

Spring 2005

**MICHIGAN**  
Council for Cooperative Education

**CO-OP COURIER**  
An Occasional Newsletter

Editor  
Craig James Gunn

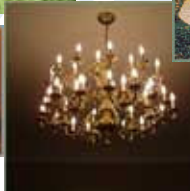
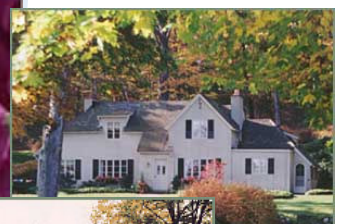
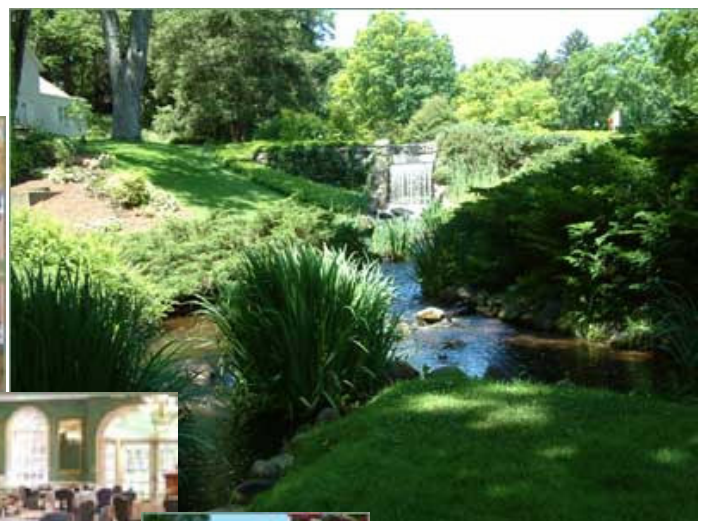
The Co-op Courier  
is published for MCCE  
by Michigan State  
University

## Just Around the Corner -June 8-9

### Inside this issue:

Conference Details	2
Speaker Info	4
Elaine Greene Retires	5
Nominations	5
Dues Notice	7
Request for Data	8
Bylaws	14

### Brook Lodge Awaits



### Special points of interest:

- Brook Lodge Reservations for June 8 & 9, 2005
- Mark your calendars for the MCCE Conference in Augusta—June 8 & 9, 2005
- If you missed the bullet above - Mark your calendars and REGISTER for the MCCE Conference June 8 & 9 in Augusta!!



# MCCE Annual Meeting

## Brook Lodge Hotel and Conference Resort

Augusta, MI



(between Kalamazoo & Battle Creek)

**June 8th & 9th, 2005**

The mission of the Michigan Council for Cooperative Education is to

- . Promote the advancement of cooperative education and internships within the State of Michigan,
- . Partner with Michigan business and industry, education, labor, state government, and professional organizations,
- . Educate employers, educators, students, parents and government about the academic, career development, and economic benefits of cooperative education and internships
- . Advocate the benefits of cooperative education and internships for employers, educational institutions, students and government.



**[www.michigancouncil.com](http://www.michigancouncil.com)**

**June 8, 2005 - Wednesday**

*Wednesday Morning Activities:*

- Golf Outing - Stonehedge North at Gull Lake View Golf Club & Resort

[www.gulllakeview.com](http://www.gulllakeview.com)

Stonehedge has a reputation that far exceeds its Michigan borders. It is a formidable challenge with its dramatic terrain, length, and mature trees. Golfers will find spectacular vistas and a hint of the north country as they tee up their shots. The stone hedge fences that permeate the grounds offer a view not found many places and gives the course a real earthy feeling. This club has two regulation eighteen-hole courses. These wooded courses were built on rolling terrain, so you can expect some uneven lies. The Stonehedge Course gets its name from the rock piles that line its fairways. 36 holes - Available tee times 8:51am, 9:00am, and 9:09am Fee: \$50 pp - Must be paid in advance with conference registration. For more information, contact Thomas Demmon, Grand Valley State University, [demmont@gvsu.edu](mailto:demmont@gvsu.edu) or Phil Lavender, Kettering University, [plavende@kettering.edu](mailto:plavende@kettering.edu).



- Brook Lodge Resort Activities:

[www.hfs.msu.edu/brooklodge/](http://www.hfs.msu.edu/brooklodge/)

The beautiful Brook Lodge grounds are the perfect setting for outdoor activities. The driving range, putting green, and tennis court are onsite for conference attendees, as are the basketball and volleyball courts. A paddle boat, rowboat, fishing equipment, and bicycles are readily available. A network of walking and nature trails gives guests the opportunity to fully enjoy the peaceful country setting. For more information, contact Nancy Stupsker, Henry Ford Community College, [stupsker@hfcc.edu](mailto:stupsker@hfcc.edu).

10:00am-12:00pm Kellogg Corporation Internship Overview and Tour

Since 1906 the Kellogg Corporation is a company that all of us can rely on for great-tasting, high-quality foods. We have been invited to tour the global headquarters in Battle Creek and learn about their internship program. Kellogg believes that there's no better way to gain valuable work experience with a global company than with Kellogg's Internships and Co-ops. Directions will be provided to participants who register via the conference registration document. For more information, contact Margaret Pierce, University Detroit Mercy, [piercem@udmercy.edu](mailto:piercem@udmercy.edu).

12:00pm-2:00pm Lunch on your own

2:00pm-8:00pm Registration - Brook Lodge

3:00pm-3:15pm Welcome & Opening Session Introduction

3:00pm-5:00pm - Opening Session - Mary Jane Mapes. MA, CSP  
Coaching Conversations: Leadership in Action!

Through this interactive presentation, participants will learn the fundamentals of coaching: what a coaching conversation is, who coaching is for, the purpose it serves, how and why coaching is key to motivation and commitment (whether student, staff, co-worker, or employer), and the skills needed to coach.

5:30pm-7:30pm Dinner - Brook Lodge

8:00pm-10:00pm Bonfire & Entertainment

9:00pm Hospitality Suite



## **June 9, 2005 - Thursday**

8:00am-8:45am Registration - Brook Lodge

8:45am-9:00am Welcome & Keynote Speaker Introduction

9:00am-12:00pm Keynote Speaker: Phil Gardner, MSU Director of Research, Collegiate Employment  
Research Institute

The Economy: Dealing with the Reality of Tomorrow

Dr. Gardner will discuss all aspects of the college labor market as a lead researcher of Recruiting Trends, an annual survey



on what employers expect from college graduates and the state of the college labor market, including trends, starting salaries, and regional labor markets.

12:15pm-1:45pm Awards Luncheon

2:00pm-3:30pm Concurrent Sessions

#### Session A: Career Resource Connection

Paul Knudstrup, President of Midwest Consulting Group, Inc. Kristen Garceau, Educational consultant and teacher  
Students and communities will benefit if schools and businesses find new ways to work together. Communities will be better served if students understand local options and needs. How can educators learn more about the needs of businesses and how can business people make an impact in the world of education? This session will discuss methods for bringing these two components together for meaningful partnerships and will feature a variety of ideas to select from to get a partnership program going!

#### Session B: Survey Design Basics

A review of survey methodology concepts and basics of survey design.

3:45pm-4:30pm Business Meeting

#### *About our speakers:*

Kristen Garceau is an educational consultant and teacher who has been creating career contextual learning 'curriculum since 1995. Garceau's projects have included extensive development work for the Michigan Occupational Information System, Michigan Virtual University Career Services, UAW/General Motors, and the Ingham Intermediate School District. She specializes in creating contextual learning programs and helping educators make connections to the world outside schools.

Philip D. Gardner is Director of Research for the Collegiate Employment Research Institute at Michigan State University. Dr. Gardner has been with MSU for 19 years after receiving degrees from Whitman College (BA in Chemistry) and Michigan State University (Ph.D. in Economics/Public Policy). His major areas of research include the transition from college to work, early socialization and career progression in the workplace, workforce readiness, and other areas related to college student studies.

Paul Knudstrup is president of Midwest Consulting Group, Inc. He has been involved in the training, development, and nonprofit management fields for more than 30 years, including six years as executive director of the Fetzer Business Development Center and the Business Research and Services Institute at Western Michigan University.

Mary Jane Mapes has blended a Master's degree in communication with her experiences as a radio announcer, a good will ambassador for the National Cherry Industry, and over 20 years in education and training. She is author of the book *The Art of Fielding Questions with Finesse*, a quarterly e-zine, *The Communication Connection*, and numerous articles on the subject of customer service and effective communication. More information can be found on her website: [www.maryjanemapes.com](http://www.maryjanemapes.com).

#### Conference Location and Accommodations

Brook Lodge Hotel and Conference Resort

6535 N. 42nd Street

Augusta, Michigan 49012

Phone: 269.731.2200 or 1.800.407.8486; Fax: 269.731.2278

[www.hfs.msu.edu/brooklodge](http://www.hfs.msu.edu/brooklodge)

The group rate is \$99 for single occupancy, plus applicable state and local taxes. Full breakfast buffet is included. The group room rate will be valid for reservations made by May 9. Rooms may be available before and after the conference at the same rate. Conference attire is casual.

Looking forward to seeing YOU!!!





## An Invitation to Nominate

On the occasion of the Centennial Year of the Founding of Cooperative Education, the University of Cincinnati will pay homage to the inaugural inductees in its Cooperative Education Hall of Honor. The Hall was developed to give a permanent place of honor for individuals and organizations that have significantly contributed to the qualitative advancement of cooperative education, both at the University of Cincinnati and beyond.

On behalf of the Chair of the Selection Committee, Associate Provost Kettil Cedercreutz, we are now soliciting nominations for the Co-op Hall of Honor. The following link provides all information pertaining to the award, the nomination process, and the induction banquet planned for April 2006.

<http://www.uc.edu/propractice/hallofhonor/nominations.htm>  
<http://www.uc.edu/propractice/hallofhonor/nominations.htm>

Please share this information with your membership and other interested individuals. We look forward to your help in identifying worthy nominees to be honored as the inaugural inductees into the University of Cincinnati Cooperative Education Hall of Honor.

If you have questions or need additional information, please feel free to contact me at [Gayle.Elliott@UC.Edu](mailto:Gayle.Elliott@UC.Edu) <<mailto:Gayle.Elliott@UC.Edu>>



Thank you for any assistance you can provide our Co-op Hall of Honor Trustees and the Selection Committee.

Gayle G. Elliott  
Assistant Professor and  
Chair, Co-op Hall of Honor Nominating Committee  
Division of Professional Practice  
7th Floor, Steger Student Life Center  
University of Cincinnati  
Cincinnati, OH 45221-0115  
Phone: 513-556-2667  
Fax: 513-556-5061





## Assistant Director Placement/Career Services

Career Services is looking for an Assistant Director of Placement/Career Services. This position will assist in providing a centralized job placement program for graduating students and alumni; coordinate and disseminate information and advising service relative to employment and the pursuit of other career objectives; and represent the director as required.

Minimum qualifications include: Master's degree or an equivalent combination of education and/or experience; five years of progressively responsible experience in developing, implementing and coordinating job placement or other related programs; knowledge of the PC and software as it relates to record-keeping, office management and program management; ability to interact effectively with a diverse student, faculty and staff population, as well as with external organizations and technical personnel; knowledge of, and experience in, marketing techniques and strategies; experience providing quality customer service; ability to work collaboratively to achieve specific goals; supervisory experience; ability to organize effectively, prioritize and meet deadlines; excellent organizational and analytical skills; excellent oral and written communication skills; and the ability to communicate effectively with others.

Desired qualifications: two years administrative experience in a college or university setting; experience utilizing computer-based technology in the delivery of group presentations; familiarity with the principles and practices commonly recognized in the Career Services field; and knowledge of specific application software used in Career Services.

Salary up to the high 40's with excellent benefits. Compensation is commensurate with education and experience. For more information on Oakland University's salary structure and fringe benefits, please go to our website at [www.oakland.edu>faculty & staff>staff benefits and compensation](http://www.oakland.edu/faculty%20%26amp%20staff/staff%20benefits%20and%20compensation). Please refer to <http://jobs.oakland.edu> to apply for this position online. Oakland University is an affirmative action/equal opportunity employer and encourages applications from women and minorities.





## 2005-2006 Membership Dues

A Non-Profit Michigan Corporation (#735-009) licensed to solicit and receive contributions and memberships for the charitable purpose of promoting Cooperative Education in Michigan. (Mich. License #MICS 12522-1289). The MICHIGAN –COUNCIL I is exempt from Federal Income Tax under sections 501 (a), 501 (c) (3) and 509(a) and (1) of the Internal Revenue Code. (U.S. E.I.D.#38-2809003).

\_\_\_\_\_ Distinguished Member

(Organizations contributing \$500 or more a year.) Recognizes superior level of support to advocate and promote the cooperative education philosophy among employers and schools in the state of Michigan.

\$ \_\_\_\_\_

\_\_\_\_\_ Sponsoring Member

(Organizations contributing \$250 minimum-a year.) Recognizes responsible level of support to sustain professionalism in cooperative education across the state of Michigan.

\$ \_\_\_\_\_

\_\_\_\_\_ Organizational Member

(Organizations contributing \$100 yearly.) Minimum annual dues required for MCCE membership.

\$ \_\_\_\_\_

Make check payable to: Michigan Council for Cooperative Education

There is no limit to the number of representatives from each organization. To

Ensure listing in the MCCE Membership Directory, please return the

Membership Directory Information form no later than August 1, 2005 to:

Eileen Hayes  
Career Services  
Baker College - Flint  
1050 W.Bristol Rd.  
Flint, MI 48507





Our public information office at the University of Cincinnati is looking for information on the founding of other Co-op Programs for the Co-op Centennial Celebration Media Packet. From our records we've come up with the following list of institutions and the year their co-op program was founded. The early record keeping was more comprehensive so we know we are missing many co-op programs, particularly those founded in recent years. Could you take a moment and look this over? If we've missed your institution or the founding date of your co-op program could you please email me at Cheryl.Cates@uc.edu and give me the information to add to the list?

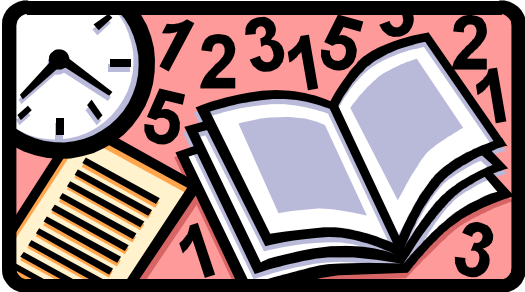
### **Early Adoptions of Cooperative Education Plans**

University of Cincinnati, Cincinnati, Ohio	1906
Northeastern University, Boston, Massachusetts	1909
University of Pittsburgh, Pittsburgh, Pennsylvania	1910
University of Detroit, Detroit, Michigan	1911
Georgia Institute of Technology, Atlanta, Georgia	1912
Rochester Institute of Technology, Rochester, New York	1912
University of Akron, Akron, Ohio	1914
Marquette University, Milwaukee, Wisconsin	1918
Drexel University, Philadelphia, Pennsylvania	1919
Massachusetts Institute of Technology, Cambridge, Mass	1919
Harvard University	1920
Antioch College	1921
Cleveland State University (Formerly Fenn College)	1923
Kettering University (Formerly General Motors Institute)	1924
University of Louisville	1925
Southern Methodist University	1926
University of Tennessee at Knoxville	1926
University of Florida	1932
Bennington College	1933
Illinois Institute of Technology	1936
Auburn University	1937
Northwestern University	1939
University of Denver	1944
Fashion Institute of Technology	1944
Rensselaer Polytechnic Institute	1945
Mohawk Valley Community College	1946
UC Berkeley	1946
Evansville College	1947
Cornell University	1947
UCLA	1948
Bradley University	1949
Los Angeles State	1950
University of Minnesota	1950
Stetson University	1951
St. Joseph's	1951
Delaware	1951
Lehigh	1952



Purdue  
Virginia Polytechnic Institute  
University of Georgia  
New Mexico State University  
Clemson  
West Virginia  
Arizona  
University of Michigan  
University of Houston  
University of South Florida  
Kalamazoo College  
Tuskegee University  
Wilberforce University  
Stout State University  
Alderson-Broaddus College  
Graham Junior College  
Manhattan Community College  
Beloit College  
Cincinnati State College  
Elmira College

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## **From the Michigan MCEIA State Director**

Bob Penkala

Macomb Community College

Hello Michigan Co-op and Internship Colleagues. It has been several months now since the November MCEIA Annual Conference in Milwaukee, Wisconsin, November 7-9, 2004. At the Milwaukee conference I completed my second term as Treasurer of MCEIA and began my 2-year term as State Director for Michigan on the MCEIA Board of Governors. I am excited to serve as your State Director for the next two years. My role is to speak on behalf of the State of Michigan Co-op and Internships Professionals at the MCEIA Board of Governor Meetings. MCCE and MCEIA have always been exciting organizations for me and I hope for you as you seek out others with common professions. The Milwaukee Conference was held at the historic Pfister Hotel in downtown Milwaukee and provided an excellent environment for our conference. There were over 150 participants in attendance from across the Midwest. Please visit the MCEIA website at <http://mceia.org/> for the most recent newsletter and 2004 conference summary <http://www2.coop.niu.edu/mceiaweb/postconferencepage.htm> During the MCEIA Conference the State of Michigan holds its' membership meeting and discussed the 2004-05 Goals for MCCE. Rita Bantom is currently serving as the Chair of MCCE and is doing a fine job of planning our annual meeting for June 8, 9, 2005 in Augusta, MI. She is also leading the organization to focus on priority MCCE goals and initiatives. Thanks Rita for your leadership and to our membership for their ongoing involvement and support of the organization!

Nominations to MCEIA positions. Each year MCEIA seeks candidates for Board of Governor positions as well as positions on the Board as Committee Chairs. I encourage you to consider putting your name in the hat for any of these positions. The President-Elect, Treasurer and Secretary are elected positions annually. If you are interested in serving in one of these, please let me know ASAP and I will pass your name on to the MCEIA Nominations Committee. We are also seeking candidates to serve as committee chairs and committee members. If a committee chair is more in line with the level of involvement you can commit to for this organization, please contact me and I will pass your name on to the Nominations Committee. Finally, each state is expected to submit a name for membership on the MCEIA Nominations Committee. If you could service in this role, please contact me as soon as possible. Thank you for considering all of these very important positions within our organization. We are only as successful as the members who step forward and volunteer their time to serve in these roles.

MCEIA 2005 Annual Conference, November 6-8, 2005, Indianapolis, Indiana, "Accelerate with Students" Mark your calendars for this great conference. We will celebrate 30 years of MCEIA at the Annual Conference. Check the MCEIA website for more information about this conference <http://mceia.org/conferences.html> Watch the mail or early registration materials this summer.

The MCEIA 2005 Annual Conference Committee will be initiating a fundraising plan to generate funds for the 2005 Annual Conference. This fundraising initiative will be moved out to the State level for healthy competition. States that generate a certain level of funding for the annual conference will receive a % of the funds back for their State Organizations. This should be a great way to not only generate funds for the annual conference but re-build relationships with our partner organizations and offer them a way to insure for an outstanding 2005 conference. The 2005 Conference Committee will be asking your organization to solicit funds from your employers as you see appropriate. Watch your mail and the MCEIA website for more details.

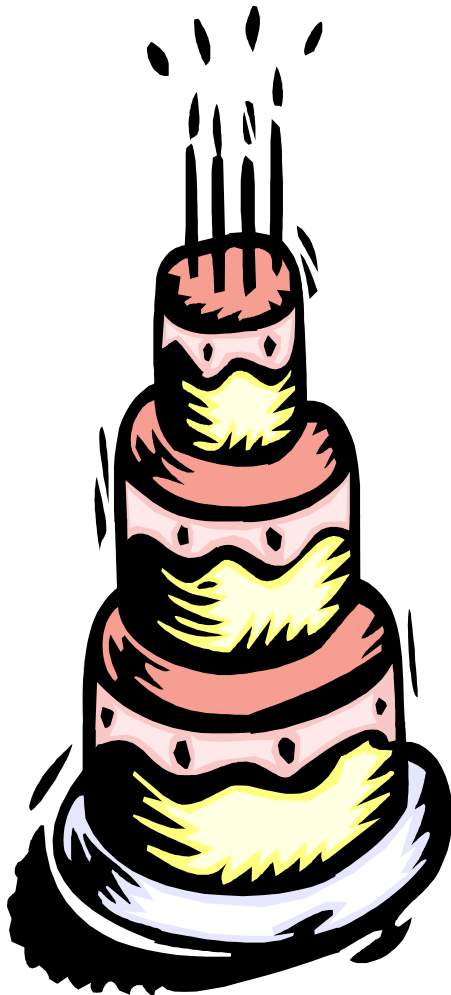
MCEIA Has a New Logo and Website. Check it out at <http://mceia.org/> and let us know what you think. Mark McCreary from Indiana University Purdue has been commissioned to work with MCEIA to develop and maintain our website. The new website is also a great promotional website for the organization as well as co-op and internships. The MCEIA Membership Directory is now located on the website instead of in hard copy. We hope you find the new look as exciting as we do. It is awesome. Visit it often and find out what's happen-



with MCEIA. Please let me know if you have feedback that I can share with the Board of Governors. You may contact me at 586.445.7637 or at [penkalar@macomb.edu](mailto:penkalar@macomb.edu) <<mailto:penkalar@macomb.edu>>

The year 2005 will be the 100th Birthday of Cooperative Education. Start thinking about ideas about how we can celebrate this on a State level. Also mark your calendars for the 2005 CEIA Annual Conference in Cincinnati, Ohio at the University of Cincinnati, home of cooperative education and Dean Herman Schneider. There has already been lots of planning for the 2005 celebration. If you have ideas about how to celebrate co-op in 2005, please let me know and I will share that with the Board of Governors and our CEIA Regional Representative.

Thank you all. I hope this is helpful information.



100 Years of Cooperative  
education!!!





# The 14th World Conference on Cooperative Education

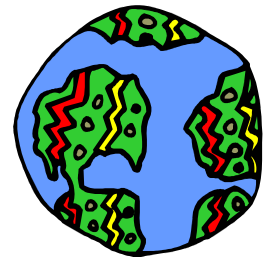
The 14th World Conference on Cooperative Education

(<http://wace2005.waceinc.org> <<http://wace2005.waceinc.org/>> ) promises to be an amazing opportunity to get a truly international perspective on Work-Integrated Learning without leaving the country. People from 40 different countries will meet on the Northeastern University campus in Boston, Massachusetts June 14 through the 17th. They will debate and discuss all types of Work-Integrated Learning, including internships and co-ops.

The program is diverse and impressive. The keynote speakers include the education minister of Shanghai, China who is responsible for educating 17 million students; a Nobel Prize winner; and the pioneer of the field of communities of practice. Plus, there are more than 130 concurrent session and panels.

A panel of university leaders from all across the globe will discuss how they integrate Work-Integrated Learning programs in a wide variety of cultures and economies. Four US presidents will be joined by top officials of the Hong Kong Polytechnic University, Charles Strut University in Australia, and the Tshwane University of Technology in South Africa.

The National Commission for Cooperative Education (NCCE) is joining with the World Association for Cooperative Education (WACE) to sponsor this exciting event. The 14th World Conference on Cooperative Education is the only time in the next decade that an international group of educators, employers, and government officials will meet in the United States to discuss Work-Integrated Learning (WIL) and Practice-Oriented Education (POE). Go to <http://wace2005.waceinc.org> <<http://wace2005.waceinc.org/>> for a full description of the conference





# Bylaws of the Michigan Council

## ARTICLE I. Name

### Section 1.1 – Legal name

The legal name of this organization shall be the *Michigan Council* (“Council”).

### Section 1.2 – Working name

The organization will also be recognized as the *Michigan Council for Cooperative Education*.

## ARTICLE II. Purpose

### Section 2.1 – The mission of the Council shall be to:

- a) Promote the advancement of cooperative education and internships within the State of Michigan
- b) Partner with Michigan business and industry, education, labor, state government, and professional organizations
- c) Educate employers, educators, students, parents, and government officials of the academic, career development, and economic benefits of cooperative education and internships
- d) Advocate the benefits of cooperative education and internships for employers, educational institutions, students, and state government

Section 2.2 – The Council actively promotes and encourages participation in cooperative education and internships for all individuals.

Section 2.3 – The Council is committed to the principle of equal opportunity for all individuals in the application to, participation in, and administration of this Council.

## ARTICLE III. Membership

### Section 3.1 – Organizational

- a) Council memberships are organization-based with organizations defined as colleges, universities, employers, and government agencies.
- b) Organizations with multiple divisions/locations are encouraged to purchase separate memberships for each division/location. However, a collective membership will be allowed, subject to approval by the Council’s governing body.
- c) The membership fee structure will be set by the Council’s governing body and will be subject to yearly review.

Section 3.2 – Each organization may appoint a number of active members to the Council’s general membership, in accordance with the organizational membership fee structure. However, each organization will receive only one vote.

### Section 3.3 – Associate/Affiliate Memberships

- a) Individuals who support the mission of the Council may join as associate members.
- b) Individuals from other organizations that promote cooperative education and internship opportu-



nities (e.g. Automation Alley) may join as affiliate members.

- d) Fees for both associate and affiliate members will be set by the Council's governing body and subject to annual review.

## **ARTICLE IV. Board of Trustees**

Section 4.1 –The Council's governing body shall be known as the Board of Trustees ("Board") and will be composed of a minimum of thirteen organizational members and a maximum of twenty-four organizational members.

### **Section 4.2 – Diversity of the Board**

- a) The Council will actively promote diversity on the Board. This diversity should consider geographic representation and School/Employer representation. Representation of both two-and-four-year colleges and universities and from small, medium, and large employers will be strongly encouraged and promoted.
- b) To encourage a diversity of perspectives, the Board will also seek to include the Midwest Cooperative Education and Internship Association (MCEIA) State Director, a representative from the state Department of Education, and an individual to represent high school cooperative education and internship opportunities as non-voting members of the Board.

### **Section 4.3 – Responsibilities of the Board**

The Board shall transact all business of the Council except as prescribed otherwise in the Bylaws.

### **Section 4.4 – Election of Board members**

Elections for all representatives to the Board will be conducted by mail.

- a) A "Call for Nominations" seeking organizations to indicate their willingness to serve on the Board will be sent out to all organizational members in early May.
- b) Five board positions will be designated for employer representation.
- c) Board positions will be designated to represent each region; at least one per region.
- d) Based on responses received, "unofficial/informational" ballots will be mailed to all MCCE members in each organization and one "official organizational ballot" to one representative in that organization. All members from that organization will be notified as to who has the "official ballot". Mailing will be sent and will be due prior to the annual meeting.
- e) There will be only one vote per organization.
- f) The election results will be announced at the Annual Meeting. At that time, any designated positions that remain unfilled will be open to all organizational members. Any remaining vacancies will be filled by Board action after the Annual Meeting.

### **Section 4.5 – Resignations**

Board members may submit resignations to the President with a copy also sent to the Recording Secretary.

### **Section 4.6 – Removal of Representatives/Board Member**

- a) Any organizational representative may be removed from office, with or without cause, upon an affirmative vote of two-thirds of the entire Board at a duly constituted Board meeting. Upon such removal, a letter will be written to the organization for a replacement nominee.
- c) Neither associate nor affiliate members will have voting privileges.



- b) Any Organization on the Board may be removed from office, with or without cause, upon an affirmative vote of two-thirds of the entire Board at a duly constituted Board meeting.

#### Section 4.7 – Vacancies

Any vacancy in the Board may be filled by a majority vote of the Board. The newly elected member shall serve for the remainder of the term and will be asked to supply a representative to the Board.

#### Section 4.8 – MCEIA State Director

- a) The MCEIA State Director is appointed to serve as a member of the Board by virtue of the position. The State Director is to serve as a liaison between the Council and MCEIA.
- b) The MCEIA State Director shall not have voting privileges on the Board, nor shall they hold executive office. If the State Director also serves as an organization representative, they shall receive voting privileges as said representative.
- c) The Board and MCEIA Michigan State Director shall coordinate efforts and take on separate objectives and committees that foster their respective organization's cooperative education and internship goals without duplicating cooperative education and internship efforts in Michigan.

## ARTICLE V.      **Officers**

#### Section 5.1 – Board Officers

The officers ("Officers") of this Board shall consist of the following: President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, and Immediate Past President. Together, they will form the Executive Committee of the Council.

#### Section 5.2 – Method of Selection

- a) The offices of President-Elect, Recording Secretary, Corresponding Secretary, and Treasurer shall be elected by a vote of the Board at an organizational Board meeting to be held following the adjournment of the Annual Meeting.
- b) Once the election of a President-Elect is completed, the presiding President-Elect assumes the role of President and the presiding President assumes the role of Immediate Past President.
  - 1) If the President-Elect's organization fails to renew membership to the Council, a new President-Elect will be elected by the Board.

#### Section 5.3 – Duties

- a) The President
  - 1) The President will convene a meeting of the Board at a minimum of once per quarter.
  - 2) The President will plan and chair the meetings of the Board and the Executive Committee.
  - 3) The President will guide the work of the various Committees, by serving as an ex-officio member on all Council Committees.
  - 4) The President shall also perform such duties as from time to time may be assigned by the Board.
- b) The President-Elect
  - 1) The President-Elect will assist the President in the planning of Board meetings and Executive Committee meetings and will serve as chair in the President's absence at any Board or Committee meetings.
  - 2) In the temporary absence of the President, the President-Elect shall act in the President's stead. The President-Elect shall also perform such duties as from time to time may be assigned by the President or the Board.



c) Recording Secretary

- 1) The Recording Secretary is responsible for taking minutes of all Executive Committee meetings, as well as, annual, Board, and special meetings.
- 2) The Recording Secretary distributes minutes and maintains a permanent historical file of the minutes.
- 3) The Recording Secretary shall also perform such duties as from time to time may be assigned by the President or the Board.

d) Corresponding Secretary

- 1) The Board will determine, on an annual basis, the structure of the office of Corresponding Secretary based on the planned goals, agenda, scope, and resources of the Council.
- 2) The Corresponding Secretary is responsible for maintaining an inventory of promotional materials and office supplies.
- 3) Whenever appropriate, the Corresponding Secretary should request in-kind contributions for services, telephone, printing, postage, mailings, etc., from member organizations.
- 4) The Corresponding Secretary shall also perform such duties as from time to time may be assigned by the President or the Board.

e) Treasurer

- 1) The Treasurer shall be responsible for the financial affairs of the Board and the Council.
- 2) The Treasurer shall also perform such duties as from time to time may be assigned by the President or the Board.

f) Immediate Past President

- 1) The Immediate Past President shall be the President who most recently served as President for a period exceeding six months prior to the election of the current President.
- 2) The Immediate Past President shall also perform such duties as from time to time may be assigned by the President or the Board.

Section 5.4 – Removal of officers

Any Officer of the Board may be removed from office, with or without cause, upon an affirmative vote of two-thirds of the entire Board at a duly constituted Board meeting.

Section 5.5 – Method of filling vacancies

- a) In the case of the permanent disability, removal, or resignation of the President, the President-Elect shall become President and shall serve in that capacity for the remainder of the term.
- b) In the case of the permanent disability, removal, or resignation of any other Officers, the President shall appoint the successor. This appointment will be subject to confirmation by the full Board at the next regularly scheduled meeting. Confirmation shall be obtained with an affirmative vote of the majority of Board members. The newly elected Officer shall serve for the remainder of the term.

## **ARTICLE VI. Committees**

Section 6.1 – Generally

- a) The Board shall establish and maintain five standing committees: Executive, College-Employer Relations, Awards and Recognition, Membership, and Marketing



- b) The composition of all committees, with the exception of the Executive Committee, shall be determined by the President, upon approval of the Board and subject to yearly review. The chairpersons of these committees shall report to the Board on a regular basis.
- c) Other committees shall be created as the Board deems necessary. The chairpersons and members of these committees shall be appointed by the President, upon approval of the Board
- d) The role and function of each committee shall be determined by the Board and subject to an annual review.

#### Section 6.2 – Executive Committee

As previously stated, the Executive Committee of the Board shall consist of the following: President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, and Immediate Past President. The Executive Committee shall exercise the powers of the Board which the Board delegates when the Board is not in session. The minutes of all Executive Committee meetings shall be distributed to all Board members in a timely fashion. The Executive Committee shall act under the authority of the Board and shall report to the Board on a regular basis. The President shall preside over meetings of the Executive Committee.

- a) The Executive Committee will be responsible for producing an annual report demonstrating how the purpose, goals, and objectives of the Council have been achieved during the past year. This report will also contain a financial accounting for MCCE income and expenses. It must be presented for review by the Board prior to the annual meeting. It will be presented by the President and President-Elect to the membership at the annual meeting.

#### Section 6.3 – College-Employer Relations

The College-Employer Relations Committee shall be responsible for seeking methods for improved working relations and information exchanges between educators and employers. It will provide counsel to the Board and Council regarding employer/educator issues. It will work with the Membership Committee to maintain a balance between employer and school members. It will also provide development opportunities for employer and school members.

#### Section 6.4 – Awards and Recognition

The Awards and Recognition Committee shall be responsible for the implementation and coordination of the Council's award programs. It will prepare materials for each award including criteria and guidelines. As required, it will distribute collected materials for review. It will also make the required arrangements for the distribution and presentation of awards.

#### Section 6.5 – Membership

The Membership Committee shall be responsible for the maintenance and distribution of membership records. With the College-Employer Relations Committee, it will also serve as a liaison for Employer and Educational Institution membership information, including dues. It will also work to maintain a proper balance of involvement among schools and employers, as well as government agencies.

#### Section 6.6 – Marketing

The Marketing Committee shall be responsible for maintaining a high level of awareness regarding the Council, its board, and cooperative education and internships in general. It will be responsible for identifying opportunities for the promotion of the Council and its mission. It will also be responsible for creating and maintaining promotional materials.

## ARTICLE VII. Meetings

#### Section 7.1 – Establishment of Calendar and Annual Meeting

- a) The calendar year for the Board is established from July first to June thirty of each calendar year. The first meeting of the Board shall be held during the period of July first to August thirty-first.
- b) The annual meeting is to take place as the last meeting of each calendar year and shall be held during the period of May first and June thirty.
- c) The meeting schedule for the Board shall be set at the first meeting. Special meetings may be called under these bylaws.

#### Section 7.2 – Annual Meeting

There will be an annual meeting open to all representatives from Council member organizations, as well as affiliate and associate



members.

- a) This meeting may be in conjunction with another meeting, training program, organization, or function as deemed appropriate by the Board.

#### Section 7.2 – Board and Committee meetings

- a) Meetings of the Board shall be held at such times and places as the Board may designate and shall be open to all members of the Council.
- b) Meetings of any committee of the Board shall be held at such times and places as the Committee Chairperson may designate and shall be open to all members of the Council.
- c) A Council member in good standing may request the President to place on the agenda of the next regular meeting any action taken by the Board.

#### Section 7.3 – Special Meetings

Special meetings of the Board, or the entire Council, may be called by the Corresponding Secretary at the request of the President or one of the Board members.

#### Section 7.4 – Quorum

- a) A simple majority of the total Board members shall constitute a quorum for the transaction of business at any Board meeting. The act of a majority of the board members present at any meeting at which there is a quorum shall be the act of the Board.
- b) Participation in Board meetings, including the right to vote, shall be allowed to those attending the meeting in person, or being available for the meeting using other means (phone, Internet, etc.)
- c) The withdrawal from a meeting of any member after the commencement of the meeting shall have no effect on the existence of a quorum after a quorum has been established at such meeting. Whether or not a quorum is present, the meeting may be adjourned by a vote of the Board members present.

## **ARTICLE VIII. Parliamentary Authority**

The rules contained in Robert's Rules of Order shall govern the society in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization, or the Articles of Incorporation, as filed with the State of Michigan.

## **ARTICLE IX. Amendments to Bylaws**

These bylaws may be amended by an affirmative vote of two-thirds of the Board, and shall take effect immediately upon their adoption. Notice of proposed amendments to these bylaws must be submitted in writing at the previous regular meeting of the Board.

## **ARTICLE X. Dissolution**

Section 10.1 -- The Board may dissolve the Council by a two-thirds affirmative vote. Notice of proposed dissolution of the Council must be given at the previous regular meeting of the Board.

Section 10.2 – Upon dissolution of the Council, any assets shall be distributed in accordance with the Council's Articles of Incorporation, as filed with the State of Michigan.

Revised on April 16, 2005



## Member News



Michigan Council for  
Cooperative Education

Check us out on the web  
[www.egr.msu.edu/mcce/](http://www.egr.msu.edu/mcce/)

# Elaine Greene Retires

Elaine Greene from U of M Dearborn retired as the Director of the Business Internship Program in the School of Management at the end of this semester. After her long service in our academic environment, she deserves kudos of gratitude from her students and from the education world.

Let's get that email going and make her well aware of how much impact that she had on education.

Send email to [egreene@umd.umich.edu](mailto:egreene@umd.umich.edu) and wish her the best.

