

**Postsecondary International Network (PIN)
Annual Business Meeting
April 6th, 2017
Auckland, New Zealand
Otago Polytechnic & Future Skills Academy, Hosts**

Minutes

Participants	
<p><u>Canada</u> Larry Rosia, Saskatchewan Polytechnic Lisa Shepard, Saskatchewan Polytechnic Stuart Cullum, Olds College Denise Amyot, Colleges and Institutes Canada Denise Henning, Medicine Hat College Dean Smale, Medicine Hat College</p> <p><u>USA</u> Joe Sertich, Sertich Consulting Greg Smith, Central Community College Marcie Kemintz, Central Community College-H Dean Moors, Central Community College N Matt Gitschall, Central Community College Penny Wills, Yavapai Community College Bill Warner, PIN</p>	<p><u>New Zealand</u> Phil Ker, Otago Polytechnic Marc Doesberg, Otago Polytechnic Barry Law, Otago Polytechnic Michele Barron, Otago Polytechnic Jesan Thaker, Otago Polytechnic Mike Waddell, Otago Polytechnic Ron Bull, Otago Polytechnic Kay Giles, Ara Institute Leeza Boyce, UCOL</p> <p><u>PIN Executive Director/Associate</u> Larry Litecky, USA Kerri Ferguson, Australia</p>

1) Call to Order/Review of the agenda items - L. Rosia

Larry Rosia called the meeting to order and explained that the Business Meeting was moved from Friday to Thursday to increase attendance and that the conference dates are set around the host institutions schedule.

Are there any additions to the agenda?

Phil Ker requested an item be added under agenda item 8 The Future of PIN

- Proposal related to the World Federation of Colleges and Polytechnics

Larry Rosia requested an item be added under agenda item 6 creating a 6A

- Member is leaving their institution

Motion to accept the Agenda with the additional items

Motion Approved: Phil Ker

Motion Seconded: Joe Sertich

2) Approval of minutes from July 13, 2016 meeting at Olds College, Olds Alberta Canada

Amendment to the minutes required, Bill Warner to be included in the participant list at the Olds Business Meeting.

Approval of Minutes with amendment

- Motion Approved: Greg Smith
- Motion Seconded: Joe Sertich

3) Finance Report - Larry Litecky

Larry Litecky referred to Attachment 2 the Finance Report drafted in March and that there has been additional activity since the report was created. This will be explained under the agenda item 7 Membership.

PIN has a cheque and a savings account, these accounts are held at Central Community College Nebraska. The savings account has a balance of \$29,564 based on the last report we received and has not been drawn on for the past 6 years.

The cheque account has a balance of \$13,840 the main pending charge against the chequing account balance is the reimbursement to Otago Polytechnic for those CEO/delegates who have paid a reduce registration fee. The reconciliation of funds to be paid to Otago was accepted following a confirmation with Michelle Barron and Phil Ker. An amount of \$8,500 US will be provided to Otago Polytechnic. This will leave a balance of approximately \$5,000 US. The chequing account is always at its lowest at the conclusion of the conference.

Any questions related to the Finance Report? No questions

4) President's Report - Larry Rosia

Most of the past year has been spent trying to recruit new members and touch base with those members who have been inactive and to establish their status. PIN was able to bring on a few new members such as Humber College. Larry Litecky with report on the new members under agenda item 8 Recruitment.

5) Selection of New President - Elect, Phil Ker

Larry Rosia informed the meeting that Phil Ker is no longer responsible for this agenda item as the circumstance around an Australian rotation have changed. At the Executive meeting, there was a

discussion related to the next President Elect and a motion was passed to approach Denise Henning to be the next President Elect. Denise Henning accepted the nomination and which will be ratified at the Executive Meeting tomorrow. Larry Rosia thanked, Denise Henning for accepting the role

Penny Wills raised a point of procedure regarding, who selects the President Elect, members or the Executive.

Larry Litecky explained that the decision was made at the Executive meeting on Sunday and it will be ratified by the Executive at tomorrow's meeting. Most decision related to PIN procedures are the responsibility of the Executive committee.

Denise Henning asked where are the policy documents that dictate how we conduct business?

Larry Litecky informed the members that information related to PIN procedure can be found on the website under the section **About** - The Purpose of the Organisation- Article 1 Organisation.

Larry Rosia asked Larry Litecky to inform the members of his decision.

Larry Litecky informed the members in attendance that he had been the Executive Director of PIN for 4 years since taking over from Bill Warner in 2013 and has made the decision to step down. Larry will continue to work with Kerri Ferguson while a decision is made who will be the next Executive Director of PIN.

Larry Rosia informed the members that there is someone interested in the position and that the Executive will inform the members when the position is finalised.

Joe Sertich explained to members that having just been informed that Denise Henning will be the next President Elect, it is important to note that the term of the position of the PIN President is a two-year term. Therefore, Denise Henning will serve a year on the Executive Committee before assuming the role of PIN President for 2018/20 and this will take place at the 2018 Business Meeting.

6) PIN Conference 2018 Larry Rosia

Larry Rosia acknowledged that with the changes in 2018 things are a little out of sync with conference rotation. Both Humber and Maui Colleges have offered to host the 2018 conference, however the Executive felt that a conference host institution should attend at least one conference prior to hosting.

Penny Wills of Yavapai College has graciously agreed to host the PIN conference in 2018.

Penny Wills stated that it would be an honour to host the PIN conference in 2018. If Yavapai go ahead and host the 2018 PIN conference it would be in Prescott. Prescott is easy access through Phoenix and the temperature is 20 degrees lower. The best time of the year would be September after the summer season when the tourist numbers decline.

Penny Wills explained that she would like to build on what she has seen at PIN conference so far and has spoken to Tom Thompson about what hosting a PIN conference means. There are several speakers that would add value to the conference content that have been identified.

Before a firm commitment can be made regarding Yavapai hosting the 2018 PIN conference Penny Will's needs to speak to the Yavapai team and assess the Yavapia schedule.

Larry Rosia thanked Penny Wills for considering convening the conference and apologise for the timing of their phone conversation.

There was positive support and comments from members regarding Yavapai hosting in 2018 as follows

- Phoenix great location

- September 2018 would be great
- Yavapai's has the ability to host an excellent conference based on past performance.
- Provide Yavapai with the conference template around speakers
- Yavapai to note that it is not necessary to bring in high profile people
- Add orientation to the conference template
- Ensure support is available for Yavapai from the PIN Executive

Penny Wills asked if it is acceptable to send an email to members asking what sort of speakers they would like to see presenting at the conference. Larry Rosia approved this communication,

Suggestions related to conference content were made by members as follows

- The role of Yavapai in the community
- How to engage and generate community relationship
- More about the educators and their wider sense of sustainability

Larry Rosia will notify Humber College Canada that their offer to host has been gratefully accepted for 2019 and Maui College for 2020.

6A) Leaving PIN Greg Smith

Larry Rosia thanked Greg Smith for the amazing job he has done with PIN and always having a team of people from Central Community College with him at the conference. Larry Rosia asked if there was anyone else who would like to say something to Greg.

Larry Litecky thanked Greg Smith for the support that he provided to Larry as the Executive Director of PIN during his time as PIN President.

Phil Ker thanked Greg Smith for his commitment to PIN over the years and for bringing staff with him to the conferences. Also for his support in bringing the Korean Colleges to PIN.

Greg Smith explained that during his Presidency, PIN signed the agreement with the World Federation of Colleges and Polytechnics.

This agreement enable the PIN President to attend the World Federation of Colleges and Polytechnics conference. Greg Smith explained that one thing he takes very seriously are the PIN by-laws and it states you will attend the conference or send a delegate. PIN can encourage Presidents to do this but can't insist.

Greg Smith said with all the conversations he had had with staff when they return to Central Community College not one of them has said that they didn't find their PIN experience valuable.

Ron Bull presented Greg Smith with a carved stone from New Zealand and told the story of the origin of the stone and about the carvings unique to the stone selected for Greg Smith's farewell gift.

7) Membership - Larry Litecky

In attachment 3 the Membership document there have been some changes since it was created. PIN now has 20 paid members Lambton a Canadian College have paid their membership dues since this report was created.

There are challenges with the South Korean members as there has been a change in the ability of Korean Presidents to travel. Therefore, the South Korean members have not renewed their membership.

Currently we have 20 paid members from 4 countries.

- Australia 2
- New Zealand 6
- Canada 7
- United States 5

It is very difficult for members to participate in PIN if the President/CEO is inactive.

Nearly half of the CEO's of member institutions are inactive and not attending conference.

Currently the active institutions are

- Saskatchewan Polytechnic, Medicine Hat College and Olds College in Canada.
- North East Community College, Yavapai College and Central Community College in the US
- Otago Polytechnic, Future Skills, Universal College of Learning and Ara Institute in New Zealand

From the six active colleges Ara, Olds and Central Community College are in transition to changing over to a new president due to the current presidents retiring.

Both Greg Smith, Tom Thompson and Kay Giles have sent members of their senior team to the conferences in the past. This practice doesn't always translate into continuing membership when there is a change of President/ CEO.

Denise Henning informed the members that in Canada when a new president is transitioning into a new institution even though they may have been a president before they get a call from Denise Amyot (ICan) even if Denise already knows them. The discussion is then around how this new institution will transition and integrate with ICan.

There needs to be responsibility taken by the President or Executive Director articulate to new members the outcomes and what they will get out of PIN.

Larry Litecky suggested that the Executive Director may be the person to answer some of the more detailed questions. It is important to remember PIN is a small organisation with a relatively small budget. The Executive Director and the Associate Executive Director receive travel costs of approximately \$3000. a year as compensation for the work undertaken. To calculate the hourly rate may prove very interesting.

Larry Rosia agreed that PIN needs to invite the past CEO back to PIN understanding there is a lot of competition for CEOs professional development.

PIN needs to look at how we drive people back to the web site for information. PIN is a tight nit group with a level of trust. Larry Rosia expressed how comfortable he would be sending students to Otago as he knows he could pick up the phone and ask Phil Ker what's happening.

Larry Litecky updated the meeting regarding Bahrain Polytechnic making contact regarding payment of PIN dues and believes that they will finalise payment soon. Eastern Institute of Technology New Zealand have also indicated they will pay in the near future.

Penny Wills asked for clarification on why the web site only lists English speaking people. Penny also suggested that new members need a PIN Orientation.

Bill Warner explained the history of PIN meetings and conferences being delivered in English. Therefore, members have to be able to speak and comprehend English. PIN does not reject a nomination from no English-speaking institutions.

Larry Litecky added Korea and Bahrain have been members for several years and have both hosted conferences. In Bahrain, the conference was conducted in English. Larry noted that Korea was a little more challenging.

Larry Rosia said this may be how PIN did it in the past which doesn't mean that is how PIN operate in the future.

Denise Henning stated with respect to the agenda perhaps this conversation should be continued under the agenda item the future of PIN. Larry Rosia agreed.

Larry Litecky informed the group the Executive had discussed 35 institutions as a membership number which could result in 40 conference delegates.

Joe Sertich reminded the group that the web site states 25 institutions as good number and we are not trying to recruit an additional 15 members. When nominating it may not always be the college down the road. One of the benefits of PIN is the diversity of the group. Also, when there are new presidents, PIN has not always been able to transition them to continue with PIN.

Penny Wills asked that if she was successful in recruiting a new college from Mexico what would be the next step.

Larry Litecky explained that the nomination form is on the PIN web site and once the form is completed it should be emailed to Larry Rosia and the Executive Director or Associate Executive Director. The nomination then goes to the Executive for discussion and endorsement.

8) Recruitment - Larry Litecky (Attachment Four)

Denise Henning explained that she was invited by Tom Thompson to attend the PIN conference in Olds to see how she felt about PIN. During the conference, Tom Thompson met with Penny and asked if Yavapai would like to be a PIN member.

Phil Ker endorsed this approach as a good approach to recruitment and that he had paid the fees of a Japanese delegate several years ago which had been a good business decision.

8) Future of PIN?

- Proposal related to the World Federation of Colleges and Polytechnics

Phil Ker put forward an alternative approach to PIN to assess the level of interest in this change. Currently there are 22 paid members there are two ways we can go forward. PIN needs about 35 members to get the critical mass of active members and must be satisfied.

Alternatively, PIN could affiliate as a member of the World Federation of Colleges and Polytechnics (WFCP). WFCP is a federation of educational organisations. Every second year WFCP convenes their World Congress in a different country. There 42 member countries. WFCP conduct what they term Affinity Strands, it has been suggested that PIN could pick up responsibility for one of the Affinity Strand for such as Leadership. This would mean that PIN would convene the PIN conference alongside the WFCP in the country scheduled for that year. That year the PIN conference would have a strong leadership theme.

PIN could have a 2-day PIN conference and invite WFCP members but not country delegates then move to the WFCP World Congress.

Phil Ker asked members to express their level of interest in this change understanding that there is a lot to do during the due diligence process to take the concept to the next phase and it is unlikely we would be ready for 2018.

There was general discussion related to the concept of working with WFCP

- There were concerns regarding the need for interpreters
- The location of the next three conference
- More information required regarding WFCP members and number
- 2018 clash with Yavapai schedule
- It's a lot of work and how do we plait them together
- Would Pin be a pre-conference to WFCP
- PIN needs to identify the challenges
- 2020 may be too far away
- It would be difficult for some PIN members to return to the southern hemisphere next year
- PIN has been discussing membership since my last conference 5 years ago
- We need time to evolve and be proactive not reactive
- Create a sub group to identify how we make this work. Appoint an Executive Director and meet on the phone and not pull PIN apart

Denise Amyot responded to the member's discussion as follows

- Countries provide interpreters
- There is an opportunity for the PIN President or Executive Director to become a board member. WFCP Board meeting is soon
- WFCP do not have a spouse program but there is no reason why they couldn't
- World Congress 2018 is in Melbourne in September
- 2019/20 Abu Dhabi or Hong Kong
- Denise Amyot will provide the number and types of memberships available

Phil Ker repeated that we need critical mass and if everyone signed up a new member in the next few months this proposal would be dropped. The proposal came about because PIN had only 14 members in January and now there are 22 paid members. PIN could not have convened the conference with only 14 members. We have to have critical mass.

Larry Rosia proposed a motion to adjourn the meeting

Motion Moved: Phil Ker

Motion Seconded: Kay Giles