

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Embassy Suites, Charleston, SC
 Sunday, April 15, 2018

(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: Scott Maynard, Steve Sellars, Veronica Porter, Dan Cayse, Jessy Jones, Dawn Koeltzow, Andrew Harper, Julie Hutt, Sarah Burrows, Kate Darcy Hohenthal, Joe Catrino, Lynne Hickle, Ross Johnston, Tracey Dowling, Molly Thompson, Sara Muzzy, Hollis Lotz, Kelly Harper

Absent: Al King, Patricia Bazrod

Ex Officio Present: Peggy Harrier, David Caffo, Cara Doyle

Ex Officio Absent: Michael Sharp

Call to Order: 1:15 pm by President, Scott Maynard

Review of Agenda: Scott Maynard (Attachment)

- Scott Maynard reviewed agenda and asked for additions or deletions – no changes.

Motion Made, Seconded (M. Thompson/S. Burrows) to accept Agenda. **Motion Carried.**

Motion Made, Seconded (M. Thompson/S. Burrows) to amend Agenda – add By-Laws, Employer Survey and new International Student Award to agenda. **Motion Carried.**

President's Report: Scott Maynard (Attachment)

- Expressed gratitude to leaving board members: Al King, Steve Sellars, Hollis Lotz.
- Certificates and thank you to all board members.
- Recognized David Caffo and committee for their work on conference.
- Year-at-a-Glance summary: thanked work of all board members
 - Experience Magazine
 - Career-Eco
 - Benchmarking Membership Survey
 - CEIA Academy
 - Membership increase

Action Item: Regional VPs will share info at Monday regional meetings including awards, election results, volunteer opportunities, CEIA Academy in Vail, CO, Chicago 2019 conference, need for bloggers, digital lounge, download Guidebook, Twitter handle #ceia2018.

Minutes of previous meeting: P. Harrier (Attachment)

- Review and approval of January 8-9, 2018 board meeting minutes.

Motion Made, Seconded (D. Cayse/H. Lotz) to accept minutes. **Motion Carried.**

Financial Reports: D. Cayse (Attachments)

- Profit/Loss Budget Statement – June 1, 2017 to March 31, 2018
- Balance Sheet – March 31, 2018 (\$446,050 Total Assets)

Motion Made, Seconded (S. Burrows/A. Harper) to accept Profit /Loss Statement and Balance sheet as presented.

Motion Carried.

Honor Roll Update: Scott Maynard (see Annual Report) 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.

2018 - \$1,005 (15 donations) from solicitation of lifetime members, past award recipients and membership.

2017 - \$1,250	2016 - \$1,300	2015 - \$1,075	2014 - \$1,100
2013 - \$ 775	2012 - \$ 775	2011 - \$ 700	

2018 Conference: Charleston, SC - David Caffo, Chair (Attachments)

- 370 registrations!
- Committee recognition – BIG thanks to all – gave out conference bags – thank you to Hollis & Disney
- Reviewed agenda, program, Guidebook schedule, entertainment, printed materials, etc.
- Volunteers to cover events, registration, etc. onsite during conference.
- Review of Where to be When.

2019 Conference: Chicago, IL – Cara Doyle, Chair

- March 31 – April 2, 2019; Chicago Westin Riverside (downtown)

Action Item: P. Harrier will send out Fall Board Meeting request as soon as Chicago Westin Hotel provides new contact person (to be held September 23-25, 2018).

2020 Conference: San Diego, CA – Andrew Harper, Chair

- D. Koeltzow, Site Selection Chair
- March 29 - April 1, 2020; San Diego Westin (downtown)

2021 Conference: Tampa, FL – OPEN, Chair

- P. Harrier, Site Selection
- April, 2021; Tampa Marriott Waterside
- Winter Board meetings 2019 and 2020 to be held at same hotel.

BREAK: 2:30 – 2:45 pm

2018-19 Board Elections Results: S. Sellars, Past President

Executive VP/President-Elect:	Julie Hutt
Vice President Finance:	Dan Cayse
Vice President Research & Surveys	Sarah Burrows
Vice President Region 1: (Northeast)	Kate Darcy Hohenthal
Vice President Region 3: (Southeast)	MaKasha Dockery
Vice President Region 5: (Southwest)	Andrew Harper
Vice President Region 7: (West)	Zach Osborne
Vice President Employer Network:	Janis Ransom
Vice President Internship Network:	Molly Weller Thompson

Ex-Officio Appointments:

Associate Membership Development & Retention
Associate External Relations & Development
2020 Conference Chair

Patricia Bazrod, Georgia Institute of Technology
David Caffo, Wilmington University
Andrew Harper, St. Edward's University

2017 CEIA Award Recipients: S. Sellars

- Dean Herman Schneider Award: S. Sellars, Chair
 - *Dr. John Henderson, Wilberforce University & Cincinnati State College*
- Charles Kettering Award: H. Lotz, Chair (absent)
 - *Wayfair, LLC*
- Cooperative Education Student Award: T. Dowling, Chair
 - *Alison Walasinski, The Ohio State University**
- Internship Student Award: M. Thompson, Chair
 - *Nicholas Peterson, University of Alabama in Huntsville**
- Two Year Program Student Award: J. Jones, Chair
 - *Emily Hatsigeorgiou, Washtenaw Community College*
- Ralph W. Tyler Award: S. Burrows, Chair
 - *Erik Alanson & Richard Robles, University of Cincinnati*
- James Wilson Award: S. Burrows, Chair
 - *Dr. Tracey Bowen, University of Toronto*
- Best Practice Award: V. Porter, Chair
 - *The Ohio State University, Engineering Career Services**

Conference Activities: S. Maynard

- Reviewed board participation at Annual Business Meeting.
- Discussed order of events for Awards Banquet.

Site Selection Committees: P. Harrier appointed to work with committees and negotiate contracts.

Committee to work in 2018-19	Committee to work in 2019-20	Committee to work in 2020-21
Site Selection Committee for 2021 Conference (Tampa, FL)	Site Selection Committee for 2022 Conference (Eastern US)	Site Selection Committee for 2023 Conference
Molly Weller Thompson (Chair)	David Caffo (Chair)	Cara Doyle
David Caffo	Cara Doyle	Andrew Harper
New Conference Chair 2020 (Andrew Harper)	New Conference Chair 2021	New Conference Chair 2022

- 2019 conference will be in Chicago, IL; 2020 in San Diego, CA; 2021 in Tampa, FL.

CEIA Academy: P. Harrier

- June 13-15, 2018, Vail, CO.
- Training emphasis; referred to the flyer on tables.
- Recruiting participants; trainers this year Zach Osborne, Dan Cayse.

Action Item: Secure CEIA Academy (NAWIL) Alumni Ribbons for name badges at 2019 conference.

Experience Magazine: P. Harrier for M. Sharp (absent)

- Just published second of two issues since the relaunch and expansion
- Issue 1: 13 articles
- Issue 2: 11 articles
- Issue 3: 10 abstracts submitted, authors are currently working with Associate Editors to complete articles, publish Issue 3 in October 2018 (early fall semester)
- Good mix of Coop, Internships, Service Learning/Engagement, student voice, employer voice, innovation, EL research
- Good mix of institutional involvement in both service to the publication and authorship
- Needs:

- Marketing and promotion (selling advertisements, etc.)
- Expanding readership to CEIA member institutions
- More submissions, especially from CEIA Board members and community members
- Feedback from attendees about what they would like to see in the publication that is not already there

Action Item: M. Sharp to submit letter that Regional VPs can send members to recruit writers for Experience Magazine. (link to sample articles included).

Membership Report: P. Harrier - see Annual Report

- 2018 total new/renewed to date: 683
Individual=258; Organizational to 3=192; Organizational 4 or more=188
- 674 – 2017 members 694 – 2016 members 675 – 2015 members
701 - 2014 members 649 - 2013 members 611 - 2012 members
641 - 2011 members 668 - 2010 members 629 - 2009 members
760 - 2008 members 729 - 2007 members

Action Item: Continue membership contest to end of year 2018. (\$100 prize)

PEARSON Partnership Initiative – M. Thompson

Pearson interested in building a partnership around the creation of training materials to help returning veterans acculturate to the expectations of higher education and, eventually, the workforce.

- Part 1 - Filming of a documentary interviewing MSU Denver students, faculty, and staff regarding the veteran experience in higher education.
- Part 2 - Creation of a full package of scalable, educational materials around helping veterans transition into the civilian workforce.

Action Item: M. Thompson will pursue Pearson initiative with support of S. Maynard and D. Cayse and report back to Board at Fall meeting in Chicago.

Research & Surveys Report: S. Burrows - see Annual Report

- Described potential Employer benchmarking survey to be conducted this coming year.
- Summarized membership benchmarking survey conducted fall 2017.

Action Item: S. Burrows will investigate a new benchmarking survey for Employers.

By-Laws Update: V. Porter/P. Harrier (see Board of Directors Handbook)

- Reviewed multiple changes to current 2017-2018 By-Laws

Motion Made, Seconded (D. Koeltzow/S. Burrows) to accept By-Laws changes as presented. **Motion Carried.**

Action Item: P. Harrier will complete the approved changes and distribute new Handbook to board members by June 1, 2018.

International Student Award proposal: Ross Johnston (see handout)

The *Peggy Jarvie, University of Waterloo, International Work Experience Award* recognizes an outstanding student who has had an international work experience, outside of the country they are studying in, that enhanced their learning objectives, is supported by their University or College and confirmed, by their employer, as having added proven value to their organization. Nominated students will be enrolled in a two-year, four-year or five-year degree undergraduate program who has participated in a Cooperative Education Program between September 1 of the previous year and August 31 of the nominating year. The overall winner will receive a plaque, cash prize of \$500.00 and be recognized at the CEIA Annual Conference. Honorable mention candidates will receive a certificate. The awards committee reserves the right to determine award eligibility.

- \$500 to be awarded annually; yearly funding furnished by University of Waterloo.

Eligibility:

- Students must be nominated by a CEIA member school or employer.

- Nominated students must be enrolled in a two-year, four-year or five-year undergraduate degree program.
- Nominated student must have completed at least one co-op, but may be on an additional site at the time of nomination.
- Nominated student must have been officially registered as a cooperative education student through the University or College's cooperative education program.
- Students who complete one-time internship positions do not qualify for this award (see the other CEIA student awards).
- We request that each institution or site sponsor nominate only one individual.

Motion Made, Seconded (H. Lotz/K. Hohenthal) to approve new International student award. Initial award to be given in 2019. **Motion Carried.**

New Business: S. Maynard

- HOLD Action Items review to new board meeting on Monday.

Suspend meeting at 4:00 pm.

Board dinner – meet in in lobby at 5:45 pm.