with universities.
- d. Northeast Higher Education District – Joe Sertich – Sue Collins, president of the Northeast Higher Education District sends greetings. There is two cents per ton taconite fee set aside for higher education on the Iron Range. Iron Range engineering program is up and running. Five new programs will be started next year. Major budget cuts – with executive changes. Joe is working on economic development and higher education projects, in addition to being a leadership coach.
- e. Central CC – LaVern Franzen – Enrolment is exploding by double digits. Implemented additional articulation agreements with higher education institutions. The State of Nebraska provides 40% of the funding. Tuition and local taxes provide 60%. PIN membership continuity – included as part of the culture of the college.
- f. Gordon Institute – Grant Sutherland – The local area is in transition as a manufacturing town and is under stress. Retraining workers is an important function. Partner with manufacturers to restructure during difficult times. Biotech Center – priority for development. 2008 restructure – 80% of administrators are gone. Needed to make major changes to survive. Brought in new expertise to be more entrepreneurial. What is acceptable behaviour in leadership positions? Take responsibility – be positive. Step up – take a risk. Entrepreneurship is essential for survival.
- g. BRIT – Louise Harvey – The Institute is making changes – grew 22% last year. Changing from doing same old things to being more effective and efficient. Economy has impacted some construction programs. Major changes in who receives subsidized training. Skills reform. Saw themselves as adult trainers. Now have greater youth population. Disengaged youth is an issue. Accomplished through partnerships to develop better services for disengaged youth. Congratulates Box Hill for their leadership work.
- h. Box Hill Institute – John Maddock – Financial issues = Universities will have full government funding for programs that compete with BH. BH does not receive full funding. BH is changing programs to add additional hours of instruction, which increases funding. Adding niche programs to compete with increased competition. There are 5000 students off shore. With 6000 international students. Partnered with two hospitals to use hospitals for teaching. Doing training for hospitals. Aveda Institute – only site in the region.
- i. Lambton College – Tony Hanlon – Petro chemical and agriculture area. Devoting time to connect to the community and building alumni base. There is a funding storm coming – funding and faculty contract. Faculty have high salaries and low student contact hours. Contracts negotiations have been very confrontational. Contracts are province-wide.
- j. Christchurch Polytechnic - Fiona Haynes – The Polytechnic is currently searching for a new CEO. Neil Barns has resigned. Change in governing boards – they are now appointed by government. Working on financial issues and is financially viable. Completion and retention of students is a government initiative. New funding regime will be implemented. Funding will be based on number of completions. Trades/Tertiary academies are being setup. Collaborative program development – working with other polytechnics.
- k. Otago Polytechnic – Phil Ker – Financially troubled. Federal funding reductions. A risk management initiative requires a minimum surplus, which will be difficult to achieve.

- l. Century College – Larry Litecky – Half of higher education students are in community college. Emphasis on transition to college and retraining students. Enrolment is up 22%. Federal stimulus funding will stop next year and that will significantly impact budgets. Restructuring will be a big part of the response to funding problems.
- m. College of Lake County – Barb Oilschlager. Financially stable. Made decision not to rely on state funding. Will rely on student fees and property taxes. Reducing budgets. Illinois CC Sustainability Network – Implement green technology centers. Developed a Center for International Education. Centralize all international student services.
- n. Mohawk College – Rosemary Knechtel – Urban setting in Canada and has 6 sites in China. New president, new strategic plan, new board. Innovation, quality, and sustainability are emphasized in the plan. Entrepreneurial content is included in all programs. Including “real world learning” in course is an emphasis. Renewing campus buildings. Strong university partnerships. Quick response industry training. Working with staff on culture change – staff development to implement positive attitude. 15% budget cut for next year.
- o. Sault College – Ron Common – Received \$50m in stimulus money for buildings. Provincial funding for retraining. Government is pressing for performance indicators. Partnerships to enhance sustainability. Want to increase international students by 50%. Emphasis on aboriginal populations. Looking for retirement incentive plan.
- p. Bahrain Polytechnic – John Scott – Looking for support from PIN. Faculty includes expatriates and Bahraini staff. Bahraini facility not familiar polytechnic concept. The polytechnic goal is a work ready graduate. Crown Prince direction = Modern progressive county when the oil runs out. Developing a total instructional system to include faculty, curriculum, assessment, instructional facilities, and support facilities. PIN conference will highlight challenges for the emerging Middle East countries. Bahrain as a case study for transformational education change. John will send out an email request for support on various phases of the development of the polytechnic.

15. Other

Postsecondary International Network
Financial Statement
December 31, 2009

Balance December 31, 2008		\$44,222.03
Checking \$10,157.50		
Invested through 12/31/08 \$34,064.53		
 Revenue		
Member Dues 2009	\$12,955.47	
Member Dues 2010	\$3,430.00	
Investment Income/Loss - 2009	-\$128.38	
 Total Revenue	 \$16,257.09	 \$16,257.09
 Total Cash on Hand (Checking & Invested)		 \$60,479.12
 Expenses		
Conference Expenses - Registration Fees	\$12,161.04	
Executive Director - 2009 Conference Expense	\$1,225.54	
Executive Director - 2010 Conference Expense	\$1,871.89	
Administrative Fee - Investments	\$4.03	
Bank Charges - Wire Transfer Fees	\$200.00	
Exchange Visit Program (Christchurch Poly)	\$1,000.00	
 Total Expenses	 \$16,462.50	 \$16,462.50
 Balance December 31, 2009		 \$44,016.62
Checking \$10,084.50		
Invested through 9/30/2009 \$33,932.12		

**PIN Membership Update
April 2010**

Membership: Australia (4)

Bendigo Regional Institute of TAFE
Box Hill Institute of TAFE

Canberra Institute of Technology
Gordon Institute

Membership: Bahrain (1)

Bahrain Polytechnic

Membership: Canada (12)

Algonquin College
Collège Boréal
Conestoga College of Applied Arts and
Technology
Durham College of Applied Arts & Technology
Lambton College
Mohawk College

Northern Alberta Institute of Technology
Northwest Community College
Olds College
Sault College
Sheridan College
Southern Alberta Institute of Technology

Membership: Fiji (1)

New Zealand Pacific Training Centre

Membership: New Zealand (6)

Christchurch Polytechnic Institute of
Technology
Eastern Institute of Technology
Nelson Marlborough Institute of
Technology

North Tec
Otago Polytechnic
Universal College of Learning

Membership: United Kingdom (4)

Adam Smith College
(Scotland)
Coleg Llandrillo Cymru (Wales)

James Watt College (Scotland)
Stevenson College (Scotland)

Membership: United States (7)

Alexandria Technical College
Central Community College
Century College
College of Lake County
Maui Community College

Northeast Minnesota Higher Education District
Western Iowa Tech Community College

Cooperating Association (1)

International Vocational Education and Training Association (IVETA)

PIN Membership	
Year	Number of PIN Members
2010	36 members
2009	36 members
2008	36 members
2007	36 members
2006	37 members
2005	37 members
2004	39 members
2003	37 members
2002	31 members
2001	37 members
2000	42 members
1999	45 members

Did not renew 2010 membership: None

PIN Presidents

1979-1985	Stan Sahlstrom	USA
1986-1990	Roy Murray	Canada
1990-1993	Bill Warner	USA
1993-1997	John Skitt	UK
1997	Dale Landry	Canada
1997-1998	Mary Ellen Duncan	USA
1998-2000	Cynthia Heelan	USA
2000-2002	John Scott	New Zealand
2002-2004	Peter Veenker	Australia
2004-2006	Mike Schafer	USA
2006-2008	John Maddock	Australia
2008-2010	Craig Thomson	UK - Scotland
2010-2012	Tom Thompson	Canada

President Elect: *To Be Named*

PIN Executive Committee

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