

# COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes

March 13, 2013

**ATTENDANCE:** Mary Barrett, Pat Barrett, Stacey Bieler, Fred Fritz, Mary Hennessey, Dana Kanhai, Lillian Kumata, Erika Nwankwo Larson, Sue McDonald, Jo Pamment, Dottie Schmidt, Pam Sievers, and Carol Towl.. Guest: Kathy Collins. OISS Staff: Joy Walter.

## **OPENING REMARKS:** *Pam Sievers*

- Several members have offered regrets that they can not attend.
- Thanks to Administrative Services for today's refreshments.

## **EDUCATIONAL SPEAKER:** **Kathy Collins, Director, Campus Living Service and Residence Life**

Ms. Collins offered an update on services/ programs for internationals living in residence halls.

## **FEBRUARY MINUTES:** **Fred Fritz – M/S/A**

## **TREASURER'S REPORT - February 2013 – M/S/A**

### **Accounts at MSU Federal Credit Union**

February 2013

Accounts at MSU Federal Credit Union

Savings Account (Shares)

2-1-13	Balance Forward	5.75
2-28-13	<b>Ending Balance</b>	<b>5.75</b>

Insured Money Management Account

2-1-13	Balance Forward	9,565.19
2-23-13	Deposit 2,500.00	The long awaited "Iraqi" money for CVIP's hospitality services in summer 2012.
		12,065.19
2-28-13	Deposit Dividend + 1.65	12,066.84
2-28-13	<b>Ending Balance</b>	<b>12,066.84</b>

Percentage yield: .21% from February 1, 2013 through February 28, 2013

Checking Account

2-1-13	Balance Forward	581.37
2-6-13	Deposit \$50 check from Josue's professor, Dr. Paul Freddolino, for gift certificate prizes for a drawing for those who answered the questionnaire.	631.37
2-6-13	Deposit \$50 check from Gustav and Nancy Kopka	681.37
2-28-13	Ending Balance	681.37

**Total= \$12,753.96**

A receipt for \$98.18 was submitted by Pam Sievers to OISS on February 12 for expenses incurred on behalf of the CVIP International Friendship Program.

*Electronically Submitted on 3-12-13.*

*Dottie Schmidt*

## **UPDATES/STATUS REPORTS:**

**OISS UPDATE:** Joy Walter, New OISS Community Outreach Staff was introduced. Board members introduced themselves in turn.

March 13

## UPDATES/ STATUS REPORTS:

- CVIP Evaluation Project -Josue Melendez-Rodriguez: 500+ responses to date.
- Mary Barrett presented the proposed slate of Officers for CVIP. 2013-2014:

President	Pam Sievers
Vice-President	Stacey Bieler
Secretary	Sue McDonald
Treasurer	David Horner

## Programs

Every Tuesday	Christine Van Nada/Sarah Phillips
Global Festival	Not a position for this year - transition
Gift Shop	Pat Mukarjee/ Hengheng/ Lillian Kumata/ Dottie Schmidt
Home Visits	Iris Horner
I-Speak	Carol Towl/ Mary Henessey
International Friendship Program	Larry Karnes
International Spouse Connection	Cheryl Highstreet/ Dana Kanhai
Lending Center	Erika Larson
Scholarship	Dottie Schmidt/ Peggy Arbanas
Volunteer English Tutoring Program	Mary Henessey

## Administrative Services

Office Manager	John Alzubady/Pat Barrett
Public Relations	Barbara Sawyer-Koch/Stacey Bieler
Membership/Data Base	Pat Barrett/ Ruby Bato
Website Manager	Pat Barrett
Historian	Stacey Bieler
CVIP Alumni Council	Mary Barrett/Ann McCall

- Homer Higbee Award recipient is Carol Towl. A reception is scheduled for Wednesday, April 3, 3:00 pm at the Huntington Club (Spartan Stadium).
- President Sievers would like each program to prepare a brief report for the May Annual Meeting on what your program has achieved this year.

## VOLUNTEER MANAGEMENT POLICIES:

Pam Sievers

**To be voted on in April – see attachment**

## ANNUAL MEETING:

**Wednesday, May 8**

## PROGRAM REPORTS:

**Every Tuesday:** Every Tuesday has experienced fairly steady attendance with about 5 - 6 internationals and an equal number of US participants each week. I have heard from the director of Friendship House, and he is most willing to coordinate scheduling in the future to ensure that their offerings that are similar to ET are held at different times, so that international women can choose to participate in both.

Highlights of last month's events: a rigorous belly dancing lesson (yes, it's really exercise!) from Elena Dobrykova, an artistic day of ink painting led by Barbara Toman, and a hopeful day of planting seeds to start indoors and transplant outside, in the event that spring actually happens.

Just three more meetings of Every Tuesday this spring, so if you plan to drop in, do it soon! You may want to mark April 2, our end-of-semester potluck lunch, on your calendar.

*Report Submitted on 3-12-13.*

*Christine Van Nada*

**Home Visits:** *No report submitted.*

**Global Festival:** *No report submitted.*

**I SPEAK:** Requests for speakers continue to arrive, as is typical for Spring Semester each year. Kiwanis Club of Okemos enjoyed hearing Husam Abdulrahman from Libya on Feb. 19, and will entertain a speaker from Latin America on March 19. Fatma Mahfoud from Libya was available during MSU's Spring Break to speak to Senior Coffee Hour at Allen Neighborhood Center. Enkele Rama from Kosovo spoke at the February meeting of the International Interest Group of the MSU Community Club. Paloma Carton de Grammont and Rebeca Gutierrez brought the study of Mexico to life for two classes at Waverly Intermediate School. Eva Kassara, along with students from other African countries, visited the seventh grade students in Mason. Eva also represented her homeland, Tanzania, at the Girl Scout World Thinking Day in Holt.

An orientation/sharing session and pizza supper for International volunteers for I SPEAK is scheduled for March 26. This will also be an opportunity for volunteers to meet Joy Walter, our new liaison to the OISS office. *Electronically submitted on 3-12-13.*

*Carol Towl*

**International Friendship Program:** *No Report submitted.*

**International Spouse Connection:**

2013 Schedule: The ISC group took one week off for Spring Break. The following five topics / activities were scheduled and carried out for the period February 15 to March 1:

- Homeschooling – this was a special presentation jointly hosted by Friendship House and ISC. Laurie Felton, a Mom who homeschools her children, made the presentation. She was accompanied by international moms who also homeschool their children here in the US. It was a lively discussion attended by approximately 20 persons.
- Carnival in Trinidad & Tobago – D. Kanhai made a PowerPoint presentation to the group about Carnival in T&T and brought a Trinidadian dish to share with the group.

Interesting Places to Visit in Your Country – Led by W. Liu, the group discussed places to visit in their home countries and brought publications, photos and artifacts to illustrate.

Group Leadership: Both Wei Lui and Dana Kanhai continue to organize and lead the group. Dana Kanhai was absent for one session on the 1st March.

Advisors: Barbara Toman and Janice Bernsten continue to be involved with ISC and to attend group meetings. Their contributions and participation continues to be a positive experience for the ISC membership.

ISC News: Jing Yang, ISC group leader, gave birth to a healthy baby girl in February. Her name is Eva.

*Electronically submitted 3-12-13*

*Dana Kanhai*

**Lending Center:** We have some good news for the Lending Center: Our "New 'n Crew" team over at the Department of Communication Arts and Sciences is planning to start up their collection of donations for the

Lending Center starting in April and running through mid August. Whew. Our supply was looking pretty sparse.

More good news: More and more of the leaving students are not only returning the items borrowed but also donating many other items for us to loan out.

And, one more: I think I just made the deal of the year; at an estate sale I was able to buy 12 like-new pillows for \$10.00, down from their price tags that added to more than \$30.00.

*Electronically submitted 3-12-13.*

**Erika Nwankwo Larson**

**Scholarship Program:** *No report submitted.*

**Christine Van Nada**

**Volunteer English Tutoring Program:** We continue to have about 50 - 60 students in the VETP program. Some new ones join as others leave to go home. I will be making an evaluation for the students to see if their expectations for the program are being met.

We have the same number of active tutors - 16. A few others have expressed interest, but have not yet started their own class.

I have been working on recruiting more volunteers. I attended a training session at the Capital Area United Way for their volunteer center recruitment and management site. I will put VETP up there and think it might be good for all of CVIP to be listed there, too. *Submitted electronically 3-12-12.* **Mary Hennessey**

## COMMITTEE REPORTS

**Executive:** *No Report submitted.*

**Pam Sievers**

**Leadership:** On February 8, Peggy Arbanas, Mary Barrett, Stacey Bieler, Iris Horner and Lillian Kumata met to discuss the slate of officers for 2013-14. There were still a few positions that needed people. On February 22 Iris and Stacey met with a possible new volunteer who is already in IFP. We found that she is willing to help with certain short term assistance, but not any board position.

*Electronically submitted 3/12/13.*

**Stacey Bieler**

**Membership:** The CVIP Membership list contains approximately 920 names of individuals and families. However, many of these are not actively participating at the present time. Next month, with the help of our program chairs, it may be possible to put a number to the inactive member list. An Excel file will be sent to the program chairs which contains the names of all the members of each program. The chairs will be asked to designate which members are active in their programs and which have not actively participated in their programs during the last year. They will also be requested to note any new members and members who are no longer involved with CVIP, due to their relocation, lack of interest or death. *Electronically submitted 3/12/13.*

**Pat Barrett**

**Office** This month the CVIP Office Committee will be busy organizing the outer space in the CVIP Office. Places will be found to store our exhibit displays and the many boxes of equipment, name tags, books, files, etc. We are anticipating the arrival of a new table and four chairs to furnish the outer office, as well as finding decorations to brighten up the room. *Electronically submitted 3/12/13.*

**Pat Barrett**

**Website:** A few small changes were made to the CVIP website during the last month, and more are planned for the coming month. Some of the CVIP online applications may require modifications to make them compatible with the new CVIP Access data base. *Electronically submitted 3/12/13.*

**Pat Barrett**

**Visioning:** *No Report submitted.*

**Barb Sawyer-Koch**

## ADJUNCT REPORTS

**OISS/ ISP Dean's Office:** *No Report submitted.*

*Peter Briggs*

**Church Women United:** *No Report submitted.*

*Marion Chapman*

**A+ English Language School/Okemos Adult Education, English as a Second Language, ABE and GED:** This semester is moving very quickly. The students are busy with classroom learning and community activities. We are looking forward to the home visits on April 24<sup>th</sup>.

We are waiting to hear if we will receive funding for summer school. and will let you know when it is scheduled. *Electronically submitted on 3-12-13.*

*Jo Pamment*

**CVIP Alumni:** *No Report submitted.*

*Mary Barrett and Ann McCall*

## UPCOMING EVENTS:

- Wednesday, April 3 – International Awards Ceremony.
- Wednesday, April 3 – Exec Com Mtg.
- Wednesday, April 10 – Board Mtg.
- Wednesday, May 1- Exec Com Mtg.
- Wednesday, May 8 – Board Meeting/ Annual Luncheon
- Wednesday, June 5 – Exec Com Mtg.
- Wednesday, June 12 – Board Mtg.

## REFRESHMENT SCHEDULE:

April	IFP – Scholarships
May	Annual Meeting
June	Home Visits/Leadership

Respectfully submitted, Fred Fritz

## Recommended Policies for CVIP

## **Pertaining to Volunteer Management March, 2013**

### **DRAFT**

The following are recommended policies to be adopted by the CVIP Board of Directors as a result of discussion at the Board work session in October, 2012.

**Rationale:** Volunteers are the human resources team of CVIP. They have a right to be informed and knowledgeable about the organization and their job within CVIP. They are entitled to a clear understanding of the expectations and responsibilities given the task. These policies provide direction as volunteers move through positions, and allow for consistent ways of work for CVIP.

**Policy: All volunteers in administrative (program and committee chairs and board members) positions and ongoing program positions need to complete an application and be personally interviewed before placement.**

(Applications need to be kept in the CVIP office. This includes but is not limited to volunteers who routinely support the implementation of a program such as members of the IFP committee, IFP host friends, Lending Center volunteers, ET program volunteers, VETP tutors, I Speak drivers. This does not include volunteers who help once or twice a year at the Global Fest or home Visits, etc.)

**Policy: All volunteers are required to participate in orientation/ training that is appropriate to prepare them for their position.**

This would include the position description along with a volunteer handbook.

**Policy: All administrative volunteers and ongoing program volunteers are required to sign a CVIP Volunteer Confidentiality Statement .**

This includes adherence to the Code of Ethics.

**Policy: All reimbursement to volunteers must be pre-approved.**

Note: This may be covered in the financial policies.

Question – Do we want to include the following or just strengthen our procedures through application, interview, references, training and confidentiality statement?

**Policy: A criminal background check shall be performed for all board officers, committee and program chairs, and other board members at large.**

Currently, this can be performed by the Center for Service Learning and the volunteer must sign a release form before it can be done. I-CHAT is the tool currently used in Michigan. The Internet Criminal History Access Tool (ICHAT) allows the search of public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.

C:\Users\Owner\Documents\CVIP:Recommended Policies for CVIP

# **Community Volunteers for International Programs**

## **Statement of Volunteer Expectations**

### ***CVIP CODE OF ETHICS***

Community Volunteers for International Programs (CVIP) is a non-profit organization based at Michigan State University with more than 50 years of experience enhancing cultural exchange and building international understanding. Our mission is to promote mutual cross-cultural education, understanding, appreciation and friendship between the Greater Lansing Community and MSU's international students, scholars and their families through a variety of programs and services.

CVIP is a secular and non-political organization, open to people of all faiths and ideologies who wish to come together in the spirit of compassion, curiosity, and international friendship. As an organization, CVIP is welcoming, supportive, inclusive, and fun. We value open-mindedness and respect for the richness of cultures around the world.

CVIP asks that anyone participating in our activities follow the guidelines below:

- Demonstrate awareness of, sensitivity to, and respect for other values, beliefs, viewpoints, systems, and cultures.
- Recognize their own culture and value orientations and be aware of how those orientations affect their interactions with people from other cultures.
- Respect all persons without regard to race, color, national origin, ethnicity, sex, religion, sexual orientation, marital status, age, political opinion, immigration status, or disability.
- Avoid proselytizing. Proselytizing is defined as unsolicited, coercive, manipulative and/or hidden persuasion that seeks to influence others to adopt another way of thinking, believing or behaving, particularly in relation to religious and political views.
- Refrain from exploiting, threatening, coercing, disrespecting, or sexually harassing others.
- Seek appropriate guidance and direction when faced with ethical dilemmas.

### ***Confidentiality***

**CVIP volunteers should respect international students and scholars' right to privacy.**

I will not solicit private information from students and scholars unless it is essential to providing services or conducting evaluation or research activities.

Once a student or scholar has shared private information, the following standards of confidentiality will apply:

To the extent possible, I will inform the students and scholars about the disclosure of confidential information and its potential consequences, when feasible before the disclosure is made. This applies whether the confidential information is shared on the basis of a legal requirement or the students and scholars' consent.

I will protect the confidentiality of students and scholars in any kind of correspondence and communications:

I will protect the confidentiality of students and scholars' written and other sensitive information. I will take reasonable steps to ensure that such records are stored in a secure location and that these records are not available to others who are not authorized to have access to them. I will transfer or dispose of such records in a manner that protects student and scholar confidentiality and is consistent with state statutes governing records and international education licensure.

I recognize that in carrying out my assigned duties, I may obtain access to private information about international students and scholars that was provided under an assurance of confidentiality. I understand that I am prohibited from disclosing or otherwise releasing any personally identifying information, either directly or indirectly, about any individual named in the data base records of international students and scholars. Should I be responsible for any breach of confidentiality, I understand that civil and/or criminal penalties may be brought against me. I acknowledge that my responsibility to ensure the privacy of protected information contained in paper documents or verbal communications to which I may gain access shall not expire, even after my affiliation with CVIP has ended.

I will adhere to the CVIP Code of Ethics.

By my signature, I acknowledge that I have read, understand, and agree to comply with the terms and conditions of this Confidentiality Agreement.

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Community Volunteer Signature

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Community Volunteer Name (please print)

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Date



<b>CVIP HOURS</b>										<b>I</b>				
<b>March -13</b>	<b>Ad</b>	<b>Alm</b>	<b>ET</b>	<b>Lnd</b>	<b>Schlp</b>	<b>Glbl</b>	<b>IFP</b>	<b>ISC</b>	<b>Spk</b>	<b>Visits</b>	<b>Office</b>	<b>VETP</b>	<b>Lead</b>	
Arbanas, Peggy														
Bankson, Bonnie														
Barrett, Mary	✓	8												
Barrett, Pat	✓													
Bieler, Stacey	✓	6												
Bryson, Carol														
Chapman, Marion	✓													
Fritz, Fred	✓	5												
Hagens, Helen														
Hennessey, Mary	✓											12		
Highstreet, Cheryl														
Horner, David	✓	3												
Horner, Iris	✓													
Kanhai, Dana	✓													
Kumata, Lillian	✓													
Larson, Erika	✓			52.5										
McCall, Ann														
McDonald, Sue	✓													
Melendez -R, Jose														
Morrow, Midge														
Mukheree, Pat														
Pamment, Jo	✓													
Sawyer-Koch, Barb	✓													
Schmidt, Dottie	✓													
Sievers, Pam	✓													
Towl, Carol	✓								16					
VanNada, Christine														
Yang, Jing														
<b>Total</b>		22		52.5				16				12		