

## North Carolina Internship Council Meeting Minutes

Friday, September 22, 2023, 10:00 a.m.

Department of Administration and WebEx

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**Members Present:** Nadirah Phippen, Amber Lennon, Cha'ssem Anderson, Rosalynn Melissa Parks, Dr. Laura Colson, Paul Worley, Tiffany Watts, Nicolas MacGregor, Kearston Page Freeman, Christopher Chan, Sumit Gupta

**Members Absent:** Dr. Britt Davis, Jamie Stamey, Avery Staley, Elizabeth Kusko, Evin Grant (Secretary Cashwell Designee)

**Department of Administration (DOA), Council for Women & Youth Involvement (CFWYI) Staff:** Anaja McClinton, Danielle Carman, Jillian McNeil, Judge Damion McCullers

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**Meeting was called to order by Chair Paul Worley at 10:00 a.m.**

**Welcome and Ethics Reminder** was given by Paul Worley along with the reading of the ethics statement. There was no known conflict of interest or potential conflict by any members.

**Virtual Roll Call & Approval of Minutes:** Chair asked each council member present introduced themselves and briefly state the organization/school and position they are associated with. Acting Chair Worley sought approval for the Friday, February 3, 2023, meeting minutes. Minutes were approved.

**Introduction of New Members & Oaths of office** was given by Judge Damion McCullers. The following members were sworn in: Dr. Laura Colson, Tiffany Watts, Nicolas MacGregor, Kearston Page Freeman, and Christopher Chan.

**DOA & CFW&YI Update:** Secretary Cashwell gave a welcome. She informed the council that the General Assembly is discussing an increase of pay for the State of NC Internship Program to \$15.00 an hour. The budget has not yet been passed. Danielle Carman (CFWYI Executive Director) brought greetings on behalf of the Department of Administration and the N.C. Council for Women and Youth Involvement. She spoke about the various programs the office administers. Danielle mentioned the \$500,000 increase for DV and SA funds. Also, the \$750,000 biennium for SA and DV funds. Additionally, the office is recurring for 2 Human Trafficking positions and we have also received funding for the deaf and hard of hearing sign language interpreters.

**Internship Program Report:** Summer 2023 we were excited to welcome 85 interns. The interns were placed throughout the state and worked hybrid, virtual, and in person. Many of the internships were held in person this past summer. We were able to have a couple enhancement activities for the interns to participate in (a scavenger hunt at the museum of Natural Sciences, and tour of Queen Anne's Revenge). We were happy to conclude the summer with our annual Internship Reception at the Governor's Mansion. Each board member received evaluation from interns and supervisors. Based on the evaluations of the interns and supervisors it was a successful summer. Council members inquired about housing options for interns. The Internship Coordinator mentioned that our office does not coordinate housing however, some projects have housing options for students. There was discussion about partnering with surrounding universities for housing for the summer. Other council members inquired about how the information for the program is sent to students. Information is sent to students by a press release, information sent to past interns, social media. A council member mentioned that her university sends information to their students via a newsletter, website, etc. to get the word out. Council members discussed pushing out Internship Program information through Handshake, social media, maintaining communication with department heads, and the student voice to get the word out about the program.

**Internship Dashboard:** The hopes are that this will make it simple for students to apply for State Government internships.

### **New Business**

**2023-2024 Internship Program Calendar:** The council reviewed the proposed 2023-2024 Internship calendar. Council approved. Anaja reviewed important dates for the 2022-2023 internship calendar. The council motioned for there to be information sessions for students before Christmas Break and finals.

**Meeting Dates** – The next council meetings scheduled for Friday, February 2, 2024, which we will be approving student applications and Friday, September 20, 2024, where project proposals will be approved for Summer 2024. The next meeting will be in person in February. More information will be forthcoming.

**2024 Project Proposal Profiles:** Received 104 project proposals received requesting 122 interns. We are currently still receiving project proposals. The General Assembly has still appropriated funds for the internship program. The wages for the interns may be increased to \$15.00 an hour. Access to SharePoint has been sent to all council members to approve project proposals. A link with the evaluation will be sent by the close of day. Deadline review all project proposals is Monday, October 2.

**The meeting adjourned at 11:10 a.m.**

Minutes Submitted by: Anaja McClinton, Internship Coordinator

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