

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Atlanta, Georgia, March 28, 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, 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: Tracey Bowen

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

Ex Officio Absent: none

Call to Order: 1:10 pm by President, Patty Bazrod

Review of Agenda: P. Bazrod (Attachment)

P. Bazrod reviewed agenda and asked for additions or deletions – add Internship Network.

Motion Made, Seconded (S. Maynard/P. Grob) to accept agenda as amended. Motion Carried.

President's Report: P. Bazrod (see Annual Report)

- Introductions: guest, Molly Thompson, incoming ex-officio board member, 2017 Conference Chair.
- Board Dinner: meet in lobby 6:00 pm.
- Expressed gratitude to leaving board member, David Snow, Drexel University.
- Certificates and thank you to all board members.
- Year-at-a-Glance:
 - Worked with Executive Committee & Association Manager to improve processes and operational procedures.
 - Implementation of new financial procedures and long range 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 (see Annual Report)

2015-16 Board Elections Results: Nominations Committee: C. Dietz, chair, C. Diaz, R. Porter, S. Sellars, H. Zehnder.

President Elect:	Steve Sellars, West Texas A&M University
VP Region 2:	Penelope Grob, LaSalle University
VP Region 4:	Anderson Lee, Waubonsee Community College
VP Region 6:	Sara Muzzy, Wichita State University
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
Appointment (one year): VP Region 5:	Lisa Garza, The University of Texas at Dallas
Ex-Officio Appointments:	
2016 Conference Chair:	Dawn Koeltzow, Bradley University
2017 Conference Chair:	Molly Thompson, Metropolitan State University of Denver

Awards Recipients:

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
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>

President-Elect Report: K. Harper (see Annual Report)

- Organized 2015 Audit Committee.
- Site selection Committee for 2016 & 2017 conference.
- Coordinated conference chairs for 2015 and 2016.
- Facilitated Best Practices Award Committee: L. Phillips, J. Netzer
- Attending ACT Foundation meeting in Washington, DC, Work & Learning Leaders Roundtable.

Minutes of previous meeting: P. Harrier (Attachments)

- Review and approval of January 15-16, 2015 board meeting minutes.

Motion Made, Seconded (S. Maynard/D. Snow) to accept minutes. **Motion Carried.**

2014-15 Financial Report: D. Cayse (see Annual Report & Attachments)

- Consolidated Income Statement for Year ending May 31, 2014 presented.
- Balance Sheets June, 2014 through February 28, 2015 presented.

Motion Made, Seconded (C. Dietz/H. Zehnder) to accept Financial Report as presented. **Motion Carried.**

Audit Committee Update: S. Maynard (Attachments)

Re-convened by President-Elect K. Harper (Committee: K. Harper, K. Phillips, S. Sellars, S. Maynard, D. Cayse)

Motion Made, Seconded (B. Settje/J. Catrino) to accept Audit Report as presented. **Motion Carried.**

Honor Roll: P. Bazrod

During the Conference, CEIA honors those students who are receiving awards for their noteworthy achievements. Since some students are unable to attend due to limited personal finances, the Association has established a fund to assist them with some of the expenses related to their travel.

- 2015 - \$1075 (15 donations) from solicitation of lifetime members, past award recipients and membership.
- 2014 - \$1,100
- 2013 - \$ 775
- 2012 - \$ 775
- 2011 - \$ 700

2015 Conference: J. Hutt, Chair, University South Carolina Honors College (Attachments)

- Handed out conference bag, program, etc. to board members.

- Schedule-at-a-Glance reviewed; volunteers, WIFI; Connect the Dots; Student Panel at Tuesday luncheon; Monday 8:45 am start details; Mike True Pre-Conference presenter cancelled due to health issues (B. Settje & S. Muzzy will cover it); Exhibitors (A. Lee); Registration Desk (M. Kruger); A/V (Z. Osborne).
- *Board-Be-Where-When* reviewed: P. Harrier (handout)

2016 Conference: D. Koeltzow, Chair, Bradley University, Illinois (handout)

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

2017 Conference: Molly Thompson, Chair, Metropolitan State University of Denver

- Westin Denver Downtown; April 2 – 4, 2017; \$159 + 14.75% tax/night, single/double.

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

- Webinars Update: D. Snow
 - Webinar series moved to Kelly Harper’s agenda.
- 2015 NAWIL Vail training: C. Dietz
 - 2 tracks Agenda reviewed(Newcomers & Experienced); June 10-12th; Manor Vail Lodge

Membership Report: P. Harrier (Attachment)

- **Membership summary:**
 - Total 2014 members: 701
 - Total 2013 members: 649
 - Total 2012 members: 611
 - Total 2011 members: 641
 - Total 2010 members: 668
 - Total 2009 members: 629
 - Total 2008 members: 760
 - Total 2007 members: 729
- Breakout 701 CEIA 2014 members:
 - 2014 Employer members: 36
 - 2014 Educator members: 665
 - 2014 US States represented: 47
 - 2014 Countries represented: 8
- 566 renewed for 2015 (524 paid+42 lifetime); 5 in-process; 229 non-renewed.

Action Item: P. Harrier will send membership spreadsheet to Regional VPs.

Action Item: Regional VPs will reach out to non-renewed members.

Action Item: Goal of 150 more 2015 members.

WIL Research Database Project (U. of Waterloo): P. Harrier

Project Purpose: (for information purposes)

To serve the needs of Waterloo and international WIL researchers

- to much more easily identify the gaps in research
- to provide a user-friendly way to disseminate research to co-op and WIL practitioners

Stages/Timelines

- by August to develop a high-fidelity prototype which has an web interface and can demonstrate the expected functionality of the finished product; a sample website that we will be using to guide this process is: <http://benefitshub.ca/>, a research portal used by the Recreation and Leisure researchers/ practitioners

- after the prototype is developed we will determine the requirements for the database that will sit behind the website that will hold the titles, authors, keywords, abstracts, and some classifying information such as country, type of WIL, etc.
- once they have built/bought the software to do that, they will start populating it (early/late Fall 2015);
 - step 1 will be indexing all the articles in the CEIA journal and APJCE journal since everything in those two journals will be relevant
 - step 2 will be identifying the keyword searches that will be used to find articles from other journals that need to be included

Action Item: P. Harrier will follow-up with J. Catrino and U. of Waterloo to discuss possible partnership for Journal database.

Internship Network: B. Settje (handout)

- Non-paid internship statement update

Action Item: B. Settje will revise non-paid internship statement and send to board for review by end of April.

- Intro Internship definition – HOLD

Strategic Planning: P. Bazrod

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.”*

GOAL: Professional Development

- Experience Magazine- develop business plan
 1. Editor –“Pay” (RFP) Funding, Job Description, Vision of Magazine
 - a. Committee- VP Communications-Chair; two Regional VP’s, Employer Relations, Research/Surveys
- Format - On-line-resources needed; hire co-op or intern?

Action Item: Executive Committee develop proposal for Experience Magazine Editor or Communications/social media manager by June 18th virtual board meeting.

Marketing and Membership: J. Catrino (Attachment)

- Guidebook APP for conference & association activities reviewed for use while in Atlanta.
- Working with EBSCO on Journal database structure.
- Social media posts via twitter during conference.

Research and Surveys: (T. Bowen absent) P. Bazrod

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: T. Bowen will present proposal at October board meeting for future direction of VP Research.

Regional & Network VPs :

Action Item: S. Sellars will prepare summary report of self-study analyzing board roles and share with new board members electronically by June 18th.

Motion Made, Seconded (J. Catrino/D. Snow) to suspend meeting at 4:32 pm. **Motion carried.**

Board dinner – meet in in lobby at 6:00 pm.