

Thanks for
the memories!



Annual Report

2023 - 2024

ceiainc.org

2023 – 2024 Board of Directors

<i>President</i>	Molly Thompson University of Colorado Boulder
<i>Executive Vice President/President-Elect</i>	Andrew D. Harper KingsleySurveys
<i>Immediate Past President</i>	Ross Johnston University of Waterloo
<i>Vice President, Finance & Development/Treasurer</i>	Dan Cayse Retired, Cincinnati State Technical and Community College
<i>Vice President, Marketing & Communications</i>	Richard Robles, EdD University of Cincinnati
<i>Vice President, Professional Development</i>	Tracey Dowling, EdD Florida State University
<i>Vice President, Employer Relations</i>	Scott Maynard St. Johns County Chamber of Commerce
<i>Vice President, External Relations & Development</i>	David Caffo, EdD Wilmington University
<i>Vice President, Member Development & Retention</i>	Patricia Bazrod Retired, Georgia Institute of Technology
<i>Vice President, Research & Surveys</i>	Cherie Lynch Endicott College
<i>Vice President, Region 1 – Northeast</i>	Vanecia Harrison-Sanders Northeastern University
<i>Vice President, Region 2 – Mid-Atlantic</i>	Kristen Gallo, EdD Temple University
<i>Vice President, Region 3 – Southeast</i>	Elery Rojas WIX.com
<i>Vice President, Region 4 - Midwest</i>	Kelly Harper Cincinnati State College
<i>Vice President, Region 5 - Southwest</i>	Celeste Lindell Texas Christian University
<i>Vice President, Region 6 – Mountain/Plains</i>	Joseph Banks Utah State University
<i>Vice President, Region 7 – West</i>	Ralph Brigham, EdD Southwestern Advantage
<i>Vice President Region 8 - International</i>	Domenica De Bilio University of Waterloo
Ex Officio Members	
<i>Executive Director</i>	Peggy Harrier Retired, Cincinnati State Technical and Community College
<i>Editor, Experience Magazine</i>	Nadia Ibrahim-Taney University of Cincinnati
<i>Associate, Diversity, Equity, and Inclusion</i>	Tiffany Johnson University of Central Florida
<i>2024 Conference Chair (Tampa, FL)</i>	Tracey Dowling, EdD Florida State University
<i>2025 Conference Chair (Tucson, AZ)</i>	Richard Robles, EdD University of Cincinnati

Annual Reports from CEIA Board of Directors

Submitted by: Peggy Harrier

Board Position: Executive Director

CEIA Membership Report

January 1, 2024

2024 Total new/renewed: 425 (374 paid + 51 lifetime members)

2024 Pending: 314 (281 renewal/ 33 new)

***New in last 30 days: 21 (83 new member specials)**

Total 2024 members to date: 425	Total 2015 members: 675
Total 2023 members: 706 (425 + 281)	Total 2014 members: 701
Total 2022 members: 675	Total 2013 members: 649
Total 2021 members: 662	Total 2012 members: 611
Total 2020 members: 734	Total 2011 members: 641
Total 2019 members: 776	Total 2010 members: 668
Total 2018 members: 739	Total 2009 members: 629
Total 2017 members: 674	Total 2008 members: 760
Total 2016 members: 694	Total 2007 members: 729

Regional breakdown of 2023 members:

	<u>Total</u>	<u>Lifetime</u>
Region 1	130	6
Region 2	89	3
Region 3	140	11
Region 4	119	12
Region 5	31	5
Region 6	50	8
Region 7	46	3
Region 8	50	3
Sub Totals	655 (374 + 281)	51

Total: 706* (66 increase over 2022)

Submitted by: Molly Thompson

Board Position: President

Committee Membership:

Executive; Quality Outcomes (*chair*); Apprenticeship Community of Practice; Academy on the Road; Train the Trainer Subcommittee

Quality Outcomes Committee:

- Sara Burrows - Suffolk University
- Cindy Damschroder - University of Cincinnati
- Robert Wooten - Dalhousie University
- Beth Settje - University of Connecticut
- Ashley Hamilton - Paul Quinn College

Accomplishments:

Academy on the Road: Presented two sessions, one of which was new, at the CEIA Academy in VAIL.

Apprenticeships: Participated in a webinar on apprenticeships. Participated in a partnership conversation with DOL staff on apprenticeship community of practice. Reached out to 6 schools with apprenticeship programs to encourage membership. Working with the State of Colorado to design an online version of the Academy on the Road aimed at rural schools - designed the curriculum outline for this project - now working with the Quality Outcomes Committee to build the content.

Business Plan: Led the Executive Officers' Retreat to discuss and refine all six strategic initiatives and outline an implementation plan for the top 4. Reworked the fall board meeting format to give space for discussion of the business plan with an eye to launching a handful of new initiatives in the coming years - outcome of those conversations to be presented at the Spring board meeting. Outlined proposal to move Business plan forward. Proposed and outlined two new awards for consideration to be presented to the board at the winter board meeting. Worked with grad student assistant to research and write a sustainability report for CEIA with suggestions to be presented at the Spring board meeting. Launched an operations mapping project.

Annual Sponsorships and Monetizing Programs: Had five conversations with companies to be potential vendors. Started a conversation with Riipen around partnering with CEIA on major projects and around being a vendor for the conference. Supported David Caffo turning that initial conversation into a proposal that would bring significant funds into CEIA over the next 3-5 years. Personally, sponsoring the upcoming conference and secured advertising sponsorship from my institution. Planned CEIA Month communications. Outlined a proposal on consulting services to be presented to the board for comment, which will be presented at the Spring meeting.

WACE: Attended WACE in Canada as a representative of CEIA. Met with Judie Kay to discuss continued involvement in WACE - secured a one-year, low cost membership to keep CEIA at the table - outlining a proposal for ongoing engagement that will be presented to the board at the Spring meeting.

Submitted by: Ross Johnston

Board Position: Immediate Past President

Committee Membership:

Nominations & Elections (*chair*); Awards (*chair*); Past Presidents' (*chair*)

Committee Members:

Nominations & Elections Committee: Ross Johnston (Chair), University of Waterloo; Dr. David Caffo, Wilmington University; Kelly Harper, Cincinnati State Technical & Community College; Dr. Tracey Dowling, Florida State University; Dr. Richard Robles, University of Cincinnati; Joseph Banks, Utah State University

The Dean Herman Schneider Award: Ross Johnston (Chair), University of Waterloo; Dan Cayse, Cincinnati State University; Kelly Harper, Cincinnati State Technical & Community College; Scott Maynard, SJCC Chamber; Dr. David Caffo, Wilmington University; Peggy Harrier, CEIA

The Charles F. Kettering Award: Scott Maynard (Chair), SJCC Chamber; Allen Oliver, Merideth Communications; Peggy Harrier, CEIA; Don MacDowell, ACEN; Michael Sharp, University of Cincinnati

The Ralph W. Tyler Award: Cherie Lynch (Chair), Endicott College; Candice Stinchcomb, Alabama State University; Jacqueline Broida, University of Utah; Frank LeCates, Stevens Institute of Technology

The James W. Wilson Award: Cherie Lynch (Chair), Endicott College; Candice Stinchcomb, Alabama State University; Jacqueline Broida, University of Utah; Frank LeCates, Stevens Institute of Technology

The Co-operative Education Student Achievement Award Committee: Caitlin Giannetti (Chair), East Carolina University; Jayne Dressing, Cincinnati State University; Holly Logan, Temple University

The Two-Year College Student Achievement Award: Allison Muise (Chair), Endicott College; Bob Penkala, Macomb Community College; Alix Rouby, Shippensburg University; Gerry Meenahan, Lane Community College

The Internship Student Achievement Award Committee: Dr. Regina Smith (Chair), College of Lake County; Jenean Meadows, Virginia Tech; Madhvi Acharya, University of Central Florida; Erin Mullen, University of South Carolina

The Peggy Jarvie, University of Waterloo, International Work Experience Award: Domenica DeBilio (Chair), University of Waterloo; Bryan Barts, University of Wisconsin-Stout; Dario Guescini, Seneca College; Cailen Elliott, University of Waterloo; Elaine Fenner, University of Guelph; Vanessa McMahon, University of Calgary

Best Practices Award: Molly Thompson (Chair), University of Colorado-Boulder; Beth Settje, University of Connecticut; Cindy Damschroder, University of Cincinnati; Sarah Burrows, Suffolk University; Robert Wooden, Dalhousie University; Ashley Hamilton, Paul Quinn College

Past Presidents Committee: Ross Johnston (Chair), University of Waterloo; Dr. David Caffo, Wilmington University; Patty Bazrod, Georgia Institute of Technology; Dr. Veronica Porter, Northeastern University; Scott Maynard, SJCC Chamber; Steve Sellars, West Texas A&M University; Robert Penkala, McComb Community College

Accomplishments:

Apprenticeships: Throughout the year I have helped form a CEIA Community of Practice on Apprenticeships. Key contributors have been: Danielle Rose, Forsyth Technical Community College; Chad Bridgman, Sinclair Community College; Molly Thompson, University of Colorado-Boulder; Melissa English, Apprenticeship Colorado; Jared Auclair, Northeastern University.

The purpose of this group has been to consider the key components for a future strategic plan for CEIA on apprenticeships and how practitioners and employers can have access to information and best practices, regarding building and evolving quality apprenticeship programs that have an impact at a State, and National level, within the USA. Two webinars were provided on panel discussions relating to apprenticeship programming throughout the year and this included attaining input from the UK, as to the different programs that are emerging from colleges and universities. This strategic group has evolved further throughout the year to include input from The US Department of Labor, providing input at the Federal level from Gemma Thomas, Strategic Partnerships Team Lead and members from her team and colleagues within The Office of Apprenticeship. Opportunities have been provided for additional content, specifically on apprenticeships, at this year's conference. This will include panel discussions and presentations. In addition to this, next steps for the upcoming year include the completion of a strategic plan for CEIA on apprenticeships, together with web-based content, and a webinar series aimed at enhancing knowledge and support relating to impactful, quality apprenticeship programming.

Academy on the Road: Supported Academy on the Road by promoting the event and by supporting staff attending from University of Waterloo.

Annual Sponsorships and Monetizing Programs: Conference sponsorship once again provided by the University of Waterloo.

Leadership Initiatives: Formed a new stream to the CEIA Academy program that will focus on leadership training & development for CEIA members who are in, or entering into, leadership positions. Following a member survey in 2023, six key current areas of leadership development were identified. A faculty has been formed to develop and deliver content, and as a result, The CEIA Academy, *Ascend Leadership Development Program* will be launched at this year's conference and made available to members. The program will run over six online sessions and be combined with reflection sessions, so that the cohort can learn from each other's learning journey and experiences. Successful completion of the program will result in a graduation ceremony at the CEIA conference in 2025. Future content for the program will be formed from an annual survey to members, so that program content constantly remains relevant and current. Look out for more information that will be available at the conference, with the program starting shortly after. The six inaugural sessions, and the respective faculty are: **Continuous Improvement** – Celeste Lindell; **Strengthening Relationships** – David Schwartz; **Leading & Managing Change** – Ross Johnston, University of Waterloo; **Leading High Performing Teams** – Lynne Hickle, Drexel University; **Providing growth Opportunities for Staff** – Dr. Kristen Gallo, Temple University; **Strategic Planning** – Dr. Dan Cayse, Cincinnati State University (retired).

Submitted by: Andrew Harper

Board Position: Executive VP/President-Elect

Committee Membership:

Audit Committee (*chair*); Executive Committee; Membership Development

Audit Committee Members:

- Andrew Harper (chair), Executive Past President / President-Elect (CEIA Board of Directors)
- Joseph Banks, VP, Region 6 /The Mountain and Plains States (CEIA Board of Directors)
- Penny Grobe, Past VP, Region 2 (CEIA Board of Directors)

Accomplishments:

Academy on the Road: Developed and facilitated a new breakout workshop for the 2023 CEIA Academy in Vail, CO: “Calibrating Your Compass: Program/Workshop Development.”

Regional VP Training and Plan Structure: Streamlined volunteer recruitment by routing CEIA Volunteer Interest Forms to relevant Region Vice Presidents, facilitating member engagement and committee assignments. Initiated the market analysis strategic goal from CEIA Business Plan 2.0 by developing and distributing a membership analysis survey, in collaboration with the Vice President of Membership Development, to representatives of each region on the Membership Development Committee. Expanded the Membership Development Committee by co-leading the recruitment of eight representatives from each region with the Vice President of Membership Development. Piloted a new member engagement strategy by collaborating with the Vice President of Membership Development, Conference Chair, and Executive Director to launch committee meet-ups at the annual conference. Recommended revisions for the CEIA Association Bylaws and CEIA Board of Directors Handbook.

Annual Sponsorships and Monetizing Programs: Chaired the audit committee, ensuring a smooth and successful annual association financial audit.

Two-Year Programs: Spearheaded the identification of prospective members from two-year colleges across all U.S. regions, expanding our outreach potential and strengthening the association's membership base.

Submitted by: Dan Cayse

Board Position: VP, Finance & Development/Treasurer

Committee Membership:

Executive Committee

Accomplishments:

- Prepared and balanced the annual budget and submitted it to the board for approval.
- Prepared periodic financial reports and presented them to the board.
- Prepared and submitted financial records and documents to the 2023 Audit Committee.
- Worked with the conference chair and executive director on the financial management of the 2023 Annual Conference.
- Prepared the annual tax return, Form 990, and supporting schedules, presented it to the board for review and submitted it to the Internal Revenue Service.
- Completed and filed Forms 1099-Misc and Form 1096 for the association and submitted them to Internal Revenue Service.
- Filed the Annual Charitable Registration with the State of Ohio and Non-Profit Business Entity Report with the State of Indiana.
- Worked with the consultant to develop process maps for the positions of Vice President of Finance, Treasurer and Corporate Secretary.
- In the role of treasurer, maintained detailed records and managed the finances of CEIA working closely with the executive director and the executive committee of the board.
- Secured the Event Cancellation Insurance Policy for the 2023 CEIA Annual Conference and renewed the liability insurance for the association and board.
- Prepared the final consolidated summary financial report for the fiscal year ended, May 31, 2023, that is included in this Annual Report.
- Worked with the president and board on the continued implementation of the business plan.
- Prepared an updated progress report of the Milestones to Vision that are an integral part of the Business Plan.
- Worked with Morgan Stanley our portfolio manager to oversee the investment of surplus funds of the association.
- As prescribed in the business plan, developed and presented to the board a new financial report disclosing cost to revenue ratios and cost volume profit analysis.
- Along with the President, reviewed and signed contracts and agreements on behalf of CEIA.
- Provided information to Charity Navigator to upgrade CEIA rating from 4 star to 5 star.
- Invested CEIA surplus funds in a high yield certificate of deposit with Truist Bank.

COOPERATIVE EDUCATION & INTERNSHIP ASSOCIATION, INC.
INCOME STATEMENT (CASH BASIS)
FOR THE YEAR ENDED, MAY 31, 2023

INCOME

MEMBERSHIP	\$ 102,600
PROGRAM SERVICES	172,753
DONATIONS	1,365
INVESTMENT INCOME	2,720
OTHER INCOME	<u>26</u>
TOTAL INCOME	\$ 279,464

EXPENSE

ADMINISTRATION	\$ 113,012
PROGRAM SERVICES	166,769
BOARD TRAVEL & MEETINGS	66,524
PROGRAMS & PROJECTS	<u>10,002</u>
TOTAL EXPENSE	\$ 356,307
EXCESS EXPENSE OVER REVENUES	<u><u>\$(76,844)</u></u>

COOPERATIVE EDUCATION & INTERNSHIP ASSOCIATION, INC.
BALANCE SHEET (CASH BASIS)
MAY 31, 2022

ASSETS

CURRENT ASSETS:

CASH	\$ 311,571
MARKETABLE SECURITIES (Lower of Cost/Market)	81,587
ACCOUNTS RECEIVABLE	3,835
PREPAID EXPENSES	<u>24,141</u>
TOTAL CURRENT ASSETS	\$ 421,134

FIXED ASSETS:

EQUIPMENT	\$ 4,551
LESS: ACCUMULATED DEPRECIATION	<u>4,551</u>
TOTAL FIXED ASSETS	\$ 0

INTAGABLE ASSETS:

TRADEMARK	\$ <u>1,600</u>
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TOTAL ASSETS	\$ <u>422,734</u>
<u>LIABILITIES & EQUITY</u>	
LIABILITIES:	
DEFERRED INCOME	\$ 0
EQUITY:	
RETAINED EARNINGS, MAY 31, 2021	\$ 499,578
PRIOR PERIOD ADJUSTMENT	<u>0</u>
ADJUSTED RETAINED EARNINGS	\$ 484,521
EXCESS EXPENSE OVER REVENUE	(76,844)
RETAINED EARNINGS, MAY 31, 2022	\$ <u>422,734</u>
TOTAL LIABILITIES & EQUITY	\$ <u>422,734</u>

Submitted by: Richard Robles

Board Position: VP, Marketing and Communications

Committee Membership:

Conference Programs' (*chair*); Elections; 2024 Conference Committee; CEIA Academy

2024 Conference Programs Committee:

- Cailen Elliott, University of Waterloo
- Madhvi Acharya, University of Central Florida
- Alix Rouby, Shippensburg University
- Jacqueline Broida, University of Utah
- Dali O'Neil, Wayne State College
- Eric Anderson, University of Idaho
- Eimee Donbar, Cincinnati State Technical and Community College
- Emily Frazier, University of Cincinnati
- Mandy McLaughlin, University of Cincinnati
- Dan Ortego, College of Lake County

Accomplishments:

CEIA Academy: Served on the CEIA Academy faculty in Vail, CO, June 6-8.

Professional Development: Hosted a webinar for the Society for Experiential Education's Professional Development Committee in June 2023 titled, "Nuts and Bolts of Cooperative Education"

Marketing & Communications: Produced the following webinars and digital content onto the CEIA website and YouTube Channel with consistent branding: No More Job Postings (July 2023); Applicant Tracking Systems and the Modern Resume (September 2023); Landscape Analysis of Oregon Community College Cooperative Work Experience (CWE) Programs (October 2023); AI-Powered Student Career Success: Enhancing Job Search Strategies (October 2023); On-Campus Internships: Launching and Managing a New Program (November 2023); A National and International Conversation on Apprenticeships (December 2023); Navigating the Future: Generative AI's Role in Internships, Employment, and DEI (February 2024). Assessing the association's social media presence on LinkedIn and will begin moving the group to a public page.

Website: Updated website content for: CEIA Academy on the Road (Endicott College); CEIA Academy - Vail; CEIA Awards; 2024 Conference. Assumed responsibility for the web presence of Experience Magazine™: Created plan to fold EM™ to the CEIA website; Created functionality within the CEIA website to receive content ideas for articles and process to push notification to the EM™ Editor.

Conference: Received 90 conference presentation proposals for the 2024 conference.

Nominations: Evaluated the slate of candidates for the 2024 election

Technology: Continued to face challenges transitioning Board operations to Microsoft Office 365. Created SharePoint sites for Board of Directors and committee functions: *Centralized board resources and officer files for access; Created form to enhance Board Member reporting.* Experienced malware attack that slowed down email communication

Submitted by: Tracey E. Dowling

Board Position: VP, Professional Development

Committee Membership:

Professional Development (*chair*); Annual Conference (*chair*); Academy on the Road (*chair*); CEIA Academy (*chair*); Nominations/Elections

Committee Members:

- Kristen Gallo, Temple University - Webinars
- Kathy Krause, DeSales University - Professional Development
- Tina Mello, Northeastern University - Professional Development
- Mary Willis, [California State University, Fresno](#) - Professional Development
- Daniel Stevens, East Carolina University - Professional Development
- Michael Keibler, Wayne State College - Professional Development
- Kimberly Demko, University of Cincinnati - Professional Development
- Chinyen Chuo, University of Central Florida - Professional Development
- Makesha Dockery, Georgia State University - Professional Development
- Rich Robles, University of Cincinnati - CEIA Academy & Academy on the Road Strategic Planning
- Cherie Lynch, Endicott College - CEIA Academy & Academy on the Road Strategic Planning
- Kelly Harper, Cincinnati State Technical and Community College - Academy on the Road Strategic Planning
- Molly Thompson, University of Colorado-Boulder - Academy on the Road Strategic Planning
- Ross Johnston, University of Waterloo - Academy on the Road Strategic Planning
- Vanecia Harrison-Sanders, Northeastern University, Academy on the Road Strategic Planning
- David Caffo, Wilmington University - Academy on the Road Strategic Planning
- Scott Maynard, St. Johns County Chamber of Commerce - Academy on the Road Strategic Planning
- Peggy Harrier, CEIA - CEIA Academy & Academy on the Road Strategic Planning

Accomplishments:

Apprenticeships: Incorporated apprenticeships offerings into both Webinars and the 2024 Annual Conference programming.

Academy on the Road: Executed the inaugural CEIA Academy on the Road at Endicott College with 3 offered learning tracks (beginner – higher education, mid-career – higher education, and employer. Partnered with InternBridge to offer an inaugural employer training. Launched a sub-committee on creating a plan for future CEIA Academy on the Road offerings; Sub-committee will put forth a report of suggestions for moving forward with an on-demand option, a fixed east coast offering and a virtual offering. Focusing on revenue generating model for future CEIA Academy on the Road. Working on annual process to identify new higher education practitioners to WIL to promote annual Vail academy attendance.

Annual Sponsorship and Monetizing Programs: Aggressive outreach for sponsorships for the 2024 Annual Conference in conjunction with VP-ER and VP-External Relations & Development. Aggregated vendor emails and employer lists received from CEIA Board Members. Secured in-kind donations of opening and closing speakers for the inaugural CEIA Academy on the Road from Southern New Hampshire University and Quincia. Secured in-kind donation for webinar training from Quincia on AI in

resume screenings. Secured offer from InternBridge to host an employer training during the 2024 annual conference. Mailed invitations to all Two-Year Colleges in the State of Florida encouraging annual membership and annual conference attendance.

Regional VP Training and Plan Structure: Supported and promoted Region 3 – Southeast networking and professional development offerings.

Submitted by: Scott Maynard

Board Position: Vice President, Employer Relations

Committee Membership:

Conference Sponsors and Exhibitors (*chair*); Kettering Award Committee (*chair*); CEIA Membership Committee (co-chair); Past Presidents'

Committee Members:

- Kelly Atwood, University of Louisville
- Megan Artz, Mississippi State University
- Danielle Rose, Forsyth Technical College
- Rachel Walsh-Peterson, Northeastern University

Accomplishments:

Apprenticeships: Hosted an Apprenticeship Panel in St. Augustine Florida for employers and recorded it for CEIA website. Coordinated an Apprenticeship Panel Discussion for CEIA 2024 Conference

Academy on the Road: Advertised Academy on the Road to Employers in the Region. Worked with local Chamber of Commerce to advertise to employers around Endicott College

Regional VP Training and Plan Structure: Worked with President Elect, VP of External Relations and Development and VP of Membership and Development to develop a coordinated membership recruitment and retention strategy.

Annual Sponsorships and Monetizing Programs: Raised money through sponsorships, exhibitor's fees, and advertising to support the association and annual conference.

Leadership Initiatives: Worked with President Elect, VP of External Relations and Development and VP of Membership and Development to develop a coordinated membership recruitment and retention strategy. Part of this strategy was to identify members in each region to focus on outreach with the goal of developing these individuals for future roles within the organization.

Two-Year Programs: Hosted an Apprenticeship Panel in St. Augustine Florida for employers and recorded it for CEIA website and coordinated an Apprenticeship Panel Discussion for CEIA 2024 Conference. All the employers on this panel recruit at two-year institutions.

Submitted by: David C. Caffo

Board Position: VP, External Relations & Development

Committee Membership:

Conference Committee; Membership/Employer/ External Relations Committee (*co-chair*)
Awards Committee; Elections; Past-Presidents'

Membership Employer, & External Relations Committee:

List of committee members listed in the following report submitted by the VP of Membership Development and Retention.

Accomplishments:

Apprenticeships: Contacted DOL/ETA and arranged meeting to discuss collaboration on Apprenticeship Community of Practice (Molly Thompson, Ross Johnston & Dave Caffo).

Academy on the Road: Sent book (Robot Proof) request letter to editor for Academy participants.

Regional VP Training and Plan Structure: In collaboration with Patty Bazrod and Scott Maynard, created templates for RVP recruiting use (Employer and committee letters).

Annual Sponsorships and Monetizing Programs: In collaboration with Scott Maynard, developed employer development letter template. Sent to 300 employers surrounding the Tampa (conference) location. Secured continued commitment from Dell Technologies for in-kind laptop sponsorship.

Leadership Initiatives: Worked with the Past-Presidents Committee to establish recommendation for new awards to be presented to the Board of Directors for review.

Submitted by: Patricia Bazrod

Board Position: VP, Membership Development & Retention

Committee Membership:

Membership & Development (*chair*); Past Presidents' Schneider Award ; Academy on the Road

Committee Members:

- Claudia Ceja-California State University, Fresno
- Elisa DeFord-Texas State University
- Cody Smith-Virginia Tech
- Corrine Condon-Northeastern University
- Ruby Matheny- University of Colorado Boulder
- Edie Irvin-Auburn University
- Carol Ann Olheiser- University of Waterloo
- Amanda McLaughlin -University of Cincinnati
- Scott Maynard-St. John's County Chamber of Commerce
- David Caffo-Wilmington University

Accomplishments:

Regional VP Training and Plan Structure: RVP discussion with Andrew to set-up meetings with each RVP to discuss regional membership Initiatives. The Membership Committee is identified and beginning work. Initial meeting held in early December and individual phone calls with each of the representatives identified from regions. Committee members assigned homework over semester break which includes Review of Business Plan, regional membership assessment needs, and review of current and renewals of members by regions. Meeting held in Tampa to meet with regional VPs to relate current membership committee updates and provide information moving forward for future activities related to their regional board committee members. Scheduled meeting for mid-February (2024) to continue information sharing and develop steps moving forward. Created Member Get a Member Campaign and sent to regional VPs in October (2023). Suggested template outreach to regional members inviting them to refer to an individual, school, employers or organizations that were not currently members. In Process -Met with Scott, Dave, Andrew, and me to identify common threads for membership development and coordinate one effort instead of fragmented efforts. Worked with Scott, David, and Andrew to combine membership outreach for employers, institutions and sponsors and presented to RVP's. Authored collective templates for employer outreach and membership outreach to participate on regional committees.

Annual Sponsorships and Monetizing Programs: Referred several potential sponsors to Scott and Dave for both sponsorships, and membership in CEIA.

Two-Year Programs: Collaborated with Ross and Past Presidents committee.

Submitted by: Cherie Lynch

Board Position: Vice President, Research & Surveys

Committee Membership:

Academy on the Road; Research Awards (*chair*)

Committee Members:

- Chair: Cherie Pierce Lynch, Endicott College
- Candice Stinchcomb, Alabama State University
- Jacqueline Broida, The University of Utah
- Frank LeCates, Stevens Institute of Technology; Eff3 Ventures

Accomplishments:

Academy on the Road: Served as Academy faculty and provided critical support in launching the inaugural CEIA Academy on the Road at Endicott in August. Provided targeted recruitment for employers and higher education members under a tight deadline to secure needed enrollment. Secured keynote speaker; created marketing materials. Assisted in communication between the College and the event function staff as needed.

Leadership Initiatives: Research Awards and Grant - Led Research Awards Committee through the nomination and review process for the Tyler and Wilson Awards. Communicated with award winners for both and provided needed information to the Awards Committee Chair. Led the solicitation and

proposal review process for the 2024-2025 Undergraduate Research Grant. Communicated with grant recipient and communicated information to launch grant process, including needed documentation. (5)

Two-Year Program: Data - Began data collection for the CEIA Statistics Database via an instrument created in Qualtrics.

Annual Sponsorships and Monetizing Programs: Conference Support - Secured conference support from my home institution/Endicott purchased a full-page advertisement for the 2024 conference brochure. Provided data for FL and Georgia employers for invitation to the 2024 conference in Tampa and potential sponsorship (for D Caffo and S Maynard).

Leadership Initiatives: Experience Magazine - Supported the recruitment efforts for individuals to showcase and highlight in CEIA's Experience Magazine | Practice + Theory + Podcast by referring eight individuals. All were invited to contribute, with six responding with an intention to propose content.

Submitted by: Vanecia Harrison-Sanders

Board Position: Vice President, Region 1 – Northeast

Committee Membership:

Academy on the Road

Accomplishments:

Academy on the Road: Posted Academy on the Road on LinkedIn. Sent email to Regional Members information on Academy, Colorado. Posted Academy on the Road -Endicott on LinkedIn, on the following pages: My LinkedIn Page, PSM Biotechnology Group Page for employers. Sent an email to the Northeastern University Employer Relations Director on getting a list of employers to market Academy on the Road. Attended and presented to midlevel professionals at Academy on the Road -Endicott.

Annual Sponsorships and Monetizing Programs: Received clearance from the provost Office to reach out to Publisher of President Aoun's Book Robot Proof. Was able to secure 110 books, Robot Proof, written by Northeastern University President Aoun, in collaboration with David Caffo for CEIA Academy on the Road-Endicott, and the remainder sixty-five to given out at the CEIA Conference 2024, Tampa. Went to Fed Ex and shipped the remainder of Robot Proof Books to Tracey and emailed her and Peggy the receipt.

Apprenticeships: Introduced Ross Johnston to Jared Auclair, which resulted in him serving on a panel discussing Apprenticeships for a webinar offered by CEIA on December 13th, 2023. Sent Scott Maynard an email of the video on Apprenticeship in Boston, MA <https://youtu.be/ITqpvUqarj4>

Regional VP Training and Plan Structure: Met with, secured, and introduced committee members for Professional Development, Membership and Conference committees. Prescheduled and invited Regional Members to monthly meetings. Emailed Regional members about webinars. Posted webinars, Academy on the Road, CEIA Conference and Invite to submit proposal on LinkedIn for alumni, employers, and industry professionals. Introduced Academy on the Road participant to someone at Northeastern Portland, to do an informational interview. Introduced Sabrina Woods to Peggy and Tracey, who expressed an interest in being a Keynote for the conference. Met with Helen at Sanofi and told her about CEIA and the Conference. Emailed Mackenzie at GlaxoSmithKline to tell her about CEIA and the Conference. Prescheduled and held Region 1 Meeting.

Submitted by: Kristen Gallo

Board Position: Vice President, Region 2 – Mid-Atlantic

Committee Membership:

Leadership Academy Planning Group; Region 2 (*chair*); Research

Region 2 Committee:

- Carissa Forde, Temple University
- Holly Logan, Temple University
- Cody Smith, Virginia Tech
- Jenean Meadows, Virginia Tech
- Angela Petras, American University

Accomplishments:

Professional Development: Ran all aspects of CEIA webinars for the 2023-24 year; included sourcing and following up with presenters, guiding presenters through webinar process, collaboration with executive director and VP for marketing to ensure details were communicated, and follow up with attendees and presenters.

Annual Sponsorships and Monetizing Programs: Researched peer competition in the consulting space in collaboration with current President, Molly Thompson; created set of recommendations on how to move forward a pilot program for CEIA.

Apprenticeships: Supported webinar panel on apprenticeships in collaboration with past president.

Regional VP training and plan structure: Served on task team to reevaluate and rewrite regional VP job descriptions. Led Region 2 committee throughout the year through meetings and held discussion group on resources/strategies to support students with disabilities. Identified Region 2 members to serve on three award committees and the membership committee.

Leadership Initiatives: Currently serving on team developing and delivering the new leadership-focused aspect of CEIA Academy.

Submitted by: Elery Rojas

Board Position: Vice President, Region 3 – Southeast

Committee Membership:

Conference

Region 3 Committee:

- Caitlin Giannetti - Awards Committee
- Edie Ervin – Membership Committee
- Erin Mullen – Internship Coop Awards Committee
- Shawn Thompson – Data for Region 3, Employer Development, Apprenticeships
- Madeline Tympanick– referred for new RVP of Region 3/membership committee

Accomplishments:

Academy on the Road: Promoted to members during the year in newsletters emails & on LinkedIn

Annual Sponsorships and Monetizing Programs: Reach out to contacts through LinkedIn, promoted to vendors during conferences, and existing partners in my professional role.

Regional VP Training and Plan Structure: Volunteers submitted/organized for Region 3. Facilitated 4 virtual meetings for Region 3 for 2023-2024:

- **May 2023 Virtual Meet-Up Topics & Guest Speakers:**
 - **Work-Life Balance:** Allison Muise, Assistant Professor, Experiential Learning, Gerrish School of Business
 - **National Science Foundation & Student Recruitment Opportunities:** Thyagarajan Nandagopal
 - Conference Wrap Up and Learnings / Voting update for 2nd Annual Drive In
- **October 2023 Meeting Topics & Guest Speakers:**
 - **Employers:** homestead Miami speedway, AutoNation, peak6 Insurtech, Colorado Public Radio
 - **Topics:** Coops, Internship Courses/Curriculum Updates, Experiential Industry Updates, Conference Wrap and Learnings
 - Meetings scheduled for February 2024 and March 2024

Two-Year Programs: Provided List Serv to Andrew -submitted list from NACE – schools - 1000+ - 2 year institutions and more

Submitted by: Kelly Harper

Board Position: Vice President, Region 4 – Midwest

Committee Membership:

Academy on The Road – Endicott; Nominations; MCEIA Fund; Dean Herman Schneider Award; Academy Curriculum; CEIA 60th Anniversary

Region 4 Committee:

- Katy Arenschiold, The Ohio State University
- Dr. Brittany Arthur Mellon, University of Cincinnati
- Tee Bridges, University of Cincinnati
- Jayne Dressing, Cincinnati State Technical and Community College
- Samantha Groh, University of Cincinnati
- Mandy McLaughlin, University of Cincinnati
- Bob Penkala, Macomb Community College
- Dr. Regina Smith, College of Lake County
- Julia Knapp, Indiana University

Accomplishments:

Regional VP training and plan structure – located regional representatives for various CEIA committees including student awards, best practices, membership, etc.

Academy on the Road – assisted with programming and administering the Endicott event in August 2024. Worked on outreach to local schools to promote events and drive membership to the organization.

Regional VP training and plan structure – hosted virtual meetings in June 23 & March 24. June meeting focused on reviewing the changes to the board structure, an other regional discussions. 17 participants out of 94 members attended. March 24 will focus on general topic of interest to the membership.

MCEIA Fund for Region 4 – completed the yearly accounting and reconciliation of the fund and forwarded to the CEIA leadership for audit and review.

Submitted by: Celeste Lindell

Board Position: Vice President, Region 5 – Southwest

Committee Membership:

Local Arrangements (*chair*); CEIA Academy - ASCEND, Advancing Leadership in Higher Education

2024 Conference Local Arrangements Committee Members:

- Elery Rojas, Wix
- Kathy Krause, DeSales University
- Chinyen Chuo, University of Central Florida
- Corrine Condon, Northeastern University
- Christine Barkley, Intern Bridge
- Efigenia Gonzalez-Duran, Florida International University

Accomplishments:

Academy on the Road: Posted “Academy On the Road” and “CEIA conference information” to LinkedIn.

Annual Sponsorships and Monetizing Programs: Referral of Lockheed Martin to Scott for possible membership/conference attendance and/or Sponsorship – Not able to join this year, but want to stay in the loop. Sent communication with a “Welcome to Fall” message and “Mark your calendar for Conference” message to Region 5 members. Cleaned up region membership contacts, 2 moved to other universities in the region, will reach out to encourage membership at the new university. Shared CEIA membership opportunities and CEIA conference information at the TxCEIA annual conference in July. Encouraged region members by email to submit proposals and register for the conference. Sent vendor and employer recommendations to Scott for the annual conference. Posted Conference promotions and award nomination requests to my LinkedIn page. Sent reminder emails to regional members who need to renew their membership. Also, requested they encourage new members to join and register for the conference. Registered for the 2024 CEIA Conference. Sent lead/information on VISA internship program to Scott for review in case they want to engage with CEIA.

Regional VP Training and Plan Structure: Sent email to regional members to encourage conference attendance and CEIA involvement as a committee volunteer.

Leadership Initiatives: Joined CEIA Academy Leadership program team.

Two Year Programs: Sent list of 2 Year colleges with internship contacts to Andrew for outreach.

Submitted by: Joseph Banks

Board Position: VP, Region 6 –Mountain/Plains

Committee Membership:

Audit; Elections Nominations

Accomplishments:

Regional VP training and plan structure: Developed a webinar with Wix to train regional members on how to use platform in individual institutions. Maintained communication with regional membership, providing resources to other institutions regarding internship practices and reporting findings at national board meetings. Reached out to potential regional committee members individually to serve on committees.

Annual Sponsorships and Monetizing Programs: Serve on committees to evaluate board nominations, audit financial statements, and create new methods of revenue

Two Year Programs: Two Year Planning Breakout Group at October Board Meeting.

Submitted by: Ralph Brigham

Board Position: Vice President, Region 7 – West

Accomplishments:

Regional VP training and plan structure: Sent email to Region 7 members about committee opportunities. Connected with Claudia Ceja (California State University, Fresno), Region 7 representative for the Membership Committee.

Annual Sponsorships and Monetizing Programs: Secured Southwestern Advantage as sponsor for the annual conference. Shared with Scott vendors and sponsors from Southern Association of Colleges and Employers. Shared with Scott vendors and sponsors from Mountain Pacific Association of Colleges and Employers. Recruited a sales manager from Southwestern Advantage to exhibit at the annual conference. Registered for the conference. Working with Scott on a preconference for employers.

Two-Year Programs: Sent Andrew a spreadsheet of about two dozen Community College career professionals from Washington and Oregon.

Submitted by: Domenica De Bilio

Board Position: Vice President, Region 8 – International

Committee Membership:

Peggy Jarvie University of Waterloo, International Work Experience Award (*chair*)

Peggy Jarvie University of Waterloo, International Work Experience Award Selection Committee:

- Elaine Fenner, University of Guelph
- Bryan Barts, University of Wisconsin-Stout
- Vanessa McMahon, University of Calgary
- Cailen Elliott, University of Waterloo
- Dario Guescini, Seneca Polytechnic

Accomplishments:

Academy on the Road: Supported two new Managers to Co-op/WIL to attend the CEIA Academy in Vail.

Regional VP training and plan structure: Increased Region 8 Membership by 24 new members. Represented University of Waterloo and CEIA at the WACE Conference in Waterloo, ON. Facilitated Webinars for Region 8 Members: “Developing Your Cultural Intelligence for working effectively with your teams & stakeholders” and “The Journey of EDI-R and IR in CEE at Waterloo.” Chaired the Peggy Jarvie University of Waterloo, International Work Experience Award selection process: Student Award Recipient – Samantha Kremer, 4th year Bachelor of Science in Science and Business, University of Waterloo (Employer: ENventure). Increased the number of Region 8 Committee Members:

- Cailen Elliott, University of Waterloo - 2024 Conference Committee
- Aaron DeFaria, University of Waterloo - 2024 Conference Committee
- Carol Ann Olheiser, University of Waterloo – Membership Relations Committee
- Lisa Brackenridge, University of Waterloo – Experience Magazine Regional Rep
- Robert Wooden, Dalhousie University – Best Practice Award
- Ross Johnston, University of Waterloo – Schneider Award

Submitted by: Nadia Ibrahim-Taney

Board Position: Editor, Experience Magazine

Accomplishments:

Experience Magazine: Curated a compelling selection of article submissions for the upcoming issue of Experience Magazine, ensuring high-quality content for our members. Prepared the upcoming issue of Experience Magazine for publication. Collaboratively developed strategic direction for Experience Magazine with the Executive Director and Vice President of Marketing and Communications, ensuring alignment with association goals. Communications

Submitted by: Tiffany Johnson

Board Position: Associate, Diversity, Equity & Inclusion

Committee Membership:

Diversity, Equity & Inclusion

Committee Members:

- Tiffany D. Johnson, University of Central Florida
- Carissa Forde, Ed.D., Temple University
- Jacqueline Broida, University of Utah
- Katrina Whitney, Central Washington University
- J. Cody Smith, Virginia Tech

Diversity, Equity & Inclusion: The DEI committee has played a crucial role in enhancing engagement and inclusivity within the CEIA community. The efforts in designing new programs and activities, revising assessments, and recognizing industry experts demonstrate a commitment to promoting diversity, equity, and inclusion.

DEI New Programs and Activities: Coordinating virtual webinars; Creating a summer book club; Identifying resources for the website; Hosting the inaugural DEI Mixer during the annual conference; Invited to host two breakfasts networking sessions at the annual conference.

DEI Recognition: Coordinated the annual DEI Fellowship Application Process; Increased the number of applicants by 50%; Selected two DEI Fellows

DEI Assessments: Updating the DEI Survey; Created an online scoring system for DEI Fellowship Application Review Process.

Overall, the DEI committee has made significant strides in creating a more inclusive environment within the CEIA community. Our initiatives, from new programs to enhanced assessments and recognition efforts, contribute to the organization's overall success in promoting diversity, equity, and inclusion. Continued support and recognition of the DEI committee's efforts are crucial for sustaining and furthering a positive impact on the CEIA community.

History of Cooperative Education and Internships

- Late 1800's the Industrial Revolution was underway with new innovations and technologies creating a demand for specialized knowledge and training in the workplace.
- The Morrill Act of 1861 (Land Grant Act) provided funds to establish colleges devoted to agriculture and mechanical arts.
- Colleges responded with new courses of study – practical education – education for a specific field now became acceptable.
- The philosophical foundation for cooperative education was also taking place.
- John Dewey – “There is an intimate and necessary relation between the process or actual experience and education.” Dewey believed that people learned from experience and doing.
- 1872 Herman Schneider, co-op founder, is born in Summit Hill, PA.
- Herman Schneider – “if you want to educate a student to become an engineer, then you should provide that student with the opportunity to practice being an engineer.”
- 1899, the cooperative system of education is proposed at Lehigh University in PA.
- 1903, Herman Schneider arrives at UC from Lehigh University to serve as Professor of Civil Engineering.
- September 24, 1906, Dean Herman Schneider, University of Cincinnati, Co-op is founded.
- Structured method of combining academic education and practical work experience.
- **Cooperative education** is a structured method of combining classroom-based education with practical work experience. A cooperative education experience, commonly known as a “co-op”, provides academic credit for structured job experience. Co-op experiences are either full-time (40 hours per week) alternating periods (semester, quarter) of work and school or part-time (20 hours per week) combining work and school during the same time period. Co-op experiences are paid, supervised by a professional who has followed the same career path of the student and students complete more than one assignment (2 or more) with progressive levels of responsibility.
- **Internship** is an experience involving student's working in their expected career field, either during a semester or over the summer. Internships may be paid or unpaid and may or may not carry academic credit. Internships are typically one-time experiences. Internships are typically connected to an academic program with course requirements designed and monitored by faculty. Internships generally have related learning outcomes and academic assignments required.
- Originally alternating work and school weekly.
- First co-op class had 27 students and 13 companies.
- First wages in 1906 were 8-10 cents an hour.
- Co-op was proven applicable to fields other than engineering
- Northeastern University – 1909
- University of Detroit Mercy – 1911
- Georgia Institute of Technology – 1912
- Rochester Institute of Technology – 1912
- University of Akron – 1914
- University of Cincinnati – Nursing – 1915
- General Motors Institute (1919), was the first 100% mandatory co-op program that was owned and operated by a corporation, championed by Charles F. Kettering. (now named Kettering University).

- Drexel University – 1919
- Ohio Mechanics Institute – 1920
- Antioch developed liberal Arts Co-op
- First women co-op at the University of Cincinnati
- Association of Cooperative Colleges founded in 1926 –first professional association for cooperative education – First meeting at the University of Cincinnati – Herman Schneider elected President.
- 1929 become a division of the Society of Promotion of Engineering Education (later ASEE) – became the Cooperative Education Division (CED) of the American Society of Engineering Education – changed to Cooperative and Experiential Education Division (CEED) in 2009.
- Upon graduation in 1934, wages were 35 cents an hour for a ten-hour work day, a sum of \$13 per week.
- The National Study of Cooperative Education was completed by Jim Wilson of RIT and Edward Lyons of University of Detroit, book published in 1961 “Work-Study College Program.”
- Chaired by Clement J. Freund (ASEE’s President in 1948-49), a CED committee published, “The Cooperative System – A Manifesto.”
- Spelled out the primary principles of cooperative education including a formal definition and the objectives of this system of education.
- First co-op program in Canada, University of Waterloo, now the largest program in the world.
- 1956 – 50th Anniversary of Cooperative Education celebrated at the University of Cincinnati.
- The National Commission for Cooperative Education (NCCE) was founded to promote co-op and to raise funds in its behalf. Ralph Tyler named chairman.
- 1963 the Cooperative Education Association is established with Don Hunt and Frank Jakes taking the lead to represent the interests and promote the expansion of co-op, especially in non-engineering disciplines.
- Northeastern University received a Ford Foundation Grant to establish the first co-op training center to help develop new co-op programs.
- CEA held its first annual conference in Detroit, Michigan in 1964 under the leadership and guidance of Donald C. Hunt from the University of Detroit.
- Research in the field of Cooperative Education became a key element to demonstrating the success of programs and the Journal of Cooperative Education was established in 1964.
- Title VIII of the Higher Education Act of 1965 provided more impetus for the growth of co-op programs.
- During the period of federal funding members of the co-op community spend significant amounts of time in DC and connecting with Legislative members to push the co-op agenda.
- Title VIII helped programs expand into business, health and liberal arts as well as offering opportunities for non-traditional students to work in their career field while taking classes.
- Programs were expanded to allow adult students the opportunity to co-op after the regular work day or on weekend as well as modifying their current job to learn new skills related to their area of study.
- First programs began with alternating semesters of work and academic and expanded during Title VIII funding to parallel co-op programs of part-time work and academics concurrently.
- Cincinnati State Technical & Community College – 1969 – first two year institution with mandatory co-op program for all majors.

- The National Conference on Cooperative Education was held in 1971.
- First World Conference on Cooperative Education held in London in 1979
- The World Association for Cooperative Education (WACE) is formed in 1983.
- The National Ad Campaign (\$30 million) for Cooperative Education in 1985 brought cooperative education to the forefront of university and college administrators as well as employers. This public campaign drove a strong progress in establishing partnerships across the country.
- Number of programs grew from 277 in 1971 to 1012 in 1986.
- Employer and Educator Cooperative Education Training Centers opened in five regions of the country training over 30,000 practitioners, plus a National Center for Employer Training at the University of Cincinnati and also the National Commission for Cooperative Education (NCCE) Training Center.
- Funding for programs and developing institutional support were hot topics for consideration in the late 1980's and early 1990's due to declining Title VII funding and the desire for colleges and universities to maintain their vibrant co-op programs.
- Workshops were offered to educators and employers on How to Start A Co-op Program, How to Fundraise, Developing Effective Partnerships, Nuts & Bolts of Cooperative education, Gaining Institutional Support, Making your Program Comply with Accreditation Outcomes.
- Coalition of CEA, CED, NCEE formed to provide mechanism for speaking with one voice on major issues or opportunities for co-op.
- The DACUM Study for Co-op Office positions such as Director, Co-op Coordinator, Job developer was completed to help members of the co-op community build and enhance their existing programs through proper staffing
- Today, approximately 1000 colleges and universities in 43 countries, with 76,000 employers and 310,000 students participating annually in co-op partnerships
- Cooperative Education and Internship programs today vary from individual experiences to multiple experiences with increased levels of responsibility working part-time or alternation semester of work and school
- Students and employer participants generally complete evaluations of their experiences to document the program success as well as the complete of other academic assignments depending on each programs requirement.
- Co-op and internships are generally paid and in many programs academic credit or transcript notation is a component of a successful program.
- Engineering and Business Program Accreditation brought with it the desire for co-op and internship professionals to assess program outcomes and establish success measures.
- In the 1990's technology comes to co-op and internship offices to help connect professionals, employers, students and to form list serves for ongoing communication and sharing.
- College/Corporate relationships for co-op more difficult to maintain due to turnover and long-standing programs being ended.
- Budget begins to tighten in higher education making it very difficult to maintain and grow co-op and internship programs.
- 1998 the Accreditation Council for Cooperative Education was established with 12 college and university programs accredited to date.
- Internship is added to CEA making the organization new name CEIA (late 1990's)

- The National Academy of Work-Integrated Learning (NAWIL) of CEIA is founded to provide professional training to co-op and internship practitioners. (now named the CEIA Academy).
- A number of co-op and internship programs moved into Career Services as some administrators perceived this to be beneficial for operational efficiency and budget management, even though co-op and internships are academic programs and are typically options or mandatory in institutional curricula.
- 100th Anniversary of Cooperative Education:
 - 2006 University of Cincinnati
 - 2009 Northeastern University
 - 2011 University of Detroit Mercy
 - 2012 Georgia Institute of Technology
 - 2012 Rochester Institute of Technology
 - 2014 University of Akron
 - 2019 Drexel University
 - 2019 Kettering University
- The 60th Anniversary of the Cooperative Education & Internship Association was celebrated in April 2023 at the CEIA Annual Conference in Tampa, FL.