

**CVIP BOARD MINUTES**  
**Wednesday, October 14, 2009**

The meeting was called to order by President, David Horner. Refreshments were provided by Iris Horner and Mary Barrett'

**Attendance:** Lisa Homeniuk, Dottie Schmidt, Peggy Arbanas, Stacey Bieler, Mary Barrett, Pat Barrett, Bonnie Bankson, Erika Nwankwo Larson, Lillian Kumata, Carol Towl, Christine Van Nada, Arlene Brophy, Nicole Namy, Ann McCall, Jo Pamment, Marion Chapman, Yi-tsen (Ashley) Wu, David Horner, Iris Horner and Anna Kortemeyer.

**Announcements:** Marion Chapman was introduced as our new Church Women United representative.

**Secretary's Report:** Dottie Schmidt

The September minutes were tentatively approved as distributed.

**Treasurer's Report, September 2009:** Ann McCall

Savings Account (Shares)

9-01 Balance    1372.31

9-30 Dividend        .29    Ending Balance 9-30    1372.59

Percentage yield is .25% from September 1 through September 30, 2009

Checking Account

9-01 Balance        911.85

9-30 Ending Balance        911.85

**Administrative Services Report:** William Eubank and Pat Barrett

**Membership:** Pat Barrett

CVIP active membership stands at about 815 families and individuals. New memberships: August (9), September (9), and so far in October (10). Most of these were FFP applicants.

If you wish the new volunteers on your committee to receive the *CVIP Newsletter* and other CVIP mailings, please submit their names to Pat Barrett for inclusion on the CVIP Membership List. Thank you!

**Office:** William Eubank

Bill Eubank is traveling in South America for VIPP from the 12<sup>th</sup> to the 30<sup>th</sup> of October, so Pat Barrett will be working in the office most afternoons.

**Public Relations:** Stacey Bieler

Thanks to those who have already sent in their articles for the Fall 2009 *CVIPNewsletter*. We hope to have the newsletter in the mail by the end of the month.

**Report from ISP Dean's Office:** Charles Gliozzo

**MSU BUDGET:**

Dean Jeff Riedinger had two Town Hall meetings so that everyone would have an opportunity to learn about the status of the MSU budget. Jeff's presentation was informative and comprehensive.

Higher education budgets are tied to State allocations. Still unknown is the allocation for MSU and for other higher educational institutions. The State has a two billion dollar deficit. Earlier this year the reduction from the state to MSU was to be 3% now it is estimated to be 7% regardless of any stimulus money.

For 2009, MSU's budget will be reduced by 10% (4-4-2) reduction. It could be higher. For 2010, it is estimated to be 10% or more and for 2011, 6% or more or perhaps 15% or even as high as 20%. These percentages are variable and could be modified. MSU budgets are contingent on the State allocations. Decades ago the State allocation was 85% of MSU's budget, later the allocation was 33% and now 20% or less.

**JOHN HUDZIK TO RETURN TO TEACHING AND RESEARCH:**

Effective January 1, John Hudzik, MSU's Vice President for Global Engagement and Strategic Projects will return to the School of Criminal Justice as a Professor, whose duties will "include international teaching and research". His position which was for three years will not exist. Prior to his position as Vice President, John was former Dean of International Studies and Programs, interim provost and Vice president for Academic Affairs.

**OISS Report:** Nicole Namy/Peter Briggs

Nicole announced that the MSU President's Reception will be held Thursday, October 22 from 4:30-6:30pm at the MSU Union Ballroom. OISS recently sponsored a one (long) day trip to Chicago. Two hundred students went on the trip. Tickets were sold electronically and they were completely sold out in 70 minutes.

**Haslett A+ ESL Report:** Jo Pamment

We are running both morning and evening classes, which are still open for registration until November 6<sup>th</sup>. Funding is still an issue for the program.

**VETP Report:** Dottie Schmidt No report.

**VIPP Report:** William Eubank No report.

**Visioning Committee:** Arlene Brophy

The Visioning Committee is planning to meet on Monday, December 7 at 8am at University Lutheran Church. There will be a report after that meeting.

**Executive Committee:** David Horner

CVIP Executive Committee Meeting – Wednesday October 7, 2009

**Present:** Ann McCall, Lillian Kumata, Pat Barrett, Fred Fritz, Stacey Bieler,  
David Horner

**Educational**

**Programs at Board Meetings:**

October -

Peter Briggs – Director, OISS

November–

Matt Dugener (Invited) – Focrum, YSG

December– Barbara Roberts

Mason – Regional Sister City Project

Other Topics from September meeting – Housing, Christine (new counselor for International Student Outreach), MI committee on public diplomacy (Chuck Gliozzo), other???

**Web-**

**based Social Network Training:**

David will

inquire about availability for training at the MSU library the week before classes begin Spring Semester. Possible dates – Jan 6<sup>th</sup> or 7<sup>th</sup>

**Immediate Leadership**

**Needs:**

1. Newsletter editor to

replace Pat Barrett and provide assistance for Stacey. Suggested reviewing the hobbies/interests of families in FF program to identify prospects. Ann and Fred volunteered to assist in editing articles for fall '09 newsletter. Pat will coordinate F'09 newsletter.

2. Gift shop replacement

for Lillian for 2010.

**Questions:** Should GF volunteers

complete an application form so that we can capture interests and skills for our data-base? Broader question of having a good data base for all CVIP volunteers to inform them of opportunities to volunteer. What data base (Access?), who will develop and manage? How can we maximize recruiting efforts at Global Festival – Friendship Families and other spots.

**Branding Committee:** Need 2-3 volunteers to work with com-arts students who are interested in reviewing CVIP's brochures, traveling display board and/or Logo. James White has good ideas on the logo issue.

**Transitions:**

Fred developed a template for CVIP leadership to begin documenting their leadership position. It will be sent to the board for discussion/implementation at the October meeting.

## **OLD BUSINESS**

**Web-site update:** Pat Barrett

The

CVIP Website maintains an updated CVIP Directory and Event Calendar. It is a handy reference for those who can never locate your notes with needed phone numbers and meeting times. The updated Global Festival pages will soon appear on our website, so that participating international students can get information about performance and exhibit guidelines and obtain registration forms.

Recently, Mr. Yi, a friend of Bonnie Bankson, gave us some suggestions on how to improve the “Donate” section of our website. Yi’s ideas will be discussed with the ISP web developers and will no doubt lead to some dramatic changes in our online approach to seeking donations of volunteer time, money, and items for the Lending Center and the World Gift Shop (Global Festival).

## **NEW BUSINESS**

**Job Descriptions:** Fred Fritz developed a CVIP position title template for us to consider in documenting our leadership positions as discussed at the retreat. Please take some time to begin this process for your position - this may be a year-long process, as we might want to add a July-June time line to this form. What needs to be done each month? All items on this template may not relate to your position/duties.

### **CVIP Position Title (formatting template)**

A. Position description:

*3-4 sentence description*

B. Skills set for position:

C. Approximate time commitment:

*If time varies, please describe*

D. Person reporting to:

*Person’s title*

E. Tasks:

*Each should start with an action verb and contain any time and /or time frame requirements. Each is sub-lettered (a.) and sub-numbered (1.) if needed.*

F. Accountability:

G. Term of Service:

H. Evaluation:

*Timeframe, frequency, method*

## **PROGRAM REPORTS**

**Global Festival:** Peggy Arbanas and Lillian Kumata

The Global Festival Committee is preparing for a fabulous afternoon on November 15<sup>th</sup>! This year we can expect more international student participation even surpassing last year's student involvement. There are really two reasons for this: better electronic communications and positive student experiences from the joy of showing off their own culture. Of course each year we become better organized too and continued strong support from dedicated CVIP volunteers.

Once again student exhibits are expected to take up the majority of the first and second floors of the MSU Union. Young people can pick up a passport at one of the Welcome Tables and have his or her name written in many different languages upon visiting a variety of exhibits. They may hear Chinese, Hindi or Arabic spoken for the first time. This year the children's area has been moved to the middle of the second floor lobby to the east of the Union Ballroom doors. This is a central location for youngsters and their parents that will provide a few international games, face painting, story time and other fun activities.

The Publicity Committee will again let Girl and Boy Scouts, church groups, teachers and children in the area's elementary schools know about the Global Festival as a chance to experience the many cultures and languages represented by university students at MSU.

With more than 5,000 international students and at least 30 clubs representing countries and world areas, this year instructions to student groups are very clear. Amber Arishiro says, "Since there are 30 international clubs only one performance from each group will likely be accepted. Performances should show the culture of the country or world area." She is stressing that the performances are not a talent show, but meant to be a learning experience for all.

The Office for International Students and Scholars will use the face-book Global Festival Page and the dinner for student leaders on October 21 to advertise and recruit student participation. This year the deadline for performance applications will be October 30.

Our committee has been very fortunate to have many donation and volunteers helping the World Gift Shop which every year raises money to support tuition scholarships for needy international students. We met two additional times since the last report with Ruth Fienup, Ann McCall, Lillian Kumata and Peggy Arbanas helping. We finished organizing and repacking all of last year's left over items. We will meet after the Board

Meeting on Wednesday to start pricing. I have been receiving quite a few items for the Gift Shop. Five people have brought things over to my house. It seemed easier to have them bring it here instead of making appointments for the Lending Center. The last time I did it, the donor did not come to the right place and after both of us waiting for quite a long while, she ended up bringing it to my home. She went to the Swap Shop which is in Spartan Village and they were closed. Also, people who call want to get the items out of their homes as soon as possible.

I am making calls to recruit volunteers for the set up and sales but need many more. It was suggested to me by a friend that I should contact the Pan Hellenic Council. I just got that information so will try to contact them tomorrow. If any member has friends who would be interested in helping, please give me their names.

So....Are you interested in volunteering this year? Don't hesitate to fill out the volunteer application form on the CVIP web site <http://www.isp.msu.edu/cvip/> Or give us a phone call (Peggy Arbanas or Lillian Kumata) so we can talk about your area of interest and times you would be free to volunteer.

Remember mark your calendar for November 15, 2009

If it's not too early, plan ahead and mark November 21, 2010 too!

**Lending Center:** Erika Nwankwo Larson

What a Year! We have started with a BANG. Students are pouring in to our new lending center. VOLUNTEERS are appearing. DONATIONS are coming in at an unprecedented rate. We can no longer open our doors with only one worker; we must have at least two at every opening or we just would not be able to handle our success. What a wonderful problem. Right!

Fortunately, we have had two more people volunteer to work with us. The one, Hope Azaeke, from Nigeria, has already been highly recommended and has a regular work schedule. I am still checking the references for the second one, but it looks like we will be able to begin training very soon.

So far our supplies have held, except for the queen size sheets and bedding, which I already reported. We did receive a few duvet covers, and they, I believe, have met the need. The floor lamps continue to be in high demand; I don't know if we'll ever meet the need for them.

We also needed some more tables, and I was able to purchase the three we needed at the Lansing Teen Challenge Yard Sale. So now we have tables everywhere we need them, I think.

This part is just FYI. Don't read if you don't like stats: We have put in 318 hours in the last 5 months, May through September. We have had 275 people visit; that includes 118

new visitors, 112 repeat visitors, and 52 visitors with donations. All told, we've given out 2, 582 items including 78 lamps. Fortunately, we also have received 36 lamps back and our supply is holding.

**Scholarship:** Lillian Kumata

The Scholarship Committee has no report except the sales of the Younkers Booklet update. We have sold 41 booklets (this is money received). I assume I will receive payment at the CVIP meeting on Oct. 14 for more.

Younkers latest report is that one group (Washington Woods - I don't know who they are) has sold 600 booklets as of Oct. 6. MSU Children sold 188 and 4 groups have sold over 50. I guess a lot of organizations need funds and this has caught on. I don't know how we will do in the bonus category but let's keep trying. Sell as many as you can. I have lots of booklets left to distribute.

**Every Tuesday:** Christine Van Nada

ET has gotten off the ground well this fall. In the first four meetings we have had attendance ranging from eighteen to twenty-eight international women, with eight to fifteen young children, and five to eight American volunteers. Excepting that the day with twenty-eight women and fifteen children was also the day we had only five Americans, we have had plenty of help for the program. Childcare has become a large responsibility this fall, with two volunteers necessary each week to remain in the play area with the toddlers.

Help from some of our international volunteers has been vital. Nana Yuni and Angel Kwan take responsibility for much of our publicity, maintain an email list and send out weekly reminders, as well as helping out wherever needed.

Erika kept the Lending Center open especially for us to bring some new arrivals to her after the third ET meeting. Next year I suggest we arrange to do it after the second meeting, and publicize it better ahead of time.

**Speakers Bureau:** Carol Bryson and Carol Towl co-chairs, Mitsuko Marx member

The Speakers Bureau participated in the orientation for international students on August 24. Chenchen Wang, intern from the OISS office, is helping to create an on-line flyer to send to public school teachers in the area. She also updated our list of international volunteers by removing the names of those who have graduated or moved away.

Ashley (Yi-tsen) Wu from Taiwan is working with the Speakers Bureau as the focus of an independent study this semester. She has attended our meetings and has set up a Facebook account group for Speakers Bureau to serve as a communication tool.

An advisory committee has been formed to help the Speakers Bureau publicize its services to the local community, especially teachers and administrators in the public schools. These persons have agreed to serve on the advisory group:

Mary Hennessey, East Lansing Public Library

Mindy Emerson, Principal, Red Cedar School

Kathy Bossen, retired teacher from Okemos Public Schools

Sue Seyfarth, teacher in Holt Public Schools

Barbara Sawyer-Koch, retired administrator with the State of Michigan, and a former MSU Trustee

Alicia Trotman, MSU Student from Trinidad and Tobago and leader of LATTICE, an organization sponsored by the College of Education that links public school teachers with international students for learning experiences

Eric Bailey, MSU student from Jamaica

Mitsuko Marx, long-time CVIP volunteer

The OISS Office assisted the Speakers Bureau in conducting an orientation and pizza party for international student volunteers and the advisory committee on Oct. 8. Peter Briggs, David Horner and Carol Bryson welcomed all, and invited them to introduce themselves in turn. Nicole Namy provided a handout for speakers, and gave helpful suggestions for using it to plan for successful speaking experiences. Ashley told about the Facebook page and encouraged volunteers to register and use this communication tool. Approximately 50 people attended the orientation session, including 18 Chinese Visiting International Professionals who learned of the event through a LATTICE e-mail. As we looked around the room, it was clear that the Bureau needs to step up its recruiting of European and South/Central American students.

Speakers Bureau has decided to hold monthly meetings to give speakers a chance to practice their talks in front of an audience. The next meeting will be Thursday, November 12 at 6pm in Room 307 International Center. Sample talks will be given by Indonesian and Malawan speakers.

Pei-tzu Wei and Yu-ying Chu from Taiwan presented at Allen Senior Center on Sept. 16. We also have requests for speakers from the Meridian Senior Center and the Eaton County Day Treatment Program.



**Home Visits:** Lisa Homeniuk

A call for volunteers was sent out the last week of September for the upcoming Home Visits activity on Tuesday, October 20 from 9:00 a.m. to around 11:00 a.m. I received six affirmative replies, including a board member not able to participate, but passing on a name of someone who can help.

Rather than cancel the program, I'm looking to scale down by including only two of the Haslett classes, as opposed to all four. In order to do this, I'll need at least two more hosts, and three more drivers by October 14.

**Friendship Family:** Iris Horner

On September 20 we had another successful orientation for new students and families. Twenty four new families and twelve past families helped welcome 38 new international students and scholars.

Nicole Namy, Bonnie Bankson, David and Iris Horner and Mitsuko Marx arrived early to set up and help with the registration and greeting. Dottie Schmidt helped with the reception.

One family came without an assigned student and took the student whose family did not show up. Wen Yang missed the orientation so came Monday afternoon to the CVIP office for a "mini-orientation" with Iris.

The next orientation is scheduled for Sunday, October 25. Midge Morrow has taken over the student part of the phone calling interviews while Iris continues to recruit and talk with the potential families. We have several Fulbright Scholars who have applied for a Friendship Family and we will do our best to find families for them.

**Leadership:** Fred Fritz

**DATES TO REMEMBER**

- OISS Coffee Hour – Every Friday 4-6pm
- Home Visits – October 20, 2009
- Friendship Family Orientation – October 25, 2009
- CVIP Executive Committee Meeting – November 4, 2009 9:30am ULC
- CVIP Board Meeting – November 11, 2009 9:30am ULC  
Refreshments by OISS
- Younger's Community Day – November 14, 2009
- Global Festival – November 15, 2009 Noon-5pm