

North Carolina Internship Council Meeting Minutes

Friday, September 24, 2021, 10:00 a.m.

Microsoft Teams

Members Present: Shrikar Nunna, Elizabeth Goodwin, Dr. Monty Hickman, Dr. Patrick Madsen, Edwin Moore, Melissa Parks, Darren Miller, Evin Grant (Designee for Secretary Pamela Cashwell), Cha'ssem Anderson, Bailey Recktenwald, Andy Munn

Members Absent: Dr. Susan McCracken (Chair), Paul Worley

Department of Administration (DOA), Council for Women & Youth Involvement (CFWYI) Staff: Candace Dudley, Anaja McClinton, Danielle Carman, Charnessa Ridley, Ashleigh Parker Dunston

Meeting was called to order by Acting Chair Dr. Monty Hickman at 10:00 a.m.

Welcome and Roll Call was given by Dr. Hickman and each council member present introduced themselves. Candace gave regrets for those who could not attend. Introduction of new CFWYI Executive Director and Deputy Director. Danielle Carman and Charnessa Ridley. Introduction of new members, Evin Grant, Bailey Recktenwald, and Andy Munn were given.

Swearing in of New Members was given by Judge Ashleigh Parker Dunston. The following members were sworn in: Bailey Recktenwald and Evin Grant.

Approval of Minutes: Acting Chair Hickman sought approval for the Friday, February 5, 2021 and Friday, June 18, 2021 meeting minutes. Minutes were approved for both dates.

CFW&YI Update: 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 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.

Internship Program Report: This summer we were excited to welcome 72 interns for Summer 2021. The interns were placed throughout the state and worked hybrid, virtual and in person. We were able to have 3 enhancement activities for the interns to participate in (a scavenger hunt at the museum of Natural Sciences, tour of the Court of Appeals and a virtual tour of the Aquarium at Roanoke Island. This summer we also hosted weekly Chat & Chews with various state employees. We were happy to conclude the summer with our annual Internship Reception at the Governor's Mansion.

New Business

2021-2022 Internship Program Calendar: The council reviewed the proposed 2021-2022 Internship calendar. Council approved.

Summer 2022 Program Calendar

Monday, November 1, 2021

Post Project Book and Application on the Webpage and NEOGOV

Monday, January 3, 2022

Intern applications closing date

Friday, February 4, 2022

Internship Council Meeting (Screen student applications)

Friday, February 11, 2022

Alternate Council meeting dates (inclement weather)

February 21 – March 4 (Monday - Friday)	Supervisor Phone Interviews
Friday, March 18, 2022	Intern and Supervisor Preference Forms Due
Thursday, March 31, 2022	Notification of internship placements to students (e-mail)
Friday, April 8, 2022	Supervisors and Department Coordinators notified of placement status *
Monday, May 23, 2022	Intern Orientation
May 23 – July 29, 2022	2022 Internship Program

Internship Manual: Each of council member should have received the Internship Manual. The council has reviewed the manual and provided insight. The manual will be used for supervisors and interns to provide clear and consistent guidance of the program.

Upcoming Meeting Dates – All meetings will be held at 10am on a Friday. As of now the meeting will continue to be virtual.

- Friday, February 4, 2022
- Friday, September 23, 2022

Intern Wages: Intern wages increased for the Summer 2021. Intern began receiving \$12/hr. Previously, the intern wages were \$8.25/hr. Discussion happened about the increase of internship wages, and hopefully increasing the budget from appropriations. It was decided that a letter is drafted to ask for an increase. A team was formed to craft the letter to be sent to the Governor’s office.

2022 Project Proposal Profiles: The chart shows projects that were submitted for Summer 2022. The council was pleased to have a wide variety of projects.

Department	# of Projects	# of Interns	# of 100% Funding	# of 50% Funding	# of 0% Funding	Location of Project (City)
Administration	9	9	7	0	2	Asheville, Raleigh
Administrative Office of the Courts	3	3	0	0	2	Raleigh
Agriculture and Consumer Services	1	1	0	0	1	Raleigh
Commerce	14	14	5	0	9	Charlotte, Columbus, Fayetteville, Greenville, Hickory Jacksonville, Kings Mountain, Maggie Valley, Mars Hills, Mt. Airy, New Bern, Norlina, Pleasant Hill, Rowland
Environmental Quality	20	23	6	2	14	Beaufort, Manteo, Mooresville, Morehead City, Raleigh, Remote, Washington, Wilmington
General Assembly House Senate	1/1	1/1	0	0	1/1	Raleigh
Governor, Office of	4	4	0	0	3	Raleigh
Health and Human Services	3	3	1	1	1	Butner, Raleigh
Judicial Appellate Supreme Court	4/1	4/1	0	0	4/1	Raleigh
Natural and Cultural Resources	21	21	0	6	17	Asheville, Beaufort, Greenville, Kure Beach, Manteo, New Bern, Raleigh
Office of State Human Resources	1	1	1	0	0	Raleigh
Public Safety	4	7	2	4	1	Raleigh
Revenue	6	6	0	0	6	Raleigh
State Budget Management	4	4	1	2	1	Raleigh
Transportation	1	1	1	0	0	Raleigh
Wildlife Resources Commission	3	4	0	4	0	New Bern, Pisgah Forest, Raleigh
TOTAL	101	108	24	20	64	

Review of Screening Procedures: Candace reviewed 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 meeting adjourned at 10:44 a.m.

Minutes Submitted by: Candace Dudley, Internship Coordinator
