

**COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)**  
**Board Minutes**  
 May 7, 2014

**ATTENDANCE:** Peggy Arbanas, Mary Barrett, Pat Barrett, Stacey Bieler, Rick Emerson, Mary Hennessey, Cheryl Highstreet, David Horner, Iris Horner, Larry Karnes, Erika Larson, Ann McCall, Sue McDonald, Barb Sawyer-Koch, Harsha Patel, Dottie Schmidt, Pam Sievers, Carol Towl, Susan Ventocilla. OISS Staff: Joy Walter.

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**WELCOME: Pam Sievers, President**

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

**TREASURER'S REPORT – April 2014 - David Horner – M/S/A**

Accounts at MSU Federal Credit Union

**CVIP April 2014 Treasurer Report**

<b>Shares -07 - Beginning Bank Balance</b>	\$5.75	
Ending balance		\$5.75

<b>IMMA -27 Beginning Bank Balance</b>	13369.56	
Deposits		
Dividend	\$2.20	
Ending Bank Balance		\$13,371.76

<b>Checking - 87 Beginning Bank Balance</b>	72.74	
Ending Bank Balance		<u>72.74</u>
<b>Sub Total CVIP</b>		<b>13,450.25</b>

<b>Scholarship Savings 70 Beginning Balance</b>	8.36	
Deposits		
Ending Scholarship Bank Balance		<u>8.36</u>

<b>TOTAL CVIP Resources</b>	<b>\$13,458.61</b>
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The only change in \$2.20 dividend in our IMMA account.

*Report submitted electronically*

**David Horner**

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## **Annual Meeting Overview – Stacey Bieler**

-Following this Board Meeting

## **Business – Pam Sievers**

- Policy on Weather Cancellation of Board Meeting – Voted and Passed
- Driver Sign-off Form – Tabled for further review and discussion
- Volunteer Expectation Forms – signed forms to be sent to CVIP office

## **Welcome Buddy Update – Pam Sievers**

-Will pilot this program through Chemistry Department for any incoming international student.

## **Dashboard Update – Pam Sievers**

## **Sign-up for August Student Arrivals – Stacey Bieler**

-Welcome table at airport and also at International Center

## **OISS UPDATE – Joy Walter**

- Summer programming is focused on World Cup
- Global Fest will be held at Student Union. November 23, 2014
- Working with Mid-Michigan Alumni Association to become more involved with CVIP.

## **Program Reports**

-Update on Strategic Plan Report submitted by Rick Emerson

## **IMPORTANT DATES**

May 31 – Annual Report submittals due to Pam

June 4 – Exec Committee Meeting ??

June 11 – Board Meeting

Week of August 12 – Airport Welcome

August 18 – Welcome Orientation/Resource Fair at Breslin

August 22 – Family Resource Fair, Spartan Village

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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

## May 2014 CVIP Committee Reports

### Admin Services

**Office:** The CVIP Office will go into "summer mode" beginning May 12. This means that the office will only be checked on Tuesday and Thursday for mail and phone messages. Regular daily staffing of the office will begin again during August, 2014. The current project at the Office is the backup of the CVIP Computer Archives. When complete, the Archives will be stored in the office computer and also on a secure MSU server.

**Membership:** The CVIP Membership list contained approximately 900 names of families and individuals, as of May 6. After the mailing of the *CVIP Newsletter* in April, a large number of former members were dropped from our list because their addresses were no longer current and they were not participating in any CVIP program. However, new members are joining CVIP every week, especially in the VETP and IFP programs. Thanks to all the program chairs for their cooperation in helping to keep the membership list up to date.

**Website:** During the last month, the contents of the Board Member page were updated and some program deadlines were updated, but on the whole few changes were made to the website.

--Submitted by Pat Barrett

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### International Friendship Program

The International Friendship Program committee met on April 17. The application, interview, matching, and orientation processes employed during Spring semester were reviewed. No changes are planned for next semester. Key dates for the Fall semester were identified. There will be two applications, matching, and orientation cycles again this year. The deadline for student applications for the first cycle is September 12. The committee also discussed the need to increase our outreach efforts to attract new volunteers.

Midge Morrow will be recognized at the CVIP Annual Meeting on May 7 for her contributions to the International Friendship Program. Congratulations, Midge!

We received an inquiry from a non-profit organization in Ann Arbor that is working to re-vamp their Global Friendship Program, which is similar to our International Friendship Program. They sought advice from us regarding how we recruit and screen volunteers, how we conduct the matching process, and other successes and challenges we have experienced. It is nice for our program to be recognized by other universities and we will continue the dialog.

Interviews are being conducted with new volunteers and information is being updated for our returning volunteers.

--Submitted by Larry Karnes

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### I SPEAK

Nadege Sesonga (Rwanda), Xiangyi Sun (China), and Sergio Polimantesouto (Brazil) participated in a panel discussion about their experiences adjusting to life as MSU international students. This panel discussion for the International Interest Group of the MSU Community Club was skillfully moderated by Mary Hennessey and very well received.

Binyu Wang spoke with the members of the East Lansing Library International Book Club about her home country, China, the setting for a book the Club was reading.

On April 10, Elizabeth Matthews, assistant director for OISS, drove speakers from the Sultanate of Oman and from China to the Eaton County Youth Facility to give presentations to two classes at the Alternative School there. Earlier in the year, Elizabeth had volunteered to drive speakers to the Youth Facility so that she could learn more about the program there, as well as learn about the work of I SPEAK.

On April 14 and 15, students from Saudi Arabia, Madagascar, Uzbekistan, China, Kazakhstan and Taiwan participated in Holt High School World Language Week.

All students and scholars who gave presentations one or more times this year were offered certificates of appreciation and a gift USB drive at the final International Coffee Hour on Friday, April 25. Thanks to MSU Alumni Association for providing the USB gifts!

--Submitted by Carol Towl

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## **ISC**

We ended spring semester with four great Friday sessions. On April 4, Abdullah Al-Riyami from Oman gave a presentation on his internship experience in New Orleans, working on social justice issues after Hurricane Katrina. He was on an interfaith team which included Muslims, Christians and Jews. For a change of pace, on April 11, we played games, including a rousing game of the Mexican version of Bingo: Loteria. The cards feature pictures of animals, plants and food instead of numbers and letters. On April 18, we traveled to Iran. Sara and Farnoosh gave us a comprehensive picture of this historically important country. The food that they prepared was so beautifully presented that it was hard for us to actually eat it—but we managed! Our last session on April 25 was a potluck at Jan Bernsten's house. Our meal featured dishes from many countries including Korea, Peru, China and Brazil to go with the American Turkey Sloppy Joes. We are excited that Group Advisor Cheryl Highstreet will be back with us in May.  
--Submitted by Jan Bernsten

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## **Lending Center**

We received good news this month, the Dept. of Communication Arts and Sciences is planning to collect items for the Lending Center again this year. They also acquired a \$100.00 dollar donation from the MSU Federal Credit Union, and they are in the process of completing the request for a donation from MEIJER. THANK YOU, NEW 'N CREW.

The Lending Center's shelves are looking mighty empty. Our supply of lamps has turned around; we have received quite a few back from the departing students, so we no longer have to turn students away who are seeking lamps. We are also very low on cooking pots; just as soon as one is returned or donated, it is checked out. All other supplies are also very very low. Please spread the word.

We also need more workers. The April and May schedules look like I spilled spaghetti on them with all the changes due to workers switching for vacations and other Interruptions to their schedules.

---Submitted by Erika Larson

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## **Volunteer English Tutoring**

As the school year draws to a close, VETP has said goodbye to some tutors and students. We will miss them very much! Two undergraduate tutors have graduated and are moving on. Another adult tutor is moving to Grand Rapids, and some others are taking the summer off.

We will have 7 conversation classes this summer, and the schedule is up and on the web site. As of right now, I have 8 conversation partners with 10 students who will be continuing this summer.

In April I received 5 applications from new tutors – 4 of whom are undergraduates! So I am interviewing them and hope to have them ready to tutor soon.

One of the undergrad tutors is using his experience as a tutor as a special project/internship. He is interested in how international students' customs are impacted when they study English and American culture.

I received 14 applications from students who would like individual conversation partners. Usually I tell them they will be on a waiting list, but I encourage them to come to our classes. Most find that the classes fill their need for conversation and friendship while they wait for a conversation partner.

This month I attended an "Active Violence Training Session" that was offered to people working in the International Center, to learn what to do if there is a violent incident on campus or in the building.

I also met with Stephanie Perentesis, MSU librarian, who attended an ESL workshop. She told me some of the highlights that she thought might be helpful with VETP, and gave me several books she got that I put with the VETP resources for tutors and students.

--Submitted by Mary Hennessey

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