North Carolina Internship Council Meeting Minutes

Friday, February 8, 2019, 10:00 a.m.

Large Commission Room, Governor’s Crime Commission

1201 Front Street, Raleigh, NC

***Members Present****: Dr. Susan McCracken (Chair), Cha’ssem Anderson, Alan Briggs, Cynthia Frost, Elizabeth Goodwin, Dr. Bryle Hatch, Dr. Monty Hickman, Dr. Patrick Madsen, Edwin Moore, Timothy Ozment, Melissa Parks, Dr. Ashley Wells, Hon. Donna White, Paul Worley, Shawna Young, Christy Agner*

***Members Absent:*** *Meredith Berson*

***Department of Administration (DOA), Council for Women & Youth Involvement (CFWYI) Staff, Adjunct Reviewers Present****: Candace Dudley, Mary Williams Stover, Emily Roach, Danielle Leon, Dawn Nicholas-Roberts, Harriett Southerland, Emily Hagstrom, Molly Overholt, Kiricka Yarbrough-Smith*

**Meeting was called to order by Chair Susan McCracken at 10:07 a.m.**

**Welcomes and Introductions** were given by present members. Candace notified everyone of housekeeping items.

**New Member Orientation**: Candace conducted an orientation for new members. The orientation consisted of a PowerPoint outlining the office and the State of NC Internship Program.

**Approval of Minutes:**  Susan sought approval for the September 21, 2018 meeting minutes. The minutes were approved.

**Office Report:** Candace welcomed the new council and is looking forward to a successful two years. Christy Agner, Deputy Secretary, Department of Administration, gave an update about legislation that has been asked for the Internship Program. Christy mentioned that the Department of Administration requested a budget increase for $10.00/hr for intern wages. Hoping that this will be in place for Summer 2020. Mary Williams-Stover, Director of the NC Council for Women & Youth Involvement, spoke about the Status of Women: Employment & Earrings report that the State office has released, as well as the upcoming Health and Wellness report. If members are interested in sharing the findings from the report on their campuses, contact the State Office. Additional information, including fact sheets are available on the website.

**Internship Program Report:** The Program Booklet was published on November 1, 2019.. We conducted recruitment through e-mail correspondence, press releases or social medial announcements, and career fairs and additional school visits . The Office of the Governor and DOA sent press releases, and announcements were posted on Facebook and Twitter and through Handshake. Additionally, former interns assisted with recruitment and former applicants who were not placed in the program were encouraged to reapply.

Students submitted applications via mail this year.. The State Office is investigating online application systems. Students use SharePoint to submit their weekly timesheets. The feasibility of using SharePoint for applications is being investigated. Members mentioned possibly using PeopleAdmin, Handshake or NeoGov with the appropriate filters to receive applications. . It was noted that this program is the only program that is offered for students at community colleges to participate.

**Old Business**:

None

**New Business:**

With this being the 50th year of the State of NC Internship Council how can the board highlight this milestone? Members suggested contacting former employees. Candace mentioned that there is no database that has a continual list of previous interns but it will be something that the volunteer this summer can work on.

The Purpose Statement for the board has not been updated since 2006. The board received the purpose statement in their member notebook, and they were asked to report revisions at the September meeting. Also members will look over the Project Proposal application and began thinking about how it can be revised in order to promote applications that focus on skillsets that prepare applicants for the 21st Century.

A motion was made to establish committees to assist with the rebranding of the Internship Program. The application committee will work on a system to implement an electronic application for the summer of 2020 with minimal to little cost. The following were the subcommittees that were established:

Subcommittee 1: Advocacy, Fundraising, Awareness and Outreach Committee

Paul Worley – Chair

Alan Briggs

Edwin Moore

Elizabeth Goodwin

Subcommittee 2: Internship Application Committee

Dr. Bryle Hatch – Chair

Patrick Madsen

Shawna Young

Paul Worley

**2018 Internship Program Calendar:**  located in member handbook.

### Review of Screening Procedures: Candace reviewed eligibility criteria and the application screening procedures. Each application will be reviewed by one reviewer. Candace reported that the applications have been screened for completeness and eligibility. Law students have submitted writing samples. Recommendation letters were included. Applicants were told that recommendation letters were optional and not required. Candace mentioned that any applications that were not reviewed, we will have people in the Department to review them. Members of the Council for Women & Youth Involvement Office joined the council to assist in reviewing applications. The Internship Council reviewed 543 applications.

Adjournment at 4:00 p.m.