

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes
October 9, 2013
FINAL

ATTENDANCE: Peg Arbanas, Mary Barrett, Pat Barrett, Stacey Bieler, Marion Chapman, Rick Emerson, Michael Harrison, Mary Hennessey, David Horner, Iris Horner, Larry Karnes, Sue McDonald, Jo Pamment, Wendy Pope, Barb Sawyer-Koch, Dottie Schmidt, Jim Stedman, Carol Towl. OISS Staff: Joy Walter.

OPENING REMARKS: *Stacey Bieler, Vice President*

- Introduction of guests. Barb Sawyer-Koch introduced visitor from South Africa, Ginny Lundstrom-Ndibongo. Jo Pamment introduced her successor, Karyn Goven.
- Handouts: (1) OISS Fall 2013 International Students by Country of Origin, (2) Agenda

JUNE 2013 MINUTES: Susan McDonald – M/S/A (motion made/seconded/approved)

TREASURER’S REPORT – David Horner - June 2013 – M/S/A

Accounts at MSU Federal Credit Union

Income - MSUFCU

| | |
|--------------------------|--------------------|
| Balance Forward: | \$13,178.10 |
| Dividend .2% | <u>2.07</u> |
| Available Balance | \$13,180.17 |

Expenses - Paid by OISS (reported to date)

| | |
|------------------------|-----------------|
| VETP Dinner for Tutors | \$123.33 |
| Retreat - Brody | <u>525.00</u> |
| Total Expenses | \$673.33 |

Report submitted electronically

David Horner

**Additionally, David brought up the issue of making available for one day only, the ability to use a credit card/debit card for the Global Festival (rather than cash only transactions). Discussion on Pay Pal account or Square Reader on cell phone. This will be looked into.

FALL RETREAT SUMMARY – Sue McDonald (summary is attached to minutes)

OISS – Joy Walter

There is a new assistant director for programming, Elizabeth Matthews. Joy spoke about the OISS handout, capturing information on the 7,000 international students which is an increase of 500 from last year. Coffee hour has moved to McDonnell Hall. Global Fest will be on main floor of Brody. Gift Shop will be in several adjoin class rooms. Much discussion on logistics of new location, parking, parking passes, packing, food court.

“IMPORTED FROM CHINA” – documentary

Dottie Schmidt and Mary Hennessey attended a showing of the 30 minute film and presented highlights. Film made from point of view of Freshman Chinese student and challenges he faced upon his initial time at MSU. They made a recommendation that it be shown at a CVIP Board Meeting.

PROGRAM/COMMITTEE REPORTS – included in minutes

ANNOUNCEMENTS:

1. **October 16 – CVIP Newsletter Deadline** - Send articles and pictures to Stacey at jsbie@earthlink.net".
2. Iris has Younker’s Community Day booklets for sale. (\$5) Proceeds go towards Scholarship fund. Look for upcoming announcement to pick up your books!
3. David is going to resurrect the Database Committee.
4. Thanksgiving Dinner for 30 Master Card students – Iris and Barb will work with Isaac to find families/home that will host them for dinner.

UPCOMING EVENTS:

- October 20 – Orientation for International Friendship Program
- October 23 – Home Visits
- November 6 – Executive Committee Meeting
- November 13 – Board Meeting
- November 17 – Global Fest (@ Brody

REFRESHMENT SCHEDULE: November - ISC and IFP

Submitted by Secretary, Sue McDonald

**October 2013
CVIP Committee Reports**

A+ English (ESL Board Report)

Our fall classes began the day after Labor Day, and we continue registering for the fall session up to Thanksgiving. There are still a few spaces left in our child care program for children of parents enrolled in our program. We are looking forward to the Home Visits scheduled for the 23rd. This is always an exciting and rewarding experience for our students, and we thank the CVIP Hosts and Hostesses and drivers for that event.

Lately, I've run into some graduates of our program as I've moved around the community. It is exciting to hear their stories and learn where they are and what they are doing today.

I will be retiring from my position the end of this semester, and Karyn Goven will be the new Director. She will be attending some meetings to become acquainted with the CVIP Program and members.

-- Submitted by Jo Pamment

Ad Services

Office: John Alzubaydi has joined Pat Barrett as Co-Chair of the Office Team. John provided the office staffing schedule for summer 2013 and will be helping with office management during the coming year.

The Office is still without staffing on Tuesday, but we are hoping for a new volunteer to step in soon. We wish to thank Pam Sievers and Iris Horner for helping to fill the Tuesday spot during the last month.

Membership: The CVIP Membership list contains approximately 950 names of families and individuals. The increase over last month was largely due to volunteers joining the International Friendship Program and the VETP tutoring program.

Thanks to the program chairs who updated their program volunteer lists and informed us of members who have relocated or deceased. We were also grateful to receive any changes in email or mailing addresses, phone numbers or program participation.

Website: Nothing momentous to report this month, although a number of small changes and additions were made to the website pages. New pictures for most of the program pages would be welcome.

--Submitted by Pat Barrett

Global Fest

Further to my first report, the letters asking for donations were sent out in mid - September. Since our last meeting, I have been away for 3 weeks but our team of helpers has continued with pricing & packing donations. Now we need to meet with MSU & finalize what space at Brody will be available for displaying the items for sale. Hopefully, this meeting will happen soon.

--Submitted by Wendy Pope

Home Visits

Our next Home Visits is scheduled for Wed. morning, Oct23, 2013. We currently have 13 homes and 11 drivers willing to help out that day but need to find one more home and 3 more drivers. If you know of anyone who might be willing to open up their home or drive that morning, please let me know as soon as possible.

--Submitted by Iris Horner

International Friendship Program Report

The International Friendship Program matched 30 international students in September. An orientation meeting for students and community friends was held at the International Center on September 15. The program included an overview of CVIP by Pam Sievers, cross-cultural comments by Joy Walter of OISS, and remarks and suggestions regarding the IFP by Larry Karnes. Renée Burck, Midge Morrow, and Cindy Walter were also present and made the meeting a success. Thanks to Midge, Cindy, Renée, and Susan Ventocilla-Gailey for all their work conducting interviews with students and friends, and to Joy for providing materials and refreshments.

The students matched in September represented a broad cross-section of the university. They came from 11 countries: Brazil, China, India, Malaysia, Peru, Russia, Taiwan, Tanzania, Turkey, Uzbekistan, and Vietnam. They also represented various levels of study, including Bachelor's degree, Master's degree, Ph.D., Fulbright FLTA, VIPP, and Visiting Scholar. About half of our community friends were new to the program and half had previous students.

Applications from both new friends and new students continued after the September matching. A second matching this semester will be held on October 14, with an orientation scheduled for October 20. We expect to match 22-24 students at that time.

We continue to seek both new and returning community friends for participation in the program. The next matching will occur early next semester.

--Submitted by Larry Karnes

I SPEAK,

Our orientation, information and pizza supper drew a record attendance of 29 students and scholars on September 24. Mitsoko Marx, her Japanese visitor Eriko, Cheryl Highstreet, Isaac Kalumbu and Joy Walter also attended, supporting us and enriching our discussion. Marianna DaSilva and Vinicius Rodrigues Galdino from Brazil gave a brief sample presentation and responded to questions from the group. A number of volunteers signed up at that time for specific requests we have received for speakers.

This past month we sent another student, Di Liang, to Bickford Assisted Living and Memory Care to demonstrate Chinese paper cuts. Dane Norton, an exchange student from Australia, spoke to Lansing Golden K Kiwanis Club. When we had a last minute cancelation of speaker for Allen Senior Center Coffee Hour, Frederic Vautaurd, who is back at MSU as a research associate after completing his PhD in 2012, graciously stepped in to continue his discussion of France with the senior citizens. The Seniors welcomed him warmly both times!

We are working with Isaac Kalumbu to encourage his Master Card Scholars from Africa to participate in I SPEAK.
--Submitted by Carol Towl

ISC

ISC has had a busy fall so far. On September 5th, we sponsored our first New Spouse Orientation. About 23-25 new spouses attended, and they were very enthusiastic about the program. Most of them have become faithful participants in ISC since orientation. We want to thank Pam Sievers, Larry Karnes, Mary Hennessey and Rich Barup for attending to discuss their programs and helping to make the event a success. Rich has been "plugging" our program in his emails to Friendship House attendees, which has also helped to attract new members.

One of our challenges has been to replace spouse leaders who are returning home. Dana Kanhai returned to Trinidad in August and is sorely missed. She has been replaced by Seonmi Yoon from South Korea, who takes her position and responsibilities very seriously. Wei from China will leave us this month. She will be replaced by Francesco Defornio from Italy, a new male recruit. He is very talented in technology and will maintain our Facebook page, our ISC website and member list. We are also hoping he can recruit more male members!

In September we had a variety of programs.

*9/13/13: Our topic was, appropriately, superstitions. I discussed several American superstitions and members enthusiastically added superstitions from their own countries.

*9/20/13: Tina Houghton from Service Learning came to tell us about volunteer opportunities in the Lansing area. This was a very popular program. ISC will, as a group, volunteer in a project on November 9th. This program drew about 23 spouses.

*9/27/13: Jill Abood from East Lansing Public Library took us on a tour of the library and discussed all the programs and extra events the library offers. She also issued all of us library cards!

*10/4/13: A member of the community made a presentation and demonstration of probiotic foods. This was a "hands-on" event. The cultures "grew" over the weekend and members were encouraged to pick theirs up on Monday.

--Submitted by Cheryl Highstreet

Leadership

It has been rather discouraging lately as people who at first seemed so willing to help have backed out for one reason or another. Two people backed out because of health issues and one group that Stacey and I did an orientation with has simply not followed through.

The Leadership Committee needs at least two more members to help recruit and identify potential leaders. Barbara Sawyer-Koch, Cheryl Highstreet (when she's in town) and I are currently on the committee. Stacey has agreed to continue helping with new volunteer orientations which is a great help. We are actively seeking your help or suggestions as the success of this committee effects the whole group.

--Submitted by Iris Horner

Scholarship

Dottie and Peggy have met several times this summer to become organized for this year. The student application (found on the CVIP web site) was revised to include academic advisor information and to add our names as the 2013-2014 contact people. Pat Barrett updated the CVIP web page with this information. Also we learned about the MSU accounts that support our program and received help from Lois Sollenberger and Jeffrey Grilliot, Associate Director of Development in the ISP office.

Fall scholarship application forms are due in the OISS office by November 20, 2013. Students will be applying for tuition scholarships for the spring 2014 semester. Joy Walter in OISS will send this information to all international students about 30 days before the November due date. Student applicants who meet all of the scholarship requirements will be interviewed on November 25. Scholarship awardees will be announced in early December.

Last spring CVIP Tuition Scholarships were awarded for this fall semester to Xi Yang, Jing Yang and Liz Loayza-Herrera.

--Submitted by Dottie Schmidt

Volunteer English Tutoring

A major change was made this year in how students can get individual tutors. In the past, the tutors' names and email addresses were posted on the VETP web site, and students could contact them, asking if they were taking new students. But the tutors were getting overwhelmed with requests. So now students fill out an online application for an individual tutor, and it comes to me. I "match" the student with an available tutor – sometimes based on their needs or what they want to work on, or else I do it by the date the application was submitted. I do stress that even though they are called "individual tutors", they are really more "conversation partners".

So far, I have received 19 applications from students who want a tutor. I have matched 4 so far. I tell the other students that they will be placed on a waiting list, and will be matched with a tutor when one becomes available. Luckily, I also have been getting applications from people who are interested in becoming tutors with VETP. From August until early October, I have received inquiries from 12 potential tutors. Eight of these want to be individual tutors. My procedure for new tutors is this: I send them a copy of the VETP Tutor Handbook and arrange to meet them. I then ask them to attend a VETP class to see how a class is run, and to meet some of the students. Then we meet again to get any questions answered, and so they can see the resources in the VETP office. Then they decide if this is something they'd like to do.

We now have 11 tutors meeting 28 students one-on-one (Mark in the VETP office tutors 11 students)
Four new tutors have started having their own classes, so we now have 14 VETP classes each week.
I have asked all the tutors to have their students fill out an "Information Sheet" so I can keep track of how many students are attending classes. Most students attend multiple classes, and since the classes are "drop in", it is hard to get an exact number, but I believe we have about 35 students attending the 14 classes. Class sizes range from 3 to 20, but it varies from week to week. The tutors are great about being flexible with each class. Each tutor has their own style and different things they like to talk about, and the students have told me that they like the variety of the classes.
I am kept busy answering email and questions, and trying to keep our Facebook page up to date. I sometimes substitute for tutors if they are going to be away, and I try to be in the VETP office on Monday, Tuesday and Wednesday afternoons, from about 12:30 – 4:30. Because I am addicted to email, I do a lot of work at home, too. I send out a "newsletter" to the tutors about twice a month, to keep them informed of events on campus, ideas for classes, resources they can use, or other news. (the librarian in me loves to do this)

--Submitted by Mary Hennessey

Summary of 2013 CVIP Retreat

Group 1 –New Programs (what other programs can we offer)

1. Communication panel on cultural differences (ice cream social, intro to sports)
2. Thanksgiving placements – run it like IFP. Based upon “student” needs, provide holiday and/or summer programs.
3. Two week “buddy” program, upon student arrival in August. Which students to invite? Freshmen? Grads? Off-campus resident students?
4. Tourist in own town concept (tour capital, history museum)
5. Invite or engage students to volunteer. (volunteering is new concept to many)
6. Encourage both domestic and international students to assist CVIP in marketing, IT, etc.

Group 2 - Partners-- what can we expect from and give to

1. There are some organization that pay employee to volunteer/work for us
2. The promotion and awareness to volunteer
3. Legal help – resources and skills
4. Cooperative partnerships, i.e., Friendship House. Likewise, if other groups are doing what we once did, then perhaps CVIP should consider letting it go.
5. We offer good PR – visibility

Group 3 – Who are Partners that can help us?

1. Jackson National Life
2. Consumers Power
3. Ethnic Churches
4. State of Michigan – Global Talent
5. Islamic Center with new Imam
6. Consider an Overall Volunteer Coordinator who could connect CVIP to companies’ volunteer opportunities.
7. Training advocates with elevator speech with bullet points
8. Media link Volunteer (with LSJ, etc)

Group 4 – Can CVIP Board have new structure?

1. Empower each Committee to have their own organizational structure with decision making ability
2. Flatten/streamlining the organization – could appeal to younger people, who are still working
3. Have quarterly meeting of entire CVIP Board
4. Programs provide scheduled reports to Executive Committee vs. entire Board
5. Consider restructure – move from concept of working as a committee of the whole

Combined notes of Susan McDonald and David Horner

10/15/13