

**Postsecondary International Network
PIN Business Meeting
Adam Smith College
Edinburgh, Scotland
Thursday, June 26, 2008**

Meeting Minutes

Members participating:

Australia:

Louise Harvey, Bendigo Regional Institute of
TAFE
Grant Dreher, Bendigo Regional Institute of TAFE

John Maddock, Box Hill Institute
Kerri Ferguson, Box Hill Institute
John Rasa, Box Hill Institute

Canada:

Judy Turner, Centennial College
Denis Hubert, Collège Boréal
Francine Chartrand Dutrisac, Collège Boréal
Tony Hanlon, Lambton College
Allen Greve, Mohawk College
Rosemary Knechtel, Mohawk College

Sam Shaw, Northern Alberta Institute of
Technology
Ron Common, Sault College
Rob Turner, Sheridan College
Michael Dyer, Southern Alberta Institute of
Technology Polytechnic

New Zealand:

Neil Barns, Christchurch Polytechnic Institute of
Technology
Kerry Marshall, Eastern Institute of Technology

Phil Ker, Otago Polytechnic

Fiji:

Subhas Chandra, New Zealand Pacific Training Centre

United Kingdom:

Graham Johnstone, Adam Smith College/Velux
Craig Thomson, Adam Smith College

Shirley Scott, Adam Smith College

United States:

Kevin Kopischke, Alexandria Technical College
Ken Ryan, Alexandria Technical College
LaVern Franzen, Central Community College
Greg Smith, Central Community College
Larry Litecky, Century College
Barb Herrmann, International Vocational
Education & Training Association

Clyde Sakamoto, Maui Community College
Mike Schafer, Mohawk Valley Community College
Sue Collins, Northeast Minnesota Higher
Education District
Joe Sertich, Northeast Minnesota Higher
Education District
Bill Warner, PIN

1. Call to Order – John Maddock

John Maddock called the meeting to order at 12:30pm

2. Review of Agenda - John Maddock

The agenda was accepted as presented with the addition of a potential PIN benchmark project. The project will be presented in the Presidents Report.

3. Approval of Minutes

The minutes of the Business Meeting of March 29, 2007 were approved as presented. The minutes were approved by consensus.

4. Treasurer's Report

Bill Warner presented the financial statements noting that the financial position was very sound for the organization. The December 31, 2007 and the May 31, 2008 financial statements and the cash flow report were also distributed. As of May 31, 2008 there is \$21,354.15(USD) in the checking account and \$40,898.57(USD) in the investment account. PIN investments are administered by

the Central Community College Foundation. Dues collections for 2008 have produced \$17,390(USD). The financial statements are attached. **Motion by LaVern Franzen, second by Neil Barns to accept the PIN financial statement as distributed. Motion passed unanimously.**

5. PIN PIN's - New PIN members were awarded a PIN pin.

6. Presidents Report - John Maddock

PIN Project - One of the conference task groups indentified the need for PIN to sponsor a benchmarking project to identify leadership competencies of presidents/CEO's/principals. The project would review benchmarks that are currently available in each country/province/state. The project would identify 6-8 common metrics. Craig Thomson and Adam Smith College volunteered to be the lead institution for the task group benchmarking initiative. Volunteers for working with task group Include: Box Hill Institute, Alexandria Technical College, Christchurch Polytechnic, Northeast Minnesota Higher Education District, Maui Community College, Central Community College, New Zealand Pacific Training Center - Fiji, Eastern Institute of Technology. Mike Schafer volunteered his expertise to the project. Each institution may need to contribute funds and staffing to work on the project. PIN may also contribute to the project.

Life Membership - John announced that Bill Warner was recognized for this many years of service to PIN. He was installed as a life member of PIN at a ceremony at the Scottish Parliament on Tuesday, June 24.

Stan Sahlstrom Tribute - Founding Member and first president of PIN, Stan Sahlstrom died June 2, 2008. Kevin Kopschke delivered a tribute to Stan. Kevin has known Stan since he was a student at the University of Minnesota Crookston, where Stan was Provost.

7. 2009 PIN Conference Update (New Zealand) – Phil Ker

Phil Ker and Neil Barns made a presentation to conference delegates on the initial plans for the 2009 conference. The 2009 PIN Conference will be hosted by Christchurch Polytechnic Institute of Technology and Otago Polytechnic in New Zealand. **The conference dates are Tuesday, March 31 - Tuesday, April 7, 2009.** The conference will start in Christchurch on March 31 and end in Queenstown on April 7. There will be two days in Christchurch, one day travel to Queenstown/Dunedin, and the rest of the conference in Queenstown/Dunedin. The conference theme is education for sustainability - leadership, education and training, and challenges for the future.

8. 2010 PIN Conference Location – John Maddock

Clyde Sakamoto, chancellor, Maui Community College, volunteered to host the 2010 conference. Dates for the conference have not yet been determined. Delegates provided input regarding dates and themes. Clyde with work on cost and logistics. More information will be provided as planning progresses.

9. 2011 PIN Conference Location - Southern Alberta Institute of Technology and Northern Alberta Institute of Technology will co-host the 2011 conference. The conference will be held in Calgary/Edmonton, Alberta. More information will be provided as planning progresses.

10. PIN Presidency & President Elect 2008-2010 – John Maddock

John Maddock indicated that he had been in contact with MaryLynn West-Moynes regarding the PIN Presidency. MaryLynn is the president elect. She has accepted a university position and will no longer be at Mohawk College. Craig Thomson agreed to become the PIN President for 2008-2010. Craig's presidency commences at the end of the PIN Business meeting. A naming of a president elect will be delayed until the 2009 PIN meeting. The president elect would become the 2010-2012 PIN president.

11. Executive Committee Replacements – Canada and United States – John Maddock

LaVern Franzen and Joe Sertich are retiring on June 30, 2008. Greg Smith will become the next

president of Central Community College and was asked to serve on the Executive Committee. Mike Schafer retired last year and served on the board as the past president. Mike's term as past president ends, concluding his term. Since Clyde Sakamoto will be hosting the 2010 conference he was asked to become an Executive Committee member. Joe Sertich will continue on the Executive Committee for another year. After that year, Sue Collins will become an Executive Committee member. Sue will become the president of the Northeast Minnesota Higher Education District effective July 1, 2008. Ron Common agreed to serve on the Executive Committee, replacing MaryLynn West-Moines. Greg Smith replaces LaVern Franzen. Clyde Sakamoto replaces Mike Schafer.

The current Executive Committee membership includes:

Craig Thomson, President	Phil Ker
John Maddock, Past President	Clyde Sakamoto
Ron Common	Joe Sertich
Irene Lewis	Greg Smith

12. Membership Update – Bill Warner

Bill Warner reported that current membership is at 35 members, one less than last year. It appears that Centennial College, Ontario will become a member, as Judy Turner is attending the conference as a delegate. Mohawk Valley Community College, Illinois Central Community College, Western Piedmont Community College and Manukau Institute of Technology have not renewed their memberships. New members include: Maui Community College, Eastern Institute of Technology, Northwest Community College, and Collège Boreal.

13. Visits & 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.

The PIN Visit and Exchange program applications were distributed. More detailed information and the application form can be found on the PIN website.

14. Membership Recruitment - Bill Warner

Current members are asked to identify possible members. Bill Warner will follow-up with colleges that are recommended for membership.

15. College Reports

Delegates were asked to provide a brief update of issues impacting their country, state, and college.

Christchurch Polytechnic Institute of Technology, Neil Barns - The financial situation is improving compared to last year. CPIT received the Prime Minister's teaching excellence award. CPIT has received funding for the National Academy of Performing Arts.

New Zealand Pacific Training Centre, Subhas Chandra - NZPTC has recently launched a hospitality management initiative. NZPTC continues their close working relationship with Box Hill Institute, offering Box Hill courses in Fiji.

Sault College, Ron Common - The college has a continuing struggle to maintain enrolment during a time of declining youth population. Projections are for fewer high school graduates, although the

Aboriginal population is growing. The college has erected a wind generator. Fuel costs are becoming a significant issue for some programs; e.g. aviation.

SAIT, Michael Dyer - The Institute is involved in an initiative for critical thinking and practical application with the Consortium of Polytechnics - Canada. Since 2002 the institute has had a \$200 million investment in facilities. The Institute has opened a hotel and built a \$95 million dollar underground parking facility. Of major concern is that the Institute is turning away 5000 qualified students per year. There are a number of Canadian colleges morphing into universities.

Central Community College, LaVern Franzen - The College has approved a master facility plan for the three campuses. The college has an active grants department that works effectively with the other six community colleges in the state. The colleges collaborate to submit grants as a consortium. The college is currently working with ethanol and health grants. The Board just approved a property tax bond campaign to raise \$36 million. LaVern Franzen is retiring on June 30, 2008 and the new president will be Greg Smith. Welcome Greg!

Lambton College, Tony Hanlon - The Sarnia area is a showcase for sustainability including a sustainability center on campus. The college received a \$1.1 million grant from a local corporation for sustainability initiatives. Sustainability curriculum will be included in all courses. The college is building a Smart Home that will incorporate solar, wind, and other sustainable technologies.

Bendigo Regional Institute of TAFE, Louise Harvey - The Institute has turned the corner financially and has reinvested \$11million to upgrade flight facilities. Health and community services are a growth area for the institute. The institute is emphasizing educational pathways. There is an institute to relaunch into international market. The institute is expanding collaboration with Box Hill Institute. Funding continues to be uncertain.

IVETA, Barb Herrmann - IVETA membership has expanded to 300 members. The IVETA website is: www.iveta.org. IVETA will sponsor a one day conference on Youth Unemployment on December 3. IVETA is continuing grants to third world countries.

Collège Boréal, Denis Hubert - The College now has 15 trade programs compared to 5 programs several years ago. The college building program includes adding two new campuses, residence halls, and a forestry greenhouse. The college has a partnership with Lebanon and is providing training. The college moved from 24 to 1st in employer's satisfaction survey this year.

Otago Polytechnic, Phil Ker - Financial sustainability an issue with a government policy change away from growth. This change provided less funding this year than last. As a result of funding issues the Polytechnic is looking to improve productivity and diversifying revenue streams with more consultancy work. There is an emphasis on collaborative learning with other NZ institutions. Online instruction is well developed. Providing credit for prior learning is a major emphasis. Currently the Polytechnic graduates more students with prior learning than traditional backgrounds. Current initiatives include: reviewing leadership development strategies, improving international initiatives, and response to workplace learning needs.

Mohawk College, Rosemary Knechtel - The College is opening a Skill Training Apprentice Center that will double the number of apprentices over the next three years. Current initiatives include: expanding the medical radiation service/training, develop a new center of excellence in business, articulation/pathways programs, and enhanced Aboriginal programming and services. A new strategic plan has been developed and will be implemented over the next five years. The college has the following new positions: Executive Dean of Quality, Applied Research and Innovation, Dean of Apprenticeships. The college continues to explore alternative funding sources. Other initiatives include the development of a Electronic Health Records System and a partnership with India.

Alexandria Technical College, Kevin Kopischke - The college is approved for a new Law Enforcement center facility. The college has an initiative with elementary/secondary schools. The college is implementing a legislative law that reduces all 2-year degrees to 60 credits. This reduction will require some programs to be restructured. Funding is a concern with state funding being reduced

and tuition capped. The state system has implemented performance accountability program with 10 key indicators.

Century College, Larry Litecky - The college is one of the largest in Minnesota with 25,000 students. Global education is a major initiative. There will be 30 Chinese faculty arriving soon to learn how to diversify and expand their teaching skills. The college has an extensive service learning program that includes three weeks in Latin and South America for some students. There are 80 faculty interested in implementing the program. The college implemented a faculty staff development passport program. Faculty have their professional development passports stamped for a variety of professional development activities. There is a need to grow technology: investigative law enforcement, GPS, life plan - an electronic portfolio tool for student guidance and development. The Fabrication Lab Program has a partnership with the Massachusetts Institute of Technology. The Fabrication Lab program has a mobile lab used to promote the program.

Eastern Institute of Technology, Kerry Marshall - The Institute's Strategic Plan is under review. The plan includes an objective on sustainability - partnership with industry on energy sources. The Institute is actively recruiting young males. There are increased threats on new funding system. There has been \$40 million facility development over the last 15 years.

Maui Community College, Clyde Sakamoto - The college has innovative programs to encourage faculty to develop grants. Part of the grant is returned to the program areas where they were developed. Faculty have obtained \$60 million in grants. New applied degrees: Sustainable sciences, gerontology, and applied engineering.

Mohawk Valley Community College, Mike Schafer - The College requested \$4 million for a sports facility. Due to a variety of factors (State and Local) the college received \$20 million for the sports facility. Government at work!

Nelson Marlborough Institute of Technology, Caroline Seelig - New Zealand Institutes are restricted to offering programs in their own region. Institutes are working to enhance academic quality through an external review process.

Northeast Minnesota Higher Education District, Joe Sertich & Sue Collins - Rural Community College Alliance will present a conference in Biloxi, Mississippi on Sunday, October 5 through Tuesday, October 7, 2008. There is major economic development occurring in the region and the college is active in a region readiness team. Joe Sertich recently climbed Mt. Kilimanjaro with daughter. Joe Sertich is retiring as of June 30, 2008 and the new president will be Dr. Sue Collins, former Vice President. Welcome Sue!

NAIT, Sam Shaw - Nationally, the Science and Tech Innovation Council is trying to shift funding to Community Colleges. There will be \$178 million available to look at technology innovation. An emphasis of the institute is sustainability issues.

Sheridan Institute of Technology and Advanced Learning, Rob Turner - There is an emphasis on expanded degrees for community colleges, with a need to define polytechnics in Canada. The Institute has had great growth: 15,000 students and \$140 million in new buildings in place, with planning for additional facilities. Additional campuses will be added. The Institute has the largest laptop program and the largest arts school in Canada.

Box Hill Institute, John Maddock - The Institute is building a new Aveda Institute on campus, a simulated hospital ward, and a customer service center. There has been an increase of 5,500 international students and a 30% increase in business. There are programs in Viet Nam and a Box Hill Campus Qatar. The Institute received the Australia-China award for doing business in China. The government is in the process of switching the cost of training to service users. Currently there are \$150 million in capital requests.

Thought to ponder: Collaboration = Sublimation of loathing, in pursuit of funding.

**Postsecondary International Network
Financial Statement
May 31, 2008**

Balance December 31, 2007		\$ 49,589.16
Checking \$8,437.33		
Invested through 12/31/07 \$41,151.83		
 Revenue		
Member Dues 2008	\$ 14,455.00	
Investment Income	\$ (253.26)	
 Total Revenue	 \$ 14,201.74	 \$ 14,201.74
 Total Cash on Hand (Checking & Invested)		 \$ 63,790.90
 Expenses		
Conference Expenses - Registration Fees	\$ -	
Conference Expenses - PIN (Reception & Gifts)	\$ -	
Awards	\$ -	
Executive Director - 2008 Conference Expense	\$ 1,493.18	
Administrative Fee - Investments	\$ -	
Bank Charges - Wire Transfer Fees	\$ 45.00	
Transfer to Investment Account	\$ -	
 Total Expenses	 \$ 1,538.18	 \$ 1,538.18
 Balance May 31, 2008		 \$ 62,252.72
Checking \$21,354.15		
Invested through 2/29/08 \$40,898.57		

Postsecondary International Network
Financial Statement
December 31, 2007

Balance December 31, 2006		\$ 48,714.34
Checking \$20,850.91		
Invested through 12/31/06 \$27,863.43		
 Revenue		
Member Dues 2007	\$ 15,452.50	
Member Dues 2008	\$ 2,935.00	
Investment Income	\$ 1,463.26	
Transfer to Investment Account	\$ 12,000.00	
 Total Revenue	 \$ 31,850.76	 \$ 31,850.76
 Total Cash on Hand (Checking & Invested)		 \$ 80,565.10
 Expenses		
Conference Expenses - Registration Fees	\$ 12,750.00	
Conference Expenses - PIN (Reception & Gifts)	\$ 681.06	
Awards	\$ 94.56	
Executive Director - 2006 Conference Expense	\$ 2,655.68	
Executive Director - 2007Conference Expense	\$ 2,529.78	
Administrative Fee - Investments	\$ 174.86	
Bank Charges - Wire Transfer Fees	\$ 90.00	
Transfer to Investment Account	\$ 12,000.00	
 Total Expenses	 \$ 30,975.94	 \$ 30,975.94
 Balance December 31, 2007		 \$ 49,589.16
Checking \$8,437.33		
Invested through 12/31/07 \$41,151.83		

Postsecondary International Network
Financial Statement - 2006-2007 Comparison
December 31, 2006 & 2007

	2006	2007
Balance December 31, 2005 & 2006	\$ 45,515.53	\$ 48,714.34
Checking	\$ 20,333.40	\$ 20,850.91
Investments	\$ 25,182.13	\$ 27,863.43
 Revenue		
Member Dues 2006	\$ 16,450.00	
Member Dues 2007		\$ 15,452.50
Member Dues 2008		\$ 2,935.00
2006 Conference Advance Repayment	\$ 5,810.36	
Investment Income	\$ 2,781.40	\$ 1,463.26
Transfer to Investment Account		\$ 12,000.00
 Total Revenue	 \$ 25,041.76	 \$ 31,850.76
 Total Cash on Hand (Checking & Invested)	 \$ 70,557.29	 \$ 80,565.10
 Expenses		
Conference Expenses - Advance for NMHED	\$ 16,824.89	
Conference Expenses - Registration Fees		\$ 12,750.00
Conference Expenses - PIN (Reception & Gifts)	\$ 320.50	\$ 681.06
Conference Call - Executive Committee	\$ 351.24	
Exchange-Visits	\$ 500.00	
Awards	\$ 245.03	\$ 94.56
Duplicating	\$ 244.17	
Postage	\$ 89.40	
Executive Director - 2006 Conference Expense	\$ 915.95	\$ 2,655.68
Executive Director - 2007Conference Expense	\$ 2,186.97	\$ 2,529.78
Administrative Fee - Investments	\$ 100.10	\$ 174.86
Bank Charges - Wire Transfer Fees	\$ 64.70	\$ 90.00
Transfer to Investment Account		\$ 12,000.00
 Total Expenses	 \$ 21,842.95	 \$ 30,975.94
 Balance December 31, 2006 & 2007	 \$ 48,714.34	 \$ 49,589.16
Checking	\$ 20,850.91	\$ 8,437.33
Investment	\$ 27,863.43	\$ 41,151.83

**PIN Membership Update
May 2008**

Membership: Australia (4)

Bendigo Regional Institute of TAFE
Box Hill Institute of TAFE

Canberra Institute of Technology
Gordon Institute

Membership: Canada (14)

Algonquin College
Collège Boréal (**New Member**)
Conestoga College of Applied Arts and
Technology
Durham College of Applied Arts & Technology
Georgian College
Kwantlen University College
Lambton College

Mohawk College
Northern Alberta Institute of Technology
Northwest Community College (**New Member**)
Olds College
Sault College
Sheridan College
Southern Alberta Institute of Technology

Membership: Fiji (1)

New Zealand Pacific Training Centre

Membership: New Zealand (5)

Christchurch Polytechnic Institute of
Technology
Eastern Institute of Technology (**New Member**)

Nelson Marlborough Institute of Technology
Otago Polytechnic
Universal College of Learning

Membership: United Kingdom (2)

Adam Smith College
Coleg Llandrillo Cymru

Membership: United States (8)

Alexandria Technical College
Central Community College
Century College
College of Lake County
Maui Community College (**New Member**)

Northeast Minnesota Higher Education District
St. Clair County Community College
Western Iowa Tech Community College

Cooperating Association (1)

International Vocational Education and Training Association (IVETA)

PIN Membership	
Year	Number of PIN Members
2008	35 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 2008 membership:

Mohawk Valley Community College
Western Piedmont Community College
Illinois Central College
Lakeland Community College
Manukau Institute of Technology