

# North Carolina Internship Council Meeting Minutes

Friday, September 25, 2020, 10:00 a.m.

Microsoft Teams

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**Members Present:** Dr. Susan McCracken (Chair), Nunna Shrikar, Elizabeth Goodwin, Dr. Monty Hickman, Dr. Patrick Madsen, Edwin Moore, Melissa Parks, Dr. Ashley Wells, Peter Crawford, Darren Miller, Emily Roach (Designee for Mabelle Sanders), Shawna Young

**Members Absent:** Dr. Bryle Hatch, Cha'seem Anderson, Paul Worley

**Department of Administration (DOA), Council for Women & Youth Involvement (CFWYI) Staff:** Candace Dudley, Mary Williams-Stover, Allison Whitenack

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**Meeting was called to order by Chair Susan McCracken at 10:00 a.m.**

**Welcome** was given by Susan and each person present introduced themselves. Candace gave regrets for those who could not attend.

**Approval of Minutes:** Susan McCracken sought approval for the September 27, 2019 meeting minutes. Minutes were approved. Approval was also sought for the July 22, 2020 meeting minutes. Minutes were approved.

**CFW&YI Update:** Mary Williams-Stove 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: Political Participation. To read the full report, please visit [www.councilforwomen.nc.gov](http://www.councilforwomen.nc.gov). Mary also spoke about the various programs that the office administers and the CARES ACT grant which will provide one-time emergency grants to eligible NC domestic violence centers and sexual assault programs to help meet needs due to the COVID-19 pandemic.

**Internship Program Report:** This summer we welcomed 44 interns. The interns worked from May 18 – July 24. This was a very different summer as the interns worked remotely due to COVID-19. Candace thanked everyone who provided support to Sara (Interim Internship Coordinator) during the summer.

## **New Business**

**2020-2021 Internship Program Calendar:** The council reviewed the proposed 2020-2021 Internship calendar. Council approved.

### **Summer 2021 Program Calendar**

Monday, November 2, 2020	Post Project Book and Application on the Webpage and NEOGOV
Monday, January 4, 2021	Intern applications closing date
Friday, February 5, 2021	Internship Council Meeting (Screen student applications)
Friday, February 12, 2021	Alternate Council meeting dates (inclement weather)
February 22 – March 5 (Monday - Friday)	Supervisor Phone Interviews

Friday, March 19, 2021

Intern and Supervisor Preference Forms Due

Wednesday, March 31, 2021

Notification of internship placements to students (e-mail)

Friday, April 9, 2021

Supervisors and Department Coordinators notified of placement status \*

Monday, May 24, 2021

Intern Orientation

May 224 – July 30, 2021

2021 Internship Program

*Meeting dates for 2021 and 2022:* The council voted and approved the following dates for council meeting.

February 5, 2021

September 24, 2021

February 4, 2022

September 23, 2022

*Recommendations for Summer 2021:* The board discussed the required documents for the summer program and the look for summer 2021 taking into consideration the affects of COVID-19. The council approved the following changes or additions to the program: Eliminate the optional recommendation letter, replace with names and contact info for 3 professional reference (with explanation) and include section on application to explain any extenuating circumstances that may prohibit applicant from meeting all internship requirements and language on application to direct applicants to seek assistance from their university/college career center. Council approved.

The council also approved to notate on the project the look of each project for summer 2021. The look being either in-person, virtual or both.

**2021 Project Proposal Profiles:** The chart shows projects that were submitted for Summer 2021. The council decided to open up the project proposal window for 1 more week. This will allow of projects who did not submit a proposal to submit.

Department	# of Projects	# of Interns	# of 100% Funding	# of 50% Funding	# of 0% Funding	Location of Project (City)
Administration	6	7	5	0	2	Raleigh
Administrative Office of the Courts	1	1	0	1	0	Raleigh
Agriculture and Consumer Services	1	1	0	0	1	Raleigh
Commerce	14	14	6	0	8	Greenville, Lumberton, Jacksonville, Raleigh, Charlotte, Norlina, Kings Mountain, Pleasant Hill, Rowland, Columbus, Mars Hill, Waynesville
Environmental Quality	17	18	10	0	8	Beaufort, Raleigh, Mooresville, Asheville, Morehead City, Manteo, Kitty Hawk
General Assembly						
Senate	1	1	0	0	0	Raleigh
Governor, Office of	3	3	0	0	3	Raleigh
Health and Human Services	4	4	0	1	3	Morganton, Butner, Raleigh
Judicial						
Appellate	1	4	0	0	4	Raleigh
Supreme Court	1	1	0	0	1	Raleigh
Lt. Governor, Office of	1	1	0	0	1	Raleigh
Natural and Cultural Resources	16	16	0	6	10	Manteo, Asheboro, Kure Beach
Office of State Human Resources	1	1	1	0	0	Raleigh
Public Safety	5	6	3	1	2	Raleigh
State Budget Management	4	4	1	0	3	Raleigh
State Ethics Commission	1	1	0	0	1	Raleigh
Transportation	1	1	0	0	1	Raleigh
Wildlife Resources Commission	3	6	0	4	2	New Bern, Raleigh
<b>TOTAL</b>	<b>80</b>	<b>89</b>	<b>25</b>	<b>13</b>	<b>50</b>	

**Review of Screening Procedures:** Candace reviewed eligibility criteria and the project proposal screening procedures. Each project proposal will be reviewed by one reviewer. Reviewers walked through how they would review project proposals through

SharePoint this year. Each reviewer has a particular projects they have been assigned. All reviews will be done through Microsoft Forms. An ethics reminder was provided to all screeners.

The Internship Council approved 80 projects (as of Friday, September 25) for the 2021 Internship Program.

**The meeting adjourned at 11:44 a.m.**

Minutes Submitted by: Candace Dudley, Internship Coordinator

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