

North Carolina Internship Council Meeting Minutes

Friday, February 5, 2021, 10:00 a.m.

Microsoft Teams

Members Present: *Dr. Susan McCracken (Chair), Cha'ssem Anderson, Elizabeth Goodwin, Dr. Monty Hickman, Dr. Patrick Madsen, Belton Moore, Melissa Parks, Paul Worley, Emily Roach (Rep. For Sec. Machel Sanders), Peter Crawford, Shrikar Nunna, Darren Miller, Jamie Stamey*

Members Absent: *none*

Department of Administration (DOA), Council for Women & Youth Involvement (CFWYI) Staff & Invited Guest Present:
Candace Dudley, Mary Williams Stover, Anaja McClinton, Jenni Owens, Eliza Edwards

Meeting was called to order by Chair Susan McCracken at 10:04 a.m.

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

Approval of Minutes: Susan sought approval for the September 25, 2020 meeting minutes. The minutes were approved.

Office Report: Candace thanked the council for the hard work done and continued commitment through Summer 2020. Mary Williams-Stover, Director of the NC Council for Women & Youth Involvement, spoke about the Status of Women: Political Participation report that the State office has released, as well as the upcoming reports and those that have been released. 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. Mary also spoke about conversation about increasing the legal age of marriage from 14 to 18 years old. A committee is working to bring that issue to the forefront. The Council for Women Advisory Board also released a report speaking about Exploring Inequities which can be found on our website. She also spoke about the continued works of the Human Trafficking section.

Internship Program Report: Projects went live for students to apply on November 2. Due to COVID 19 we conducted a couple of virtual career fairs and classroom conversations. We conducted recruitment by correspondence either by e-mail, press releases or social medial announcements. The Office of the Governor and DOA sent press releases. We also post announcements 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. This year we received 3,255 applications for 87 positions. The office tracked the numbers weekly from December 2, 2020 – January 4, 2021. There were 2,035 applications passed to the Internship Council to review. The Internship Council passed along 1,573 to be sent to program supervisors. Placement sites were asked to indicate their preference for hosting an intern for Summer 2021, virtual, in-person, or hybrid. Last year 2,775 applications sent to Internship council 1,571 approved 1,110 declined.

Questions were asked in regard to the Internship Councils thoughts on the process. Many council members asked questions regarding the application and the review process of the Internship Council. The council discussed their dislike with the NEOGOV system and the difficulty with viewing and accessing the student applications. Candace mentioned the need for a new system specifically for the Internship Program. An idea was proposed of sending a memo or consultation out to speak with supervisors to provide them with solutions and resources so that students do not miss out on opportunities. A working group was formed for this. The members consisted of: Patrick Madsen and Jamie Stamey.

Candace mentioned that other internship opportunities not under the NC Internship Program reach out to inquire about possible interns. If candidates are not selected, they are still able to apply for other programs that are not apart of the State of North Carolina Internship Program.

It was recommended that we convert the rubric into a rating system to help narrow the list down for the supervisors to review. Also, there is a need to find a way that the resume is not the first thing that you see, because it gives reviewers the sight that the student does not have any experience. The internship is supposed to be their experience. This is when a new system will be helpful for the program. The Internship Coordinator mentioned this would be a great opportunity for the supplemental questions to have 3 questions that would bring out exactly what the Internship Council is looking for with each application. The council asked about Interns continuing on to fulltime jobs. Candace said this would be a great project for an intern. A working group has been formed to evaluate the process and provide some guidance. The working group consist of: Jamie Stamey, Patrick Madsen, and Shrikar Nunna.

New Business:

Yearlong Internship Option:

The Internship Council would love to explore the possibility of a year long internship program with the State of NC Internship Program. It was suggested that Fall and spring can only do 20 hours a week to maintain a balance of education. If they would like academic credit it could be a 3-6 or maybe 12-hour credit. Be charged for the academic rate for the academic year. It was mentioned that Wake Forest students are not allowed to have paid internships during the academic year, it will not be counted as a credit. The office will reach out to supervisors, to see who all are interested in participating and for which part of the year. The program could be piloted maybe 2 or 3 internships to be done during the school year. Yearlong internships may be something that is done 2 years down the road.

Wage Increase:

Candace mentioned the increase in student wages starting Summer 2021. The State of NC Internship Program wages has increased to \$12/hr. Due to the hourly rate increasing the number of interns the program can support has decreased. Suggestions was made to distribute a letter to the supervisors to give them the option to opt out or partially or fully pay their interns. It was also suggested that maybe the Internship Program could be shorten from 10/weeks to 5-6 weeks in order to support more students. It was mentioned to that the Internship Program runs over 2 fiscal years, which allows placement sites to support interns over 2 budgets.

Internship Manuel:

State Office have started a Manual for supervisors and other about the Internship Program. The hope is that this document will be used to assure things are consistent. A working group is formed to review the Manuel and give any insight to the State Office. The working group consist of Susan McCracken, Monty Hickman and Belton Moore.

Old Business: Candace mentioned she was in contact with Katie Hall, DOA Legislative Liaison in regard to the council speaking to the Legislators about the program. Some of the talking points were wanting to advocate for increased wages. There was no negative feedback for the increase especially with the national talk about increasing minimum wage to \$15. The council would like to increase the funding from the General Assembly so that no students are left behind when wanting to apply for the internship program. The council would also like to see if it would be possible to share a fact sheet of demographics of the program as a whole and the success rate of the internship to gain employment within state government. This will hopefully help the General Assembly see the need to increase the appropriations given the increase in student wages.

Upcoming Meeting

A meeting will take place on Friday, June 18th @ 11:00am. This meeting is just to touch basis and give an update on the program so far since the interns will be at their placement site.

Presentation: A presentation was given by Jenni Owen – Director of Strategic Partnerships OSBM. See attached PowerPoint.

Adjournment at 12:04 p.m.
