

Postsecondary International Network (PIN)
Annual Business Meeting Minutes
Thursday, November 5, 2015
Bahrain Polytechnic
Bahrain

AGENDA

Members Attending

- 1) Call to Order/Review of Agenda - Greg Smith (Attachment One)
- 2) Review of Minutes - Friday, October 5, 2014
JEI University, Incheon, South Korea - Greg Smith/Larry Litecky (Attachments Two A and Two B)
- 3) Finance Report - Larry Litecky (Attachment Three)
- 4) President's Report: State of PIN - Greg Smith
 - o World Federation of Colleges and Polytechnics (WFCP), Partnership MOU
 - i) See Attachment Four
 - o Community Colleges for International Development (CCID) Partnership
- 5) PIN Conference 2016: Canada - Debbie Thompson, Thom Thompson
- 6) Membership Update - Larry Litecky (Attachment Five)
- 7) Membership Recruitment - Greg Smith
- 8) Other
 - o Our Alliance - Joe Sertich
 - o Mission/Mission Change for PIN - Larry Litecky, Phil Ker
 - o PIN History -Bill Warner

Members Attending

<p>Bahrain</p> <ul style="list-style-type: none"> ● Hasan Almula ● Sharifa Alhejari <p>Canada</p> <ul style="list-style-type: none"> ● Larry Rosia ● Thomas Walker ● Tom Thompson ● Debbie Thompson 	<p>New Zealand</p> <ul style="list-style-type: none"> ● Phil Ker ● Michelle Barron ● Judith Brown ● Ann Kilgour <p>United States</p> <ul style="list-style-type: none"> ● Joe Sertich ● Greg Smith ● Bill Warner
<p>Executive Director of PIN United States</p> <ul style="list-style-type: none"> ● Lawrence Litecky 	<p>Associate Executive Director of PIN Australia</p> <ul style="list-style-type: none"> ● Kerri Ferguson

- 1) Called to Order/Review of Agenda - Greg Smith
 - Item 7 Recruitment- include Middle East –H. Almula
 - Item 8 Other-Review Alliance – J.Sertich This item remains the same except for an additional paper that J.Sertich will distribute to help remind us of our core focus. This will then support the next item “Mission change for PIN.”

New items

- The Mission- Mission Change for PIN – L.Litecky to provide an overview of discussion of Monday and then, for further clarification and discussion, will the move to Phil Ker.
- PIN History – Bill Warner will say a little about PIN History

To ensure we have the bulk of our time on items 7 and 8, propose we move through items as quickly as possible.

- 2) Review of Minutes - Friday, October 5, 2014

JEI University, Incheon, South Korea - Greg Smith/Larry Litecky (See Attachments Two and Two B on page 15-18, 19-21)

- A comment on attachment 2B The Seoul Declaration will be useful regarding discussions related the Mission change and the OERu. There are 3 main bullet points of which 3 sub points tie in nicely.
- Sub point 1.4
Facilitating pathways for TVET graduates into sustainable living wage employment
- Sub point 2.2
Developing and analyzing institutional capabilities (faculty expertise, facilities, services, etc.) that may add value and contribute to TVET sustainability
- Sub point 3.2

Structuring more active communications among global TVET collaborators supported by cost-effective broadband and mobile solutions

Some of what we will pick up in the mission change flows on from what we did last year.

Greg Smith

Is there any further discussion required on the 2014 minutes.

- Correction required in Item 9 of the Minutes dates should read 2016 -2018. H. Almulla
- Propose minutes be accepted with change
- With that change Minutes moved by J.Sertich
Minutes seconded H. Almulla

3) Finance Report - Larry Litecky (Attachment Three, on pages 20 & 21)

PIN has two bank accounts the checking account in a Minneapolis' US Bank where I reside and the savings account which is at Central Community College.

The PIN Checking Account in mid-October had a balance of \$20,436. This included deposits of \$750 for each of the 27 institutions renewing their membership for 2015.

Expenditure over the past two months is \$4,999 which includes support for an institution visit and advanced travel expenses to Bahrain for the Executive Director and the Associate Executive Director. (Cost related to attending the conference is the only remuneration received by the Executive and Associate Executive Director). Bank fees for the wire transfers also resulted in \$85 in charges.

The PIN Savings Account at the end of June, 2015 had a balance of almost \$28,000. Net investments increased by \$2,446 from the end of June, 2014. These funds are held at Central Community College's Foundation in Hastings, Nebraska, USA.

After Bahrain is reimbursed for funds owed for delegates subsidies and other conference expenses the account will be below \$10,000. The dues notices will be sent out Dec/Jan and once again the balance will increase.

We have stabilized spending at this stage and we are not depleting the savings account

Any questions on the Finance report. No questions received.

4) President's Report State of PIN - Greg Smith

- World Federation of Colleges and Polytechnics (WFCP), Partnership MOU (See Attachment Four on page 22)
- Community Colleges for International Development (CCID) Partnership

The two items were discussed during the conference. The next 8 months will be focussing on how to work with CCID and WFCP associates to encourage new membership. Olds College is a member of WFCP and Mike Chipps sits on the WFCP Board of Directors.

The 2016 WFPC conference will be held in Brazil in September, Larry Rosia will be PIN President by then and as the new President of PIN will have first option to attend or to send a delegate in his place. WFPC is a worthwhile contact with a common purpose. The foremost task is to get no-member institutions to sample PIN to see if it adds value to their personal and organizational development.

Last year was the first year PIN adopted the four following standing agenda items that the Executive Committee adopted a year and a half ago:

- o Rolling Round Table
- o Presidential/ CEO panel
- o Show Case Session
- o Identify and share

They were so substantive in terms of the comments about them last year in Korea. The hosts thought that they might take them off the agenda as we were running short of time. I think it is my job to insist that these items happen and happen in the amount of time we have devoted.

In terms of the take away from the exercise Joe did in the "Identify and Share" that is just what happens. It has a power all in and of itself to have people reflect and do a "To Be Done List" before they return to their institutions regardless of their depth and breadth of the commitment.

The action taken by the Executive Committee a year and a half ago has demonstrated the wisdom of that at this conference in particular. I appreciate the working relationship with Hasan, Sharifa and others that the sessions were as substantive as they were.

A real plus for PIN to promote is that there an attempt to focus on action-oriented activities. This is a key deliverable.

5) PIN Conference 2016 - Debbie Thompson, Thom Thompson

Debbie Thompson completed a presentation on Tuesday night explaining the highlights and opportunities surrounding the conference that will be hosted by Olds College Canada in 2016.

D. Thompson

Olds is looking forward to hosting PIN in July 2016 and we will continue to populate our website to ensure it is up to date for delegates and work with the Executive to bring the conference together.

J. Sertich

I would like to lighten your load a little I am looking at bringing a team in 2016. I will be meeting with Bill Maki the new President of North Eastern Higher Education District who is very interested in PIN, but could not be here this week. We may have as many as 4 to 5 from Minnesota.

G. Smith

Just a reminder that there are a good number of us around this table who have hosted PIN Annual Conferences before and you all know how much work it can be. It's the same amount of work for Olds whether we bring 20 people or 100. I encourage you to bring teams and bring numbers. Thomas and I will be having a lot of dialogue with others to try and get at least 2 or 3 individuals to experience what we have experienced.

L. Litecky

Our North American membership has been lagging especially in the US and I propose we take this opportunity to ratchet it up a bit, the number of institutions and teams people bring.

G. Smith

We have membership recruitment further on I would say in terms of existing membership I have had conversation with new CEO of the World Federation of Colleges and Polytechnics but she was unable to make it to Bahrain. I have mentioned to Tom that traditionally SAIT and NAIT have been strong contributors.

T. Thompson

The presentation has been made for the 2016 conference and Olds will not be happy if we do not have 100 delegates and companions. PIN has the opportunity to tie recruitment to this conference. Let's make the most of it.

This discussion will continue under item 7 Recruitment shortly.

6) Membership Update - Larry Litecky (See Attachment Five, on pages 23 & 24)

PIN started the year with 30 Institutions and has ended the year with 27 paid Institutions.

The three unpaid Institutions are

- o Australia Box Hill Institute of TAFE
- o Canada George Brown College
- o United States Washtenaw Community College

Greg has reported at previous Executive meetings that Washtenaw has expressed interest in renewing in 2016.

PIN will have 27 members not 28 due the consolidation of two Institutions in New Zealand merging. Aoraki Polytechnic will merge with Christchurch Polytechnic Institute of Technology under the leadership of Kay Giles as CEO.

7) Membership Recruitment – Discussion

J. Serich

So often we try to direct someone to a website that doesn't have all the pieces yet, many of us who have hosted conferences didn't have a brochure until it was too late for recruitment and it was more like a program than a brochure.

As we have been adopting best practice it would be great if we could make it a practice to provide delegates with a brochure for the following conference during the presentation by the next host institution. This would then be a valuable tool for recruiting delegates.

L. Litecky

An overview of the history of the website is that it was at Central then it went to Box Hill, John Maddock is no longer at Box Hill and it went to Otago due to Phil's generosity to take it on at short notice.

The Executive Committee then developed a policy that the PIN President would host the website. We had hoped we would have a cloud based solution for the website. We are still struggling with that.

We moved the website from Otago to Central. The IT people hired a sub-contractor, "Go Daddy," to undertake the work. Go Daddy have not delivered what was requested of them and in their redesign lost 1/3 of the content along with many other challenges.

On return Greg and I will work with Andrew Fausett to try and stabilise the content by December 15th prior to the holidays. We will talk with Debbie and Olds to develop the interface with Olds for registration.

P.Ker

The website needs to be more dynamic and contemporary. As soon as it is stabilised, I will put a competition to our Communication Design Students to do a redesign. We will then have something to present at the Olds Conference in 2016.

L.Litecky

Following the 2016 conference we would look at moving the new website to the Cloud. The administrative rights would then move to the next President Institution. Saskatchewan Institute nominees, Kerri and myself would have administrative rights. It would then move to the next President Elect.

Thank you Phil on behalf of the organisation for your generosity.

G.Smith

Many of us have relationships with other organisations and institutions. Given our past history one of our glaring omissions related to membership at the moment is Great Britain. If any of you have good relationships in Great Britain, please encourage them to join PIN.

I was recently appointed to the Commission Global Education which has 25 Presidents meeting in Washington DC next week which is why I requested many brochures.

We need something much more purposeful to promote PIN in the US

Phil Ker

If we are all proactive in inviting Institutions we already have working relationships with, we should be successful. I would like an electronic version of the brochure for 2016 Conference to assist. Is one available?

D.Thompson

There is a brochure on the Olds website you can follow the link.
<http://oldscollege.ca/staff/communications/events/2016/PIN-Conference/index>

T.Thompson

In terms of recruitment effectiveness when targeting prospective delegates, you need three things. Number one is the venue. Two other locations in Canada attracted delegate numbers of up to 750 people. The only venue that drew 1500 people is right where you are coming in 2016. The reason is everything the region has to offer - the mountains, Banff, Lake Louise and Jasper notwithstanding the Calgary Stampede and the Badlands. This is an opportunity to really sell the venue. It is not about Olds

College. It is about getting into Alberta. Handing out a brochure will not work. You need to target someone and bring them with you. Number two is about personalization.

Finally, we are going out to raise money to bring keynote speakers to each day. You will be proud to promote them. Olds College has the best broadband in the country and we will be exploiting all the technologies available to us.

Olds College is passionate about this. I encourage all of you to get passionate and bring a team.

H. Almula

The membership of PIN has been struggling for a few years and I don't know why. This has not been answered today. Have we surveyed them? What is it? Is it financial? Is it management?

Who do we have representing us? There are a few institutions I would invite to the next conference. They should be invited to try the conference without being a PIN member.

GCC countries have many very good colleges, Saudi Arabia has good institutions. There are other countries beyond the Gulf area. There may be some North African countries that could be approached.

G. Smith

Kuwait is building their first College right now. One of Thomas' former colleagues is the Founding President of the college. I had some discussion with her and she thought she may make it over to Bahrain for a day but did not make it. Hasan may be you could introduce yourself to that individual.

With our fee structure, there is no benefit of attending a conference without being a member as the first delegate receives a discounted registration equivalent to the membership fee.

L. Litecky

I cannot speak to what has happened regarding membership around the world but I can speak for United States and I think this applicable to Australia.

In democratic countries where the press is involved in watching each dollar that is spent, one of the most dangerous things to a President's continuance is any hint that he/she is spending public money on something that looks like it is not valuable to the common good. Although there may be a commitment to globalisation, and international trade international travel may be looked as a perk to the individual. So if you cannot wholeheartedly defend it to your institution, and ultimately the taxpayer, you are concerned as a President.

The three Presidents from the US here today are senior presidents and know their community and boards. It is much more challenging for new Presidents. I spoke to several new Presidents who laughed at being able to attend the conference and for them it was the fear factor.

All we can do is offer the best program possible and the most defensible educational integrity. Hence our desire to have the program itself be an addition to experiencing the country we are in, which is certainly of great benefit to any human being. When they go back home they can't defend it on that basis. They have to defend it based on their leadership, professional development and how it will lead to their organisations development.

G. Smith

Hisbry shows us that although it is an Institutional membership it is often seen as an individual membership. When Presidents retire we have no guarantee the institution will renew its membership. Those who are committed to PIN have tried to put succession planning in place with some success.

8) Other

o **Our Alliance** - Joe Sertich

We approved this document at SAIT in 2011. We had two meetings and a lot of work and thought went into developing this document through several drafts. When we were developing this document, one member stated that we don't all have to be PIN members for the same reason. This comment assisted in discussion that enabled the document to be completed.

When the document was put in place, it was with the view it would always be under construction. I commit to updating this document and taking it to the next Executive meeting for approval.

As a network, we agreed to observe these guiding principles around how we work. We are a network without staff so we need to ensure we understand what we are agreeing to and that our goals are not too lofty. On the other hand, if there is one tool that in my opinion helps to serve some of the concerns that Larry just sighted, it is this document. You put this in front of a Chancellor or a Board, it shows our organisation is something different and they should understand the benefits to the institution.

I hope in the future we will not just have good documents and conferences but we will be able be selective on who we want. I hope we will have Presidents and Vice Presidents, who will be able to take risks and speak out about the benefits of PIN to their Institutions

As I go through the 3 categories in the Alliance document please interrupt if you have a comment or something to add.

Please follow the document as I go through the categories

1. How we approach our Work – Confidentiality
 - o Get together in an environment of high trust to share information, become inspired, and discuss challenges, triumphs, and disappointments.
 - o Build our understanding of the ever-changing global environment
 - o Engage with the critical issues that affect diverse postsecondary education institutions.
 - o Facilitate communications as they relate to administration, curriculum, instruction, faculty, staff, student services, and joint business development
 - o Cooperate in arrangements for international visits.
 - o Share information about the vast menu of participation activities among PIN members.
 - o Work in partnership among PIN members to deliver programs, promote joint projects and collaborate with the private sector.
2. Relationship – Global, International
 - o Recognize that individual members participate for reasons important to them.
 - o Be sensitive to each member's principles, resources, and interests.
 - o Mentor/develop/support new leadership.
 - o Collaborate outside of plenary sessions for mutual benefit
 - o It is expected members will share friendship, knowledge and experience with other

members.

3. Decision Making- Executive Committee

- o Be clear on time resources, and commitment toward chosen initiatives.
- o Set the general direction of the Network through the Executive Committee
- o Strive to achieve improved student outcomes as priorities are established.

I heard people saying that they wanted to investigate other PIN institution. The Executive will pay \$1000 toward investigating another PIN institution this is unique to PIN. I sent staff to SAIT and after just one meeting, we had a new program. We also did a faculty exchange with Canberra Institute of Technology.

An Olds College staff member completed a Master through Otago and I know about this as I mentored him. The evidence of the effectiveness PIN can be demonstrated through its members

Questions, comments and revisions. None received.

o **Mission/Mission Change** - P.Ker, L.Litecky, Others

L.Litecky

In the keynote speech on Monday Phil Ker raised the issue of reviewing the PIN Mission. I want to hone down to smaller kernels for us to look at

I want to preface this with reference to what Joe was saying. I personally do not think it is possible to revise the Mission today at this point in time. I hope to throw out some ideas for discussion.

The first item is Phil's call for a Mission change at the keynote address. We look could at inserting words like change and active verbs while leaving the element of choice for the individual institution. It needs to be written in a way that accommodates those elements.

We have the Seoul Declaration, the Alliance document and other PIN documents to support what we are doing. I will work with Greg and other Executive members prior to our next meeting to look at what of those mission statements may be. I think the idea of establishing new global ventures and serving underserved and underrepresented populations around the world might be a part of that that we could talk about

Another related item that we could specifically talk about as an action project, could be the Open Education Resource universitas. The website is very informative for those who would like further information or clarification with FAQ. Also there is a statement regarding a commitment to affordability and cost recovery.

For a fee of \$5000 the institution agrees to publish their resources online and becomes part of a network that accepts work under the auspices of the other members for the benefit of students. This concept is about focusing on students that we would not normally see in our intuitions from within and outside our own countries and serving them in a more affordable way. This could be achieved with customized training, self-education and some commitment to program redesign.

Phil Ker

Our mission it is about understanding. Are we up for a sharpening up of what PIN is about so we set out to see if there is an action way forward? Our Alliance is always about the actions of the willing. Each organisation chooses what they put their efforts into and I would not want to breach that principle in any shape or form.

One gives a different message if we talk about doing, acting, taking steps too rather than understanding. So why don't we focus on that to see if there is an appetite for a more action focus and if we should review the mission.

L.Litecky

We hope to have a draft of the principles and the mission with the supporting documents attached to present at the next Executive Committee meeting

The issue about an action project that institutions would be involved with is the Open University a potential project and members could use the Sharing Template to connect to it

Phil Ker

I reflected on PIN subscribing to this and reached my own conclusion that it was not financially viable so did not put it forward. However is this an initiative that PIN as an organisation would endorse?

This project has grown initially from 2 members to 34 members with 30 being universities. At the annual meeting OERu conference in South Africa what was clear is that we are at risk of missing the boat with the vocational content being online for developing countries. OERus need to be economically sustainable.

I would like to see more vocational content available online to support the need of potential students that we will never see in our institutions.

Is this a project that PIN as an organisation endorses? Then it would be incumbent upon me to communicate with all members to give this positive communication. If PIN endorses, this it would give PIN another profile on a global stage.

L.Litecky

With the remainder of this meeting one thing we could do is discuss and talk about a motion for PIN to endorse the OERu as a project consistent with our vision and values. So if this was endorsed we would send communication to member institutions CEO about joining the OERu and the value added that would ensue.

Phil.Ker

As well as that motion I put forward a motion to review our Mission to have it more action orientated.

Joe.Serich

Is anyone really wedded to the current Mission? If you are then we can't change this now.
(Joe read Mission) We need framework that the Executive Committee can work with.

Greg.Smith

I need to learn more about OERu for variety of reasons. It has the potential to be more inclusive and if you write the Mission Statement to be more action oriented, you have a lot more going on with boards. Is it achievable? It needs to be couched in terms of student, staff or organisational development

Joe.Serich

Instead of using the word understanding we could use enables or promote strategies.
What about "Engage senior executives from around the world to enable strategies that improve outcomes for learners"

Or instead of enable could be changed to promote and improves could be changed to involved.
Enables means one or all institutes could be involved.

L.Litecky

Could you provide a draft to Kerri and we distribute with the agenda?
That is one motion should the second motion around the OERu be put forward.

Phil.Ker

Members may need additional time to work this through and ensure they are properly informed regarding an OERu and may require a fuller presentation at the conference in July. This is a long time project and we are slowly moving forward on something that is going to make a difference.

Greg.Smith

We can undertake a lot of self-study, what you would help us with is if you could provide more detail around the difference from COURSERA and why OERu is the preferred model.

Phil.Ker

A presentation could be delivered at the Business Meeting at the conference next year. As I would rather see more PIN members say yes than the few that are here today.

L.Litecky

There are only two Executive Meetings before the next conference. The Executive will frame a recommendation to put to members at the next Business meeting.

T.Thompson

To avoid adhocism, I would serve "notice of motion" of the endorsement of PIN. This is to ensure it is on the public record and cause action to occur on it. Notice of motion does not require a motion from a second person.

L.Litecky

We will have two Executive meetings in which we will do a process relative to what Phil has started and discuss alteration to the Mission. We will share information with delegates prior to the conference. We will also look at the OERu and the endorsement of the notice of motion Tom talked about to bring to the Business Meeting in 2016.

Joe.Serlich

The Executive Committee is empowered to make decisions and recommendations as all countries have representation on the Executive Committee. This does not really occur at the annual general meeting as all are not here. It is the people who attend the conference. I think the Executive should get done as much as they can get done and present at next year's Business Meeting.

L.Litecky

We will aim for some finalisation of the two documents Phil has identified by the end of the April meeting. We will update the delegates prior to the conference. It will be an agenda item for the next Business Meeting.

We have asked Bill to speak about the history of PIN.

o **History of PIN - B.Warner**

PIN was formed in the early 70's between a Canadian and United States institutions. It was facilitated by two professors, Abe Conrad and Don Morgan.

Chet Gosling from Central Community College put forward a motion to formalise PIN.

A proposal emerged from these discussions that exploratory meetings be organized in each country at the respective universities involved. The purpose of these meetings would be to see if two-year college administrators--in particular, the CEOs of these institutions--would be interested in creating and supporting a college organization which would bridge the 49th parallel.

Konrad was enthusiastic. Support was gained from the respective deans within their universities at both the University of Minnesota and the University of Alberta.

See www.pinnet.org/history.html for a history of PIN.

Question - How has PIN changed?

PIN is much more a professional development activity now than in the past. The only formal documentation was the minutes from the Business Meeting and presentations which were on the website.

Phil.Ker

I would like to put forward that Irene Lewis to be invited next year as a guest. That the Business meeting be held on the penultimate day of the conference. I hope we will discuss in more detail how people are doing more with less.

T.Thompson

To bring us into the 21st Century what we are interested in creating 18 minute very snappy presentations that we will be put on YouTube. Olds College has the best broadband in the country. We will be exploiting every technology we have.

No further Business. Meeting concluded.

Action List from Business Meeting

Item	Activity	Responsible	Status
1	Focus on bring team to the Old Conference 2016	All Executive	Ongoing
2	Introduce Bahrain Polytechnic to Founding President of Kuwait College	Hasan Almulla	Ongoing
3	Provide draft Mission Statement to Kerri Ferguson for distribution prior to the next Business Meeting	Joe Sertich	Ongoing
4	Commitment to update Alliance document	Joe Sertich	Ongoing
5	Bring Mission Statement to next Executive meeting	Larry Litecky	Ongoing
6	Finalizations of conference details and registration on website	Debbie Thompson	Ongoing
7	Request to invite Irene Lewis to Olds Conference	Phil Ker	Ongoing

Attachment 2A

**POSTSECONDARY INTERNATIONAL NETWORK (PIN)
ANNUAL BUSINESS MEETING Minutes
FRIDAY, OCTOBER 5, 2014
JEI UNIVERSITY, INCHEON
SOUTH KOREA**

Members Attending

<p><u>Australia</u></p> <ul style="list-style-type: none">● Aaron Devine,<ul style="list-style-type: none">○ TAFE Brisbane <p><u>Bahrain</u></p> <ul style="list-style-type: none">● Hasan Almulla,<ul style="list-style-type: none">○ Bahrain Polytechnic● Sharifa Altejari,<ul style="list-style-type: none">○ Bahrain Polytechnic● Ahmend Janahi,<ul style="list-style-type: none">○ Bahrain Polytechnic● Ali Al Nahham,<ul style="list-style-type: none">○ Bahrain Polytechnic● Sajida Tabbara,<ul style="list-style-type: none">○ Bahrain Polytechnic <p><u>Canada</u></p> <ul style="list-style-type: none">● Jordan Cleland,<ul style="list-style-type: none">○ Olds College● Ron Common,<ul style="list-style-type: none">○ Sault College● Wayne King,<ul style="list-style-type: none">○ SAIT Polytechnic● Larry Rosia,<ul style="list-style-type: none">○ Saskatchewan Polytechnic● Tom Thompson,<ul style="list-style-type: none">○ Olds College	<p><u>New Zealand</u></p> <ul style="list-style-type: none">● Paul Binney,<ul style="list-style-type: none">○ NorthTec● Marc Doesberg,<ul style="list-style-type: none">○ Otago Polytechnic● Kay Giles,<ul style="list-style-type: none">○ CPIT● Phil Ker,<ul style="list-style-type: none">○ Otago Polytechnic <p><u>United States</u></p> <ul style="list-style-type: none">● Larry Litecky, PIN● Dean Moors,<ul style="list-style-type: none">○ Central CC● Jung Park,<ul style="list-style-type: none">○ UH, Maui College● Clyde Sakamoto,<ul style="list-style-type: none">○ UH, Maui College● Joe Serich,<ul style="list-style-type: none">○ NE Higher Ed District● Greg Smith,<ul style="list-style-type: none">○ Central CC● Bill Warner, PIN● Jerry Weber,<ul style="list-style-type: none">○ College of Lake County <p>Apologies</p> <ul style="list-style-type: none">● Lewis Barksdale,<ul style="list-style-type: none">○ Kanazawa T. C., (Japan)● Danny Reilly,<ul style="list-style-type: none">○ UCOL (New Zealand)
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AGENDA

- 1) Call to order - Phil Ker
 - Welcome and call to order of PIN Business Meeting 2014
- 2) Review of Agenda - Phil Ker

3) Review of Minutes - Sunday, June 9, 2013 - College of the Lake County, Chicago, Illinois, USA - Phil Ker (Attachment One)

- Minutes confirmed
- Moved: Greg Smith, Second-Clyde Sakamoto

4) Treasurer's Report - Larry Litecky (Attachment Two)

- In addition to the information on the current balances in the PIN checking and PIN Savings accounts, delegates were informed of the decision of the Executive Committee to move \$100 of future conference payments by registrants and companions into the PIN checking account to cover operational expenses.

5) President's Report: State of PIN, Actions Taken - Phil Ker

- At the PIN Annual Business Meeting, President Ker led a workshop presentation/discussion on "Strengthening PIN." In that Presentation/discussion, Phil made the case for revitalizing PIN through strengthening the PIN conference by intentionally structuring the annual conference with sessions and activities related to global leadership issues and organizational, professional development. To that end, the PIN Executive Committee passed a motion inserting four core activities to achieve this at the future conferences, beginning in South Korea.
- In addition to strengthening the conference, President Ker identified the parallel need for further strengthening between conferences. In addition to upgrading the PIN website, two actions were taken. One was the creation of a "Student Exchange Protocol" with models for student behaviors and for institutional process. (This is on the PIN website.) Second, an "Institutional Member Sharing Template" was created to further partnerships and exchanges between member institutions. (This also is on the front page of the PIN website.)

6) Presidential Transition - Phil Ker/Greg Smith

- Dr. Greg Smith, President of Central Community College in Nebraska, US moved from President-Elect to President of PIN for a two-year term (2014-2016). Greg thanked Phil for his service to PIN over the past two years.

7) PIN Conference 2015 Presentation: Bahrain - Hasan Almulla

- Hasan Almulla provided delegates with an update on next year's conference, to be hosted by Bahrain Polytechnic, in Bahrain. The conference will take place from 10/25-10/30/2015. The conference theme will focus on "The Work Ready Graduate" with sessions on curriculum design and delivery, on industry engagement, on continuous engagement with graduated beyond the workplace and on entrepreneurship. Next year's delegates will also learn about higher education in Bahrain and about Bahrain itself.

8) PIN Conference 2016 - Greg Smith

- Newly installed PIN President, Greg Smith, informed delegates about the status of the 2016 Conference. The conference will be held in Canada. Currently discussion are taking place with PIN member institution, George Brown College, about hosting the conference in Toronto.

9) Next PIN President-Elect - Greg Smith

- President Smith informed the delegates that Larry Rosia, President of Saskatchewan Polytechnic had agreed to serve as PIN President-Elect for 2014-2016.
- Motion Confirmed
- Moved: Tom Thompson, Second - Kay Giles

10) Membership Update - Larry Litecky

- (Attachment Three)
- PIN institutional membership currently stands at 30 institutions.

11) Membership Recruitment - Greg Smith

- Greg Smith spoke of the importance of recruiting new members and retaining current ones. Invoices for the 2015 membership will be sent out prior to the end of October, 2014. Recruitment will include building partnerships/affiliate membership relationships with the Community Colleges for International Development (CCID) and the World Congress of Colleges and Polytechnics. Presentations and recruitment will also occur at higher education conferences (e.g. AACC, CCC), as well as build on personal relationships.

12) Global Leaders Program/Master's in Professional Practice (Otago Polytechnic) - Phil Ker, Joe Serlich

- The first PIN-related student, Jordan Cleland, completed his program at Otago Polytechnic. Phil Ker and Joe Serlich commented on that experience and on future options with this program. Phil has undertaken to circulate updated terms and conditions for continuing with the Master's in Professional Practice (Global Leadership).

13) Visits, Exchanges, Partnerships - Larry Litecky

- Delegates were encouraged to utilize the "Institutional Member Sharing Template" on the PIN website to facilitate student exchanges and partnerships between PIN members.

14) Other

- Our Alliance - Joe Serlich
 - The PIN document "Our Alliance," was distributed to delegates as a statement of PIN's purpose and guiding principles.
- The Seoul Declaration on TVET (Technical and Vocational Education and Training) Colleges - Dr. Moe, Clyde Sakamoto (Attachment Four)
 - A document, "The Seoul Declaration on TVET Colleges," was distributed and presented by Clyde Sakamoto and Dr. Moe. A motion was made by Joe Serlich and seconded by Greg Smith,
 - "That the delegates at the PIN 2014 Korea Conference affirm "The Seoul Declaration on TVET," as well as affirming the possible emerging initiative of an Asian PIN TVET collaboration."
 - The motion passed unanimously.
 - The Seoul Declaration on TVET Colleges noted the importance of Technical and Vocational Education and Training for economic and social well-being of PIN member countries, as well as for

Korea and Asia. The document affirmed the importance of connecting workforce education to jobs with sustainable living wages. Delegates urged the following:

- That the partnerships between TVET Colleges and employer-industries and sectors be further developed with shared incentives,...
 - That TVET colleges facing student recruitment, workforce development and demographic challenges, such as declining birth rates, leverage their teaching and other institutional assets for lifelong learning and retraining services,...
 - That more effective communications and collaboration strategies be promoted among TVETs to support best practices, leadership development and innovations, ... and
 - That governments better facilitate access to technical and vocational education for those who are unable to afford to do so on their own account, and TVET colleges themselves embrace strategies to improve access.
-
- One of the document's strategies to improve communications and collaboration to support best practices, leadership development and innovation is to support "potential and emerging initiatives such as an Asia PIN TVET collaboration spawned by the energy and insights of the PIN Korea 2014 Conference in Seoul. To further endorse The Seoul Declaration on TVET colleges, all PIN presidents and delegates signed an affirmation of the document.
 - The final item under the "Other" category was an update that the Associate Executive Director position was being reinstated and that Kerri Ferguson, previously employed by the Box Hill Institute, would be approached about the position.

Attachment 2B

The Seoul Declaration Draft #3

On the occasion of the 2014 Postsecondary International Network Conference in Seoul, Korea, held on October 5-10, 2014, the PIN delegates heard national, institutional and industry perspectives on technical and vocational education and training in Korea, as well as global perspectives from other PIN participating countries. The importance of TVET to the economic and social wellbeing of member countries was reinforced.

However, the foundations of societies assembled on democratic principles and free market economies are increasingly at stake. Expanding the number of TVET students and their access to authentic career paths to sustainable living wages requires systemic improvements. The critical partnerships between TVET institutions, their respective governments and private sector leadership have yet to materialise to predictably link TVET graduates with employment. To serve the futures of those most at risk, frameworks that bring political, industrial/private, and TVET leadership together will not be easy but must be designed and effectively demonstrated. It is one of the most urgent TVET priorities of the 21st Century.

Throughout the world there are needs for food, health, clean water, safety, and many other essentials. In each of these needs, there exists opportunities to address these unmet needs and unresolved problems. Years of investments in research and development must now design dynamic pathways to bring corporate resources incentivised by governments to share expertise and resources with TVETs to allow technology and skills transfer to brighten futures...for the TVET graduates and the private sector. The pace of change has grown quickly and does not appear to be abating. Therefore, the relationships and social capital that must be invested have never been more precious.

The PIN Korea 2014 delegates, therefore, do hereby endorse the overall 2012 Montego Declaration, TVET direction and further urge the following:

- That the partnerships between TVET and employer-industries and sectors be developed with shared incentives for success through:
 - Identifying industry-informed work-skills based performance metrics/standards
 - Designing industry-driven processes committed to keeping TVET institutions abreast of anticipated changes in essential skills
 - Collaborations to retrain current employees and to prepare future workforces for the emerging skills required
 - Facilitating pathways for TVET graduates into sustainable living wage employment
- That TVETs with student recruitment, workforce development and demographic challenges such as declining birth rates leverage their teaching and other institutional assets for lifelong learning and retraining services through:
 - Identifying unmet private and public needs and creating partnerships with the respective sectors for problem-solving and development of entrepreneurship
 - Developing and analysing institutional capabilities (faculty expertise, facilities, services, etc.) that may add value and contribute to TVET sustainability
- That more effective communications and collaborative strategies be promoted among TVETs to support best practices, leadership development and innovation through:
 - Supporting potential and emerging initiatives such as an Asia PIN TVET collaboration spawned by the energy and insights of the PIN Korea 2014 Conference in Seoul
 - Structuring more active communications among global TVET collaborators supported by cost-

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- effective broadband and mobile solutions
- Continuing to encourage visiting faculty experiences, such as those supported by PIN members, to other exemplary TVET campuses
- Enlisting promising administrative, faculty and staff in learner-leader driven professional development, both formal and informal

PIN Delegates Affirming the Seoul Declaration:

Attachment Three

FINANCE REPORT

The PIN Checking Account in mid-October, 2015 had a balance of \$20,436. This included deposits of \$750 each for 27 institutions renewing their membership for 2015. Expenditures over the past two months include \$1000 to Olds College for its staff visit to Northeast C. C. in Nebraska, USA, as well as \$3999 for the travel expenses to Bahrain for the Executive Director and the Associate Executive Director. (Compensation for travel, lodging, and registration for the Annual PIN Conference is the only remuneration received by the Executive and Associate Executive Director). Bank fees for the wire transfers also resulted in \$85 in charges.

The PIN Savings Account at the end of June, 2015 had a balance of \$27,949. Net investments increased by \$2446 from the end of June, 2014. These funds are held at Central Community College's Foundation in Hastings, Nebraska, USA.

Attachment Four



MEMORANDUM OF UNDERSTANDING

BETWEEN:

POSTSECONDARY INTERNATIONAL NETWORK (PIN)

AND:

WORLD FEDERATION OF COLLEGES AND POLYTECHNICS (WFCP)

Whereas the Postsecondary International Network (herein referred to as PIN) and the World Federation of Colleges and Polytechnics (herein referred to as WFCP) are committed to supporting professional and technical education and training around the world through activities that include, but are not limited to, information sharing and networking amongst members, the two parties agree to:

1. PIN and WFCP will develop a learning relationship between members and executive leadership by establishing reciprocal, no-cost, affiliate membership to each other's organization.
2. The President or CEO or Chair or designee will be added to the respective organization's mailing list in order to facilitate information sharing.
3. PIN will host, at no conference registration cost to the receiver, the Chair or designee of the WFCP at its annual conference.
4. WFCP will host, at no conference registration cost to the receiver, the President, CEO or designee of PIN at its bi-annual congress.
5. The Chair of the WFCP will host, at no conference registration cost to the receiver, the President, CEO or designee of PIN at the Chair's annual conference on the years in which the WFCP will not host a congress.
6. Members of each organization will be invited to attend each other's conferences at the rate established for members.
7. While in attendance at the respective conferences, the Executive will be invited to participate in high level meetings that will further partnership opportunities between both organizations, including, but not limited to, potential private sector partnerships to develop avenues to employment, potential work on international credential recognition, potential research on critical issues that affect professional and technical education and training.
8. The President, CEO or designee of PIN will be invited to address the WFCP Congress and on alternate years when in attendance at the member conference as a keynote speaker or as part of a discussion on internationalization of professional and technical education and training or be involved in the congress in a manner determined by the Secretariat.
9. The Chair or designee of WFCP will be invited to address the PIN conference in a keynote address or as part of a discussion on the internationalization of professional and technical education or be involved in the congress in a manner determined by the Secretariat.
10. The termination of this Memorandum of Understanding can be initiated by either party but must occur in writing.


Denise Amyot,
Chair, World Federation of Colleges and
Polytechnics

Date: Oct 7, 2015


Dr. Greg P. Smith
President, Postsecondary International Network

Date: October 13, 2015

Attachment Five:

Membership/Recruitment

As of mid-October, 2015, PIN has 27 **paid** memberships for 2015. They are as follows:

Australia (2)

- TAFE Queensland Brisbane (New)
- Canberra Institute of Technology

Bahrain (1)

- Bahrain Polytechnic

Canada (7)

- Conestoga College Institute of Technology and Advanced Learning
- Lambton College
- Northern Alberta Institute of Technology (NAIT)
- Southern Alberta Institute of Technology (SAIT)
- Saskatchewan Polytechnic
- Sault College
- Olds College

Fiji Islands (1)

- Pacific Institute of Technology

New Zealand (8)

- Aoraki Polytechnic
- Christchurch Polytechnic Institute of Technology
- Eastern Institute of Technology
- Future Skills Academy
- Nelson Marlborough Institute of Technology
- Northland Polytechnic (North Tec)
- Otago Polytechnic
- Universal College of Learning (UCOC)

South Korea (3)

- JEI University
- Tongwon University
- Ulsan College

United States (5)

- Central Community College
- Northeast Community College

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- Northeast Higher Education District
- University of Hawaii-Maui College
- College of Lake County

As of mid-October, 2015, PIN has 3 **unpaid** memberships for 2015. They are as follows:

Australia (1)

- Box Hill Institute of TAFE

Canada (1)

- George Brown College

United States (1)

- Washtenaw Community College (Expressed interest in renewing in 2016)