

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Orlando, Florida, January 15-16, 2015

(In the interest of space, written reports given out at the meeting will not be rewritten into these minutes; however, a copy of the annual report, that includes a summary of reports, will be included in the set of official minutes. Where a report was submitted, ATTACHMENT will be inserted into the minutes. Contact CEIA office for any copies of these reports that you may be missing. You may assume a discussion took place for all items listed.)

Board Members Present: Patty Bazrod, , Beth Settje, Tracey Bowen, Steve Sellars, Carmen Diaz, Penny Grob, Jose Pereira, Lisa Tandan, David Snow, Veronica Porter, Joe Catrino, Hollis Zehnder, Kelly Harper, Sara Muzzy, Dan Cayse, Connie Dietz, Anderson Lee, Al King, Scott Maynard

Absent: none

Ex Officio Present: Peggy Harrier, Julie Hutt, Dawn Koeltzow

Ex Officio Absent: none

Thursday, January 15, 2015

Call to Order: 9:05 am by President, Patty Bazrod

Introductions and update of Board roster.

Review of Agenda: P. Bazrod (Attachment)

P. Bazrod reviewed agenda and asked for additions or deletions – no changes.

Motion Made, Seconded (K. Harper/A. Lee) to accept agenda. Motion Carried.

President's Report: P. Bazrod (Attachment)

- Working with Executive Committee & Association Manager to improve processes and strategic planning.
- Processes in place: Audit comm., Site Selection Comm., succession planning, conference chairs two years out; Research, Journal & Experience Magazine Task Forces.

Past President's Report: C. Dietz (Attachment)

- Facilitated Nominations Committee: C. Dietz, chair, C. Diaz, R. Porter, S. Sellars, H. Zehnder.
- Coordinated VPs with Awards processes.
- Facilitated Schneider Award Committee: M. True, D. Fleishman, H. Oloroso
- Coordinated Conference Session Proposals Review Committee: K. Mattivi, C. Mims, G. Meenaghan, A. Furney
- Facilitated planning of NAWIL training in Vail, CO, June 2015.

President-Elect Report: K. Harper (Attachment)

- Organized 2015 Audit Committee.
- Site selection Committee for 2016 & 2017 conference.
- Working with conference chairs for annual conferences in 2015 and 2016.
- Facilitated Best Practices Award Committee: L. Phillips, J. Netzer

Action Item: All to submit Annual Report forms to Kelly Harper by January 31, 2015.

- Attending ACT Foundation meeting in Washington, DC, Work & Learning Leaders Roundtable.

Minutes of previous meeting: P. Harrier (Attachment)

- Review and approval of October 16-17, 2014 board meeting minutes.

Motion Made, Seconded (P. Grob/D. Snow) to accept minutes. **Motion Carried.**

2015 Conference: J. Hutt, Conference Chair (Attachments)

- Atlanta, GA; downtown Marriott Marquis; March 29-31, 2015; “Change, Challenge, Opportunity” theme.
- Conference format: 6 Tracks, 36 break-out presentations; 4 levels and 4 audience types.
- Schedule-at-a-Glance reviewed; Call for Proposals in process (56 proposals); Region 1 submitted most (15)

- No speed sessions this year; reviewed where, when, who list for board members at conference.
- Development/sponsorships Committee: Julie Hutt, Kelly Harper, Dawn Koeltzow
- Northeastern U. \$4,000/Drexel U. \$2,000/ Hollis Zehnder and Disney sponsored conference bags/ Anderson Lee donated various printing materials for conference.
- Publishing Guidebook Social Media APP for smart phones – Joe Catrino – print less.

Action Item: Use colored dots for each region on conference name badges.

- Registration Fees – rates stay same for 2015 Conference:

	<u>CEIA Mbr</u>	<u>Non-Mbr</u>	
Early Bird Rate , to Midnight 1/31, 2015	\$425	\$600	
Regular Rate , 2/1 to Midnight 2/28	\$475	\$650	
Late Rate & Walk-in , 3/1 or after	\$525	\$700	
One-Day Rate (not available for multiple days)	\$275	\$350	Mon.____ Tues.____

2016 Conference: D. Koeltzow, Bradley University, Illinois

- Marriott City Center, Dallas, TX; April 3-5, 2016; arts district; boutique hotel
- \$159/night; \$10/night kickback to CEIA
- “Big Things Happen Here” theme
- Strong local committee, including TXCEIA.

2017 Conference: K. Harper/ S. Maynard

- Site Selection committee – chaired by Scott Maynard (Kelly Harper, Kent Phillips and Helen Oloroso)
- Conference Committee reviewing 4 hotel proposals for Denver –recommendation in February 2015.
- Working with Molly Weller Thompson, Metropolitan State University of Denver

Action Item: S. Maynard will investigate conference cancellation insurance.

Action Item: P. Grob will prepare survey for membership ref hosting international conference (i.e. will institutions fund travel, would folks come, passports, CAFCE, etc.) by January 31st.

Break 10:30 – 10:45 am

Financial Reports: D. Cayse (Attachments)

- Financial procedures updated – reconciled cash balances for period ending February 2014 to reconstruct work not completed by former treasurer.
- Using analytical processes and accounting worksheets, completed association records for period from March 1 thru May 31, 2014 to close prior fiscal year.
- Reconciled bank accounts for fiscal year and completed financial statements for fiscal year ending May 31, 2014: +\$25,803.42 surplus.

Motion Made, Seconded (T. Bowen/C. Diaz) to accept May 31, 2014 Financial Statement. **Motion Carried.**

Motion Made, Seconded (C. Dietz/A. Lee) to investigate and bring recommendation forward to Audit and Executive Committees for a rider on current policy for conference cancellation insurance. **Motion Carried.**

2014 Federal Tax Return: D. Cayse (Attachment)

- Filed with IRS; shared with board; individual copies upon request.

2014-15 Financial Report: D. Cayse

- Balance Sheets June 1 through December 31, 2014 presented in new spreadsheet format

Motion Made, Seconded (T. Bowen/P. Grob) to accept Financial Report as presented. **Motion Carried.**

- Audit Committee re-convened by President-Elect K. Harper (Committee: K. Harper, K. Phillips, S. Sellars, S. Maynard, D. Cayse)
- Prepared 2015 financial binders for Audit committee.

Action Item: P. Bazrod will prepare and send letter requesting contributions to student assistance fund (Honor Roll).

Professional Development: D. Snow/C. Dietz (Attachments)

- 2015 NAWIL Vail training: C. Dietz
 - 2 tracks Agenda reviewed(Newcomers & Experienced); June 10-12th

Action Item: Regional VPs and Marketing VP share NAWIL in Vail registration information.

- Webinars Update: D. Snow
 - Schedule of webinar series thru remainder of fiscal year

Lunch Break 11:30am / Meeting resumed 1:00pm

Elections: C. Dietz

- Nominations Committee: C. Dietz, chair, C. Diaz, R. Porter, S. Sellars, H. Zehnder.
- D. Snow term limit expired

2015/2016 Board Elections Ballot: C. Dietz, Chair

President Elect:	Steve Sellars, West Texas A&M University
VP Region 2:	Penelope Grob, LaSalle University
VP Region 4:	Anderson Lee, Waubensee Community College
VP Region 6:	Sara Muzzy, Wichita State University & Molly Thompson, Metropolitan State University of Denver
VP Global Network:	Jose Pereira, University of Toronto
VP Cooperative Education Network:	Scott Maynard, Mississippi State University
VP Two Year Program Network:	Lisa Tandan, Forsyth Technical Community College
VP Marketing & Membership:	Joe Catrino, Quinnipiac University
VP Professional Development:	Connie Dietz, Wichita State University
VP Research:	Tracey Bowen, University of Toronto

Action Item: Photos & bios for election to C. Dietz & P. Harrier by January 31, 2015.

Awards: C. Dietz - oversight for VPs responsible for CEIA awards.

Connie Dietz	Dean Herman Schneider Award (Educator) <i>Peter Franks</i> – Drexel University
Hollis Zehnder	Charles Kettering Award (Employer) <i>Westar Energy</i> - Wichita, Kansas (approved January 31 st)
Scott Maynard	Cooperative Education Student Achievement Award <i>Matthew Lee</i> – The Pennsylvania State University
Beth Settje	Internship Student Achievement Award <i>Mark Mazzucco</i> - South Dakota School of Mines & Technology
Lisa Tandan	Two Year Program Student Achievement Award <i>Jared Standish</i> – Bunker Hill Community College
Tracey Bowen	Ralph W. Tyler Award (Research and publication) <i>Not Awarded</i>
Tracey Bowen	James W. Wilson Award (Advocacy of research activity) <i>Maureen Drysdale</i> – University of Waterloo
Kelly Harper	Best Practices Award (Innovative program solutions) <i>Mississippi State University</i>

Action Item: C. Dietz will be point of communication with student award recipients.

Action Item: K. Harper will send template for award certificates to chairs.

Action Item: C. Dietz will prepare plaques for awards.

Membership Report: P. Harrier (Attachment)

- 701 CEIA 2014 members.
 - 2014 Employer members: 36
 - 2014 Educator members: 665
 - 2014 US States represented: 47
 - 2014 Countries represented: 8
- 368 renewed for 2015 (326 paid+42 lifetime); 16 in-process; 143 non-renewed.

Action Item: P. Harrier will send non-renewed spreadsheet to regional VPs by February 28, 2015 for follow-up.

Marketing and Membership: J. Catrino (Attachment)

- Facebook page de-activated.
- Created & designed Guidebook APP for association activities.
- Marketing for conference ongoing.
- Working with EBSCO on Journal database structure.
- Social media posts via twitter & LinkedIn; news briefs

Research and Surveys: T. Bowen (see attachment)

- Role evolving to new directions – practitioner focus
 - EBSCO access to Journal
 - Experience Magazine – focus on proceedings, small studies
 - Undergraduate research & surveys – small grants

Action Item: K. Harper & P. Bazrod reach out to Gail Elliott CEED to end joint research grant.

Network VPs:

Cooperative Education Network: Scott Maynard (Attachment)

Two Year College Network: Lisa Tandan (Attachment)

Internship Network: Beth Settje (Attachment)

Global Program Network: Jose Pereira (Attachment)

Employer Network: Hollis Zehnder (Attachment)

Break: 2:45 – 3:00 pm

Regional VPs:

Region 1 Northeast: Ronnie Porter (Attachment)

Region 2 Mid-Atlantic: Penny Grob (Attachment)

Region 3 Southeast: Carmen Diaz (Attachment)

Region 4 Midwest: Anderson Lee (Attachment)

Region 5 Southwest: Steve Sellars (Attachment)

Region 6 Mountain/Plains: Sara Muzzy (Attachment)

Region 7 West: Al King (Attachment)

Old Business: none

New Business:

- Tyler Award – HOLD for review.

Meeting recessed 4:00 pm.

Friday, January 16, 2015

Resumed meeting 9:15 am

GOAL Setting and Planning Session

- THE PRIZE: “CEIA will dedicate its talents and resources to supporting its membership through personal and professional development, to provide effective programs and services for students engaged in Co-op and Internship based Experiential Education.”
- Break into three areas/groups.

Broad Board Objectives

Enhance Professional Development

Contribute to Student Development

Facilitate Peer-to-Peer Sharing

Current State of Organization- CEIA

Existing Programs- Experience Magazine, Grants, NAWIL, Webinars - (Patty report)

Organizational Structure- VP's, Networks, Resources/Board - (Steve Sellars report)

Peer-to-Peer Sharing-Conferences, Communications - (Anderson Lee report)

GOAL: Professional Development

- **Committee- TBD**
- How does this action item achieve our objective?
- What resources do we need to achieve?
- Existing Programs- Experience Magazine, Grants, NAWIL
 - Experience Magazine-Due March 1st
 1. Editor –“Pay” (RFP) Funding, Job Description, Vision of Magazine
 - a. Committee- VP Communications-Chair; two Regional VP's, Employer Relations, Research/Surveys
 - Format-
 1. On-line-resources needed
 2. Fall Issue-Theme Conference and Board
 3. Spring Issue- Theme Based

GOAL: NAWIL- Chair-VP Professional Development

- **Committee- TBD**
- Vision: 12 hour intensive, training, set curriculum. Training Program-Certificate Based in Program Management
 - A specific curriculum and faculty.
 - Offered and Conference and Vail for example. (could move venue)
 - Market as a package for Universities & Colleges.
 - Selection Process (limit numbers and must be working in the field).
 - Participants in NAWIL could sign-up for NAWIL and the training would run at the same time as the conference and they would also have conference privileges. (Need to explore idea).

GOAL: GRANTS- VP Research

- **Review Committee- External to CEIA**
- A. Revise Grants-
 1. CEIA Undergraduate Research Development Grant
 - a. Call to Practitioners
 - b. Two Year Cycle
 - c. Themes
 - i. Assessment
 - ii. Best Practices
 - iii. New Assisted Technologies for Program Development
 - iv. Emerging Trends
- B. Funding-
 - 25 % for Administrative Expenses
 - 75% Awards-Paid undergraduate researchers

GOAL: Webinars- VP Professional Development

- **Committee- Web Chair**
- Current Format Good; need to grow to next level of delivery; resource Implications

Review of Action Items: (attached at end of these minutes)

Adjournment: P. Bazrod

Motion Made, Seconded (S. Sellars/P. Grob) to adjourn the meeting at 11:15 am. **Motion Carried.**

The Cooperative Education and Internship Association
BOARD OF DIRECTORS MEETING
Orlando, Florida, January 15-16, 2015

ACTION ITEMS

1. **Action Item:** All regional VPs will send regional and state events info for website calendar.
2. **Action Item:** K. Harper will set up committee to review non-student award criteria for next year.
3. **Action Item:** Joe Catrino will research how to secure the Journal archives.
4. **Action Item:** Joe Catrino will investigate what it will take to fund Experience Magazine Editor’s position and prepare proposal.
5. **Action Item:** Anderson Lee will print Conference Annual Report, attendees list, sessions eval forms, maps and Schedule-at-a-Glance; shipping to Atlanta site as well.
6. **Action Item:** Kelly Harper will prepare an RFP for the Treasurer’s position as a part of the transition plan.
7. **Action Item:** Kelly Harper will review RFP for Development Associate position.
8. **Action Item:** All to submit Annual Report forms to Kelly Harper by January 31, 2015.
9. **Action Item:** Use colored dots for each region on conference name badges.
10. **Action Item:** S. Maynard will investigate conference cancellation insurance.
11. **Action Item:** P. Grob will prepare survey for membership ref hosting international conference (i.e. will institutions fund travel, would folks come, passports, CAFCE, etc.) by January 31st.
12. **Action Item:** P. Bazrod will prepare and send letter requesting contributions to student assistance fund (Honor Roll).
13. **Action Item:** Regional VPs and Marketing VP share NAWIL in Vail registration information.
14. **Action Item:** Photos & bios for election to C. Dietz & P. Harrier by January 31, 2015.
15. **Action Item:** C. Dietz will be point of communication with student award recipients.
16. **Action Item:** K. Harper will send template for award certificates to chairs.
17. **Action Item:** C. Dietz will prepare plaques for awards.
18. **Action Item:** P. Harrier will send non-renewed spreadsheet to regional VPs by February 28, 2015 for follow-up.
19. **Action Item:** K. Harper & P. Bazrod reach out to Gail Elliott CEED to end joint research grant.