

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes

February 12, 2014

ATTENDANCE: Peggy Arbanas, Pat Barrett, Stacey Bieler, Marion Chapman, Rick Emerson, Karyn Goven, Michael Harrison, Mary Hennessey, David Horner, Larry Karnes, Erika Larson, Sue McDonald, Dottie Schmidt, Pam Sievers, Jim Stedman, Carol Towl, Christine VanNada, Susan Ventocilla, Ruby Bato, Adm Office. OISS Staff: Joy Walter.

INTRODUCTIONS: *Pam Sievers, President*

- Ruby Bato, CVIP Office Administration

SECRETARY'S MINUTES – January 2014 - Susan McDonald – M/S/A (motion made/seconded/approved)

TREASURER'S REPORT – January 2014 - David Horner – Wait until Board receives full report via email before voting

Accounts at MSU Federal Credit Union

CVIP January 2014 Treasurer Report

(submitted after meeting)

Shares -07 - Beginning Bank Balance	\$5.75	
Ending balance		\$5.75

IMMA -27 Beginning Bank Balance	\$12,813.08	
Deposits		
Contribution	\$50.00	
Dividend	<u>\$2.18</u>	
Ending Bank Balance		\$12,865.26

Checking - 87 Beginning Bank Balance	\$572.74	
Expenses		
Ending Bank Balance		\$572.74
Sub Total CVIP		\$13,443.75

Scholarship Savings 70 Beginning Balance	\$8.36	
Deposits		
Ending Scholarship Bank Balance		\$8.36

TOTAL CVIP Resources **\$13,452.11**

Expenses paid by OISS – none reported

Report submitted electronically

David Horner

GOALS UPDATE - Review Dashboard Report

-Proposed Program Procedures due to Exe Comm. on 3/1/14

Proposed Revisions to Program Policies and Procedures

The Board voted to adopt the following policies:

Lending Center

The MSU CVIP International Student Lending Center serves MSU STUDENTS AND SCHOLARS WITH ACTIVE MSU IDs.

Closings: When MSU closes due to weather, the Lending Center will also be closed.

The only electrical items the Lending Center carries are lamps.

I Speak

Program services are limited to locations within a 25 mile radius.

VETP

Individual tutoring must take place in a public location, or in the VETP classroom.

VOLUNTEER RECOGNITION AWARDS

Due to Stacey Bieler by March 4. Please submit nomination and a one paragraph description of why they are being nominated. May be individual or group.

OISS UPDATE – Joy Walter

“Spotted at coffee hour” campaign. April 4 is CVIP coffee hour. International Speed Dating (pre-Valentine Day). First ever international student in marching band. February 22 OISS is sponsoring international ice skating.

NEWSLETTER – Articles due to Stacey March 12

PROGRAM COMMITTEE REPORTS – included with minutes

IMPORTANT DATES

Executive Meeting – March 5

Board Meeting – March 12

ISP Awards – March 26

Host coffee hour – April 4

REFRESHMENT SCHEDULE: March – VETP and Home Visits

Goal 1: Develop training materials including procedural manuals for all leadership positions – officers and position chairs.

Goal 2: Develop program specific policies and procedures (in writing).

Goal 3: Develop and implement a communication/PR/marketing plan.

Goal 4: Complete the strategic planning process.

Goal 5: Identify and engage in advocacy efforts on behalf of the international students/scholars.

Submitted by Secretary, Sue McDonald

February 2014 CVIP Committee Reports

Admin Services

Office: Very little of note has occurred at the CVIP Office this month, aside from its being closed for a few days because of bad weather and dangerous driving conditions. The work for February and March will be to develop official policies and procedures for running the office.

Membership: The CVIP Membership list contains approximately 985 names of families and individuals. However, we know that a number of CVIP members are no longer active participants, while some new members have joined CVIP during the last few months. Therefore, during late February each program chair will receive a list of their "official" members for her/him to update, as needed. We would like to thank the program chairs in advance for their cooperation in helping to keep the membership list up to date.

Website: The "Calendar of Events" was updated this last month, and some additions and modifications to the online applications are in the works for this month. And, at the risk of becoming a nag, we would like to add new pictures to the program pages, but it is up to the program chairs to submit suitable images to us. Thank you!

--Submitted by Pat Barrett

International Friendship Program

The International Friendship Program held its orientation meeting for students and community friends at the International Center on February 9. The program included an overview of CVIP by Pam Sievers, an interesting cross-cultural exercise by Joy Walter of OISS, and remarks and suggestions regarding the IFP by Larry Karnes. Thanks to IFP committee members Midge Morrow, Cindy Walter, Renée Burck, Susan McDonald, and Pat Klein, as well as Pam and Joy for making the orientation a success.

Twenty-two international students and scholars were matched with local friends this semester. The students' degree programs include Bachelor's, Master's, and Ph.D.'s, and the VIPP program. Countries represented include Bangladesh, China, India, Malaysia, Saudi Arabia, South Korea, Uganda, Vietnam, Zambia, and Zimbabwe. For the current academic year, we matched 73 students from 25 countries.

We are now accepting students' and friends' applications for participation in the program beginning in the Fall semester, 2014.

--Submitted by Larry Karnes

I SPEAK,

Ten speaker volunteers attended a pizza supper, orientation and sharing time on February 3. We appreciate the help of Joy Walter and the OISS office, which furnished the pizza. The attendance was low, so only a few volunteers signed up for existing assignments. Back to e-mail and phone calls!

Since the last Board meeting, we have furnished speakers for the International Interest Group of the MSU Community Club, the Holt Lions Club, and the East Lansing Women's Club. The Women's Club requested a panel of speakers from different parts of the world to discuss their experiences coming to the US as international students. The panel had participants from India, Mexico, Zimbabwe and China. The panel was moderated by Helen Hagens and produced a very interesting discussion!

We continue to match speakers with schools, teachers and specific classrooms. This is a little more difficult when teachers request speakers from countries that are under-represented on our volunteer list.

--Submitted by Carol Towl

ISC

Our group did not meet this semester from December 6-January 10, so I am combining the January-February Reports.

January Program Topics: Mitsuku Marx, with several Japanese helpers, taught us how to make origami cranes, on January 10. On the 17th, we watched a DVD put out by the OISS equivalent at Stanford University called *Women In a New Land*. I frequently paused the DVD so that our participants could offer their own experiences as accompanying partners. January 24th, one of our co-leaders, Soenmi Yoon gave a fabulous presentation on the Korean Lunar New Year; it included slides, a video, playing a game, and eating delicious Korean food. On January 31, Sarah Shaw, a leader of the International Book Discussion Club at the East Lansing Public Library, showed slides from her travels and talked about how to write a blog about one's adventures. Despite the unpleasant weather, we had about 12 participants at each of these meetings.

Program leadership: One of our co-leaders, Francesco D'Onofrio from Italy, has taken a full-time job in Brighton so he has had to resign. Halima from Oman has agreed to take his place. She has been active for some time and has given two presentations on Oman in the last two years. Since Soenmi will be leaving at the end of the semester, she has identified Stefanie from Brazil to replace her. Soenmi will be working with both Halima and Stefanie to prepare them for leadership duties.

--Submitted by Jan Bernsten

Lending Center

January was a rough month. We had to close the Center twice, once because of the snow and cold and once because of illness in our ranks.

We need more lamps as well as more pots and pans, same as always.

Our "Detailed Procedures" have been updated from the 2011 edition and we've written down a few "Policies" to support our volunteers and clarify our policies in writing for all to see if challenged.

---Submitted by Erika Larson

Scholarship

Our committee does not have a report this month.

--Submitted by Peggy Arbanas & Dottie Schmidt

Volunteer English Tutoring

January 2014 was a very busy month for VETP. We received applications from 9 people who want to be tutors. I met them each individually for an interview and told them about the program. Some other tutors who applied last fall were now ready to be assigned a student (some are meeting with two students individually). This semester there are 34 tutors - 11 leading a class, and 23 meeting for conversation with a student

This month I matched 18 students with tutors for individual tutoring (which I'm starting to call "conversation partners").

I am most excited about the 8 MSU undergrad students who applied to be tutors. A couple of them want to go into the Peace Corps and VETP was recommended as a place where they could get more experience with internationals. A couple of others are majoring in Chinese and would like to get to know some of the Chinese students. One wrote: "There is a gap between American and Chinese students here in East Neighborhood. They are often misunderstood, and taken as rude and kept to themselves. I'd like to change that. I know that many of the Chinese students want to interact with American students, but don't feel confident enough in their English to speak with them. I was born and raised in America, and speak both English and Chinese. I had to learn Chinese as a kid, and discovered techniques on how to perfect pronunciation. I know these same techniques can be used when learning English, and I want to help bridge the gap between American and Chinese students here at MSU."

The others just heard about VETP and want to help international students. They were all enthusiastic about tutoring. Usually students who apply to VETP for an American tutor have been grad students, visiting scholars, or spouses, but I recently received some applications from undergraduate international students. They were very happy to get matched with an American undergrad.

I send out lots of emails keeping in touch with tutors and students to see how they are doing. Here's one enthusiastic reply from a female undergraduate student: "I have already met Greta today ! She is such a cute and smart girl ! It was really awesome to talk with her and I am so happy that I can make friends with her. I really like the VETP program here, both of the classes part and the individual part. And I am really willing to help others and please feel free to ask me to help if you have anything you want have someone to assist ! "

So it has been a busy, but rewarding, month.

--Submitted by Mary Hennessey
