Postsecondary International Network

Annual Business Meeting
June 17, 2011
Calgary, Alberta, Canada
Meeting Minutes

Members Participating:

Australia:
Kerri Ferguson, Box Hill Institute
John Scott, Box Hill Institute

Bahrain:
Hasan Almulla, Bahrain Poly
John Scott, Bahrain Poly

Canada:
Irene Lewis, SAIT Poly
Tony Hanlon, Lambton C
Judy Morris, Lambton C
Tom Thomson, Olds C

Fiji:
Subhas Chandra, The Pacific I of T
Rajesh Bhatia, The Pacific I of T

New Zealand:
Kay Giles, Christchurch Poly
Tony Gray, Nelson Marlborough IT
Paul Binney, North Tec
Mike Waddell, Otago Poly
Phil Ker, Otago Poly

Scotland:
Fraser Durie, Adam Smith C

United States:
Deb Brennan, Central CC
Greg Smith, Central CC
Clyde Sakamoto, U of Hawaii - Maui C
John McKee, U of Hawaii - Maui C
Larry Litecky, Century C
Joe Sertich, Sertich Consulting
Jeanne Goshgarian, College of Lake County
Jerry Weber, College of Lake County
Bill Warner, PIN

1. **Call to Order** - Tom Thompson called the meeting to order. Each delegate was provided a conference evaluation form, a copy of Our Alliance, and a PIN survey. The conference evaluation form and PIN survey should be completed by the end of the business meeting.

2. **Review of Agenda** - Tom Thompson - A discussion of Our Alliance document was added to the agenda. **Joe Sertich moved approval, second by John Scott. Agenda, as modified, approved unanimously.**

3. **Approval of Minutes:** April 16, 2010, Maui, Hawaii - **Greg Smith moved approval of the minutes of the last meeting, second by Irene Lewis. Minutes approved unanimously.**

4. **Treasurer's Report** - Bill Warner presented the December 31, 2010 financial statement. The checking account has a balance of $14,751.73 and $22,757.31 in the investment account for a total balance of $37,509.04. Dues collections for 2010 were $13,000.00 and $6,675 for 2011 dues. Dues for 2011 were increase to $750 (US) at the last meeting. The financial statement is attached. **Larry Litecky moved approval of the financial statement, second by Tony Hanlon. The December 31, 2010 financial statement was approved unanimously.**

5. **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 32nd 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	2007 - Fiji
1993 - New Zealand	2008 - Bahrain
1994 - Australia	2010 - South Korea
1998 - Netherlands	

   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.

6. **Presidents Report** - State of PIN, Plan of Work, Actions of Executive Committee
   Tom Thompson reported the PIN Executive Committee has met three times by teleconference since the last annual meeting and once during the 2011 conference. Tom is planning to use video conferencing for some meetings this next year. Tom reviewed the current strategic initiatives:

   Confirming our core purpose - PIN is a network designed to bring Senior Executives together in a safe space to share information and to discuss challenges, triumphs and disappointments. Greg Smith, with input from John Scott and Bill Warner developed the paper "PIN Vibrancy - The Way Forward." The paper will assist in defining the core purpose. In addition, the survey of PIN members would provide valuable information for confirming the core purpose.

   Extending our geographic footprint - Phil Ker felt progress was being made to extend PIN membership. The committee saw progress in expanding the geographic footprint with the addition of Hyechon University in South Korea.

   Extending our institutional footprint - The Executive Committee had previously indicated that university colleges would be welcome as members.

   PIN - a 21st Century Network - Irene Lewis & Clyde Sakamoto - Irene Lewis and Clyde Sakamoto are making progress for implementing common standards for video conferencing. The plan is to survey PIN institutions regarding video capabilities.

   Parallel activity - Our Alliance - Joe Sertich, Phil Ker and John Scott developed Our Alliance for discussion. The intent of the document is to develop a common understanding and expectations of PIN members. The Our Alliance document identifies (1) How we will approach our work, (2) Relationships and (3) Decision-making. The following discussion points were shared:

Our Alliance discussion included the following comments:
Larry Litecky comes to hear about similar issues in other, diverse settings and gain inspiration from what others do. There is a diversity of instructional context, with applications in many settings.
Paul Binney stated that members can structure their own involvements in PIN.
John Maddock felt the primary obligation of a member is to share with other members.
Greg Smith indicated that you do not get full benefit of PIN unless you attend the conference.
Clyde Sakamoto encouraged delegates to share materials from this conference to those who did not attend.
Jeanne Goshgarian felt it would be helpful to share the evaluation comments on the website.
John Maddock asked to have materials from conference on the website.
John McKee appreciated the sharing of experiences.

Joe Sertich moved acceptance of Our Alliance, second by Clyde Sakamoto. Motion approved unanimously. A copy of Our Alliance is attached.

7. **PIN Leadership Institute** - Phil Ker - A professional development institute for senior managers. The proposed program would include: 1. Role of President/CEO - reality of the role, and how it differs from other senior management roles, skills and knowledge essential to the role, and how to ensure these are developed, personal and professional development 2. Finding and applying for your president/CEO role 3. Political dimension, politicians 4. Leading an effective senior team

Practicalities: Two days program prior to the conference
Fee - free with conference registration (hospitality),
Delivered by PIN presidents/CEO's
Vision reputation

PIN leadership institute discussion included the following comments:
Larry Litecky- Person attending do a self assessment, with next steps after the conference - home CEO provides additional experiences.
Jerry Webber- Who would be eligible? Emphasis on international possibilities.
John Scott - People who can expand their own experiences.
Fraser Durie- The experience would include the institute and the PIN conference = international peer support
Jerry Webber - sessions prior to conference, during conference, and after conference.
Larry Litecky - President and institute person do the institute together
Judy Morris- Attend conference with president - have after conference session
John Maddock - Selection by president may cause problem - not succession planning. There may be a connection with the Leadership Benchmarking survey. The survey could be administered prior to attending the institute.
Deb Brennan- International should be primary emphasis Institute reinforce the international emphasis

Phil Ker will do a second draft of the Leadership Institute and email it for additional feedback.

8. **Leadership Benchmarking Project** - John Maddock
   Several PIN members have expressed interest in the survey. The survey is now being modified after the pilot project. The weighting scales are being revised. Local governments will be using the survey. Feedback will be available by the next conference.
   Additional information can be obtained by logging on to:
      Password: online.bhtafe.edu.au\pin2
      Guest User/Do demo. Login: Pin\pin

9. **PIN Conference 2012 and Beyond -** Tom Thompson
   2012 Bahrain - Hasan Almulla made a presentation during the conference. The conference theme is: Connecting Generations, Inspiring Innovations. The plan is to offer the conference in conjunction with the education conference sponsored by the Crown Prince. Dates will not be finalized until the education conference is identified. It appears the education conference may be October 12-14, 2012. The PIN conference would then be October 15-18, 2012, with social activities on October 19-20, 2012.

   2013 Australia - Australian PIN members have had discussions regarding a possible host for 2013. Since the Melbourne area has hosted several conferences the possibility of the conference being held in Queensland is being explored. The dates have not been determined.

10. **Membership Update** - Bill Warner presented the membership update information for 2011. There are currently 36 members, compared to 37 members in 2010. Members that did not renew include: Durham College, Sheridan College, Northwest Community College, Stevenson College, and Alexandria Community and Technical College. New members were Red River College, The Open Polytechnic, Community Colleges of Spokane, and Kingsborough Community College. Two name changes were noted: University of Hawaii Maui College and SAIT Polytechnic.

11. **Visits and Exchanges** - 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 up to 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. **Membership Recruitment -** Tom Thompson
   All members will continue to focus on recruitment with Our Alliance used as talking points. If you are aware of potential members contact Bill Warner, who will follow-up with the institution.

13. **College Reports**

A representative from each college was to provide an update on issues at their college, state/province, and country. However, due to time constraints delegates were not able to provide updates. Delegates were asked to send a paragraph summarizing their institutional report to Bill Warner.

Some general global issues included:
- There is a skills shortage globally
- Institutions are experiencing challenging times
- Budgets are being cut
- Colleges are examining mergers
- Increased scrutiny of higher education

14. **Other**

Postsecondary International Network
Financial Statement
December 31, 2010

Balance December 31, 2009		**$43,709.70**
Checking $10,084.50		
Invested $33,625.20		

Revenue

Member Dues 2010	$13,000.00	
Member Dues 2011	$6,675.00	
Investment Income	$0.00	
Fund Transfer from Investment Account	$10,000.00	
Total Revenue	**$29,675.00**	**$29,675.00**

Total Cash on Hand (Checking & Invested)		**$73,384.70**

Expenses

Conference Expenses - 2010 Registration Fees	$22,000.00	
Executive Director - 2010 Conference Expense	$1,777.77	
Investment Loss	$867.89	
Bank Charges - Wire Transfer Fees	$230.00	
Exchange Visit Program	$1,000.00	
Fund Transfer from Investment Account	$10,000.00	
Total Expenses	$35,875.66	**$35,875.66**

Balance December 31, 2010		**$37,509.04**
Checking $14,751.73		
Invested through $22,757.31		

Purpose of PIN: **Engage our senior executives through high quality relationships to bring international understanding and cooperation to improve outcomes for learners.**

Our Alliance

As a Network we will observe these guiding principles and abide by theses norms for our work together:

1. **How We Will Approach Our Work**

   a. Get together in an environment of high trust to share information, become inspired, and discuss challenges, triumphs, and disappointments.

   b. Build our understanding of the ever-changing global environment.

   c. Engage with the critical issues that affect diverse postsecondary education institutions.

   d. Facilitate communications as they relate to administration, curriculum, instruction, faculty, staff, student services, and joint business development.

   e. Cooperate in arrangements for international visits.

   f. Share information about the vast menu of participation activities among PIN members.

   g. Work in partnership among PIN members to deliver programs, promote joint projects and collaborate with the private sector.

2. **Relationships**

   a. Recognize that individual members participate for reasons important to them.

   b. Be sensitive to each member's principles, resources, and interests.

   c. Mentor/develop/support new leadership.

   d. Collaborate outside of plenary sessions for mutual benefit.

   e. It is expected members will share friendship, knowledge and experience with other members.

3. **Decision Making**

   a. Be clear on time resources, and commitment toward chosen initiatives.

   b. Set the general direction of the Network through the Executive Committee

   c. Strive to achieve improved student outcomes as priorities are established.

Membership: Australia (4)

Bendigo Regional Institute of TAFE	Canberra Institute of Technology
Box Hill Institute of TAFE	Gordon Institute

Membership: Bahrain (1)

Bahrain Polytechnic

Membership: Canada (10)

Algonquin College	Northern Alberta Institute of Technology
Collège Boréal	Olds College
Conestoga College of Applied Arts and Technology	Red River College
	Sault College
Lambton College	Southern Alberta Institute of Technology
Mohawk College	

Membership: Fiji (1)

New Zealand Pacific Training Centre

Membership: New Zealand (7)

Christchurch Polytechnic Institute of Technology	North Tec
Eastern Institute of Technology	Open Polytechnic
Nelson Marlborough Institute of Technology	Otago Polytechnic
	Universal College of Learning

Membership: South Korea (1)

Hyechon University

Membership: United Kingdom (3)

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

Membership: United States (8)

Central Community College	Maui Community College
Century College	Northeast Minnesota Higher Education District
College of Lake County	Western Iowa Tech Community College
Community Colleges of Spokane	
Kingsborough Community College	

Cooperating Association (1)

International Vocational Education and Training Association (IVETA)

Did not renew 2011 membership:

Durham College (Canada)
Sheridan College (Canada)
Northwest Community College (Canada)
Stevenson College (Scotland)
Alexandria Technical College (United States)

New Members 2011:

Red River College (Canada)
The Open Polytechnic (New Zealand)
Community Colleges of Spokane (United States)
Kingsborough Community College (United States)

PIN Membership	
Year	Number of PIN Members
2011	36 members
2010	37 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