

North Carolina Internship Council Meeting Minutes
Friday, February 9, 2018, 10:00 a.m.
Large Commission Room, Governor's Crime Commission
1201 Front Street, Raleigh, NC

Members Present: *Dr. Anne York (Acting Chair), Rep. Donna White, Damian Walker, Joseph Wysocki, Dr. Manuel Dudley, Jason Tyson, Dr. James Kelley*

Department of Administration (DOA), Council for Women & Youth Involvement (CFWYI) Staff, Adjunct Reviewers Present:
Candace Dudley, Internship Coordinator, Brianna Van Stekelenburg, Research Analyst, Ashley Bass-Mitchell, C.O.P.E. Project Assistant

Meeting was called to order by Chair Dr. Anne York at 10:13 a.m.

Welcomes and Introductions were given by present members and adjunct reviews.

Approval of Minutes: Anne sought approval for the September 15, 2017 meeting minutes. The minutes were approved.

Office Report: Candace thanked the Council for all that they do to make this program a success and for all of your support. She presented on the various programs in the Council for Women & Youth Involvement Office. See powerpoint

Internship Program Report: The Program Booklet was published on November 1, 2017. Travel and staffing reductions will continue to limit staff recruitment activities; however, we are getting plenty of applications using e-recruitment activities. 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. Also, announcements were posted on Facebook and Twitter and through Handshake. We sent the announcement to former interns to request that they assist with recruitment and we also inform former applicants who were not placed in the program and visits to schools.

Last year we used NEOGOV to accept applications. This year a webform was created on our website for students to apply and supplemental information would need to be emailed to our offices email account. We received 1,051 submissions from the webform. Please note that we did have some students (less than 25) to apply multiple times. With that we still received in a good number of applications. Candace mentioned that she has spoken to DIT about an application that would allow the students to apply. Their response was that research would need to be done of other Internship Programs across the state that have this software and their thoughts.

We did have one project to withdraw (Case Disposition and Domestic Violence Recidivism Post Custody Mediation - #9) from the program due to a change considered with the program's Uniform Rules. This project was under the Administrative Office of the Courts.

Old Business:

A reminder to the boards that the Governor's Office is still working on appointments.

New Business:

A question has been asked from a supervisor regarding possibly using Skype or WebEx. A supervisor mentioned that by conducting interviews this way it's a more interactive way to interview because you are able to read body language. Rep. White added that it may add integrity to the program with this interview style. Jason Tyson thought that additional information for the process would be good. Dr. Manuel Dudley added that he agrees that it would be a good idea to incorporate this into the program. Chair York added that we should add a stipulation to the interviews, all by telephone or all by skype/webex/etc. Damian Walker added that most students would have access, however we should offer this in the Summer of 2019 since it was placed in the program booklet to reflect telephone interviews for Summer 2018. Voted upon and seconded that we will wait until 2018 to change the interview rules for supervisors.

Project Proposal form was brought before the board for any changes that they may see needed. It was determined that the only change would be to add the question about how the supervisor would conduct interviews if their proposal was approved. Voted upon and seconded. Passed

Damian Walker announced that he will be resigning from the board, due to graduation and moving to China to start his career. He mentioned that he has enjoyed serving alongside his fellow councilpersons, meeting incoming cohorts of interns and speaking about this program to staff and my fellow students at Carolina.

Rep. White asked about if there were guidelines for project proposals. Candace spoke on the process, and how each department within the state has an assigned Department Coordinator. This person is the liaison between the various supervisors and departments to the Internship Coordinator. Candace will continue to make sure that Department Coordinators are working to have structured and meaningful projects in their department. Candace also mentioned that mid-year and final evaluations are done with the interns and supervisors.

2018 Internship Program Calendar:

Friday, February 9, 2018	Internship Council Meeting (Screen student applications)
Friday, February 16, 2018	Alternate Council meeting dates (inclement weather)
February 21 – March 5 (Wednesday - Monday)	Supervisor Phone Interviews
March 14, 2018 (Wednesday)	Intern and Supervisor Preference Forms Due
March 28, 2018 (Wednesday)	Notification of internship placements to students (e-mail)
April 11, 2018 (Wednesday)	Supervisors and Department Coordinators notified of placement status *
May 21, 2018 (Monday)	Intern Orientation
May 21 – July 27, 2018	2018 Internship Program

The next Council meeting is scheduled to start at 10:00am on **Friday, September 21, 2018.**

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.

Review of applications began at 10:50 a.m. and continued until adjournment at 3:15 p.m.
