

North Carolina Internship Council Meeting Minutes
Friday, September 27, 2019, 10:00 a.m.
Large Commission Room, Governor's Crime Commission
1201 Front Street, Raleigh, NC

Members Present: Susan McCracken (chair), Cynthia Frost, Elizabeth Goodwin, Dr. Bryle Henderson, Dr. Monty Hickman, Melissa Parks, Christy Agner (Machelle Sanders), Paul Worley, Susan Mullins (Rep. Donna White)

Department of Administration (DOA), Council for Women & Youth Involvement (CFWYI) Staff Present: Emily Roach, Deputy Director N.C. Council for Women and Youth Involvement, Candace Dudley, Internship Coordinator

Meeting was called to order by Chair Susan McCracken at 10:08 a.m.

Welcomes and Introductions were given by present members.

Approval of Minutes: Susan McCracken sought approval for the February 8, 2019 meeting minutes. Minutes were approved.

CFW&YI Update: Emily Roach brought greetings on behalf of the Department of Administration and the N.C. Council for Women and Youth Involvement. She spoke about the ongoing project the office is conducting on the Status of Women and the release of the newest report, Status of Women in North Carolina: Health and Wellness. To read the full report, please visit www.councilforwomen.nc.gov. Emily also spoke about the various programs that the office administers and encouraged the council to consider having an informational session on their campus or in their community. In the first report Employment and Earnings, one of the recommendations was signed into law, paid leave being approved, matched 8 weeks of parental leave.

Internship Program Report: This summer we welcomed 104 interns. The interns worked from May 20 – July 29. This was a very successful summer with a record-breaking number we have had since the program began. Interns participated in various enhancement activities across the state this summer. The weekly e-newsletter that was sent out each week to highlight some of the amazing interns and important dates and information. The Intern Evaluation gave great results. Based on the survey many receive academic credit for this internship. Based on the survey 94% of the interns were satisfied with the overall internship and 91% would recommend the program to other students. Four interns were offered positions after the internship. We know that there were many more interns who are still working in State Government. The Supervisor Evaluation was overwhelmingly impressive as well. Based on the survey everyone would recommend the program to their colleagues. Based on the survey 96% of the agencies benefited from having an intern last summer.

Unfortunately, we did have 2 interns to resign early for the internship program due unforeseen circumstances. The 2 placement sites where interns resigned were:

1. Broughton Hospital (Stephanie McClure)
2. NC Museum of Natural Sciences: Arthropod Zoo (Bill Reynolds)

The 50th anniversary of the Internship Program was celebrated this summer. One event was a proclamation reading in the lobby of the Department of Administration.

Suggestions were made by the council to possible have 1-minute selfie videos for the newsletter next year and possible have the interns at the end of the program send thank you emails to representatives within their county.

**2020 State of North Carolina Internship Program
Projects Submitted**

Department	# of Projects	# of Interns	# of 100% Funding	# of 50% Funding	# of 0% Funding	Location of Project (City)
Administration	6	6	4	0	2	Raleigh
Administrative Office of the Courts	5	7	0	5	0	Raleigh
Agriculture and Consumer Services	2	2	0	0	2	Raleigh
Commerce	11	11	1	1	9	Raleigh, Charlotte, Norlina, Kings Mountain, Pleasant Hill, Rowland, Columbus, Mars Hill, Waynesville, Dobson
Community College System	2	2	0	0	2	Raleigh
Environmental Quality	22	23	4	2	17	Mooresville, Beaufort, Raleigh, Morehead City, Manteo, Kitty Hawk, Elizabeth City, Asheville
General Assembly House of Representatives Senate	2	2	1	0	1	Raleigh
Governor, Office of	2	2	0	0	2	Raleigh
Health and Human Services	6	6	0	1	5	Butner, Morganton, Raleigh, Greensboro
Judicial Appellate Supreme Court	4 3	4 3	0 0	0 0	4 3	Raleigh Raleigh
Labor	1	1	0	0	1	Raleigh
Natural and Cultural Resources	33	38	0	10	28	Manteo, Raleigh, Pinnacle, Asheboro, Connelly Springs, West Jefferson, Fayetteville, Southport, Carolina Beach, Beaufort, Durham, Four Oaks, Kure Beach
Office of State Human Resources	1	1	1	0	0	Raleigh
Public Instruction (State Board of Election)	1	2	0	0	2	Raleigh
Public Safety	7	7	2	2	3	Raleigh, Jackson Springs
Revenue	1	1	1	0	0	Raleigh
State Budget Management	5	5	5	0	0	Raleigh
State Ethics Commission	1	1	0	0	1	Raleigh
Transportation	1	1	1	0	0	Raleigh
Wildlife Resources Commission	4	7	0	5	2	Pisgah Forest, New Bern, Raleigh
TOTAL	120	132	20	26	84	

Total Projects Submitted: 120 Total Interns Submitted: 132

Old Business:

Thank you to the Internship Council subcommittee: Internship Application Committee. They have been very busy since the last meeting. Candace informed the council that the 2020 Internship Application will be on NEOGOV this year. Each project will be posted separately for applicants to apply. The council will be the hiring managers and hopefully review the applications prior to the next council meeting.

The Advocacy Subcommittee mentioned that they have not met and really need a reboot. Dr. Hickman joined this committee. Paul Worley mentioned that he wasn't on this committee, however he is on the Internship Application committee.

New Business: The next Council meeting is scheduled to start at 10:00am on **Friday, February 7, 2020.** The Council approved the 2020 Program Calendar with no changes.

A recommendation and discussion took place regarding matching funds. Members will work on seeing if securing funding to match the state funds. A motion was made and passed. The State Employees Credit Union Foundation has been a great partner with many of the universities will look to see if they will partner with the State of NC Internship Program as well. Also, Golden Leaf is a possible option.

Members discussed possibly inviting NC Department of Commerce to one of the council meetings to help in the conversation surrounding partnering with businesses.

Discussion took place regarding the geographical location being broader for the program. How to gain participation from various parts of the state. A part of the advocacy subcommittee will meet in a week to discuss possible options.

**The State of North Carolina Government Internship Program
Summer 2020 Program Calendar**

Monday, November 4, 2019	Post Project Book and Application on the Webpage and NEOGOV
Monday, January 13, 2020	Intern applications closing date
Friday, February 7, 2020	Internship Council Meeting (Screen student applications)
Friday, February 14, 2020	Alternate Council meeting dates (inclement weather)
February 26 – March 13 (Wednesday - Friday)	Supervisor Phone Interviews
Wednesday, March 18, 2020	Intern and Supervisor Preference Forms Due
Wednesday, March 25, 2020	Notification of internship placements to students (e-mail)
Wednesday, April 8, 2020	Supervisors and Department Coordinators notified of placement status *
Monday, May 18, 2020	Intern Orientation
May 18 – July 24, 2020	2020 Internship Program

Review of Screening Procedures: Candace reviewed eligibility criteria and the project proposal screening procedures. Each project proposal will be reviewed by two reviewers. Reviewers were asked to note strengths and weaknesses of the project proposal along with a “Yes” or “No” assessment on the Project Proposal Review Form. An application in disagreement (receiving a “Yes” and a “No”) shall receive a third reading. The council received 120 projects proposals to screen. An ethics reminder was provided to all screeners.

The Internship Council approved 113 projects for the 2020 Internship Program.

The meeting adjourned at 1:13 p.m.

Minutes Submitted by: Candace Dudley, Internship Coordinator
