

Region 2 Internship Collaborative

# ANNUAL REPORT

2022/2023

Prepared by:  
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OUTREACH & INTERNATIONAL AFFAIRS  
CENTER FOR ECONOMIC AND  
COMMUNITY ENGAGEMENT  
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# Executive Summary

The Region 2 Internship Collaborative is an alliance of partners dedicated to expanding work-based learning opportunities for employers and students in the New River Valley, Roanoke River Valley and Alleghany Highlands, and greater Lynchburg regions of Virginia. With 15 postsecondary education institutions and 18 public school districts, GO Virginia Region Two boasts a high concentration of college students, making it a prime area for cultivating and retaining emerging talent. Leveraging the extensive network of public and private universities, colleges, community colleges, and secondary schools, the collaborative aims to connect employers with students by serving as a centralized hub for sharing resources, local data, and fostering relationships within the internship ecosystem.

In the second year of operation, the Region 2 Internship Collaborative piloted several initiatives to benefit both employers and students in the region. This included:

- leading three (3) internship workshops for employers,
- organizing two (2) internship events that facilitated meaningful connections between college students and employers in Lynchburg and Christiansburg,
- conducting a strategic planning session with the steering committee, and
- hosting an information session for the steering committee and area career services staff on the V-TOP matching funds and staffing agency, which are available to employers hosting new internship positions.

These ongoing efforts are expected to yield tangible outcomes, enhancing the quality of work-based learning experiences and fostering stronger connectivity between employers, students, and educational institutions.

Recognizing the significance of retaining talented students within the region, the Collaborative believes that offering paid internships to students before they graduate is a compelling way to deepen their roots in the local business community. While the term “internship” is commonly associated with work-based learning, the Region 2 Internship Collaborative remains committed to exploring various avenues of connecting students with high-quality career experiences. This includes both on-site work-based learning formats and shorter interactions embedded in classroom settings, aimed at fostering career awareness and exploration.

The Collaborative’s overarching vision revolves around establishing a coordinated network that facilitates the sharing of information and local data regarding work-based learning. By doing so, the aim is to enhance the overall quality of experiences for employers and students, bolster the connectivity between all stakeholders involved, and foster relationships that contribute to a thriving internship ecosystem. Crucially, the Collaborative acknowledges that a one-size-fits-all approach to work-based learning is insufficient, as the unique needs of different regions, industries, and student populations must be considered to ensure effective outcomes.

# Members of the Collaborative

The Collaborative's steering committee members represent the geographic diversity of Region 2. They are deeply rooted in their communities, and in the work of education, workforce, talent, and economic development.

## Program Staff:



Quina Weber-Shirk, Program Manager, Region 2 Internship Collaborative



Emma Brown, Program Assistant, Region 2 Internship Collaborative

## Steering Committee Members 2022-2023

Name	Organization	Role
Traci Blido	Virginia Career Works - Central Region	Executive Director
Christine Kennedy	Lynchburg Regional Business Alliance	COO and Executive Vice President
Samantha Livesay	Onward New River Valley	Director of Business Engagement
Jason Clayton	Radford University	Director, Center for Career and Talent Development
Carolyn Sutphin	Radford University	Employer Engagement and Experience Coordinator, Center for Career and Talent Development
Taylor Spellman	Roanoke Blacksburg Technology Council	Director of Talent
Barbara Watts	Sweet Briar College	Career Services, Director
John Newby	Virginia Bio	CEO
Toni McLawhorn	Virginia Career Works - Blue Ridge Region	One Stop Manager
Scott Weimer	Virginia Tech	Strategic Partnerships & Program Development, Executive Director
Jim Henderson	Virginia Tech	Career and Professional Development, Associate Director for Employer Relations
Catherine Amelink	Virginia Tech	Associate Vice Provost for Learning Systems Innovation
John Provo	Virginia Tech	Center for Economic and Community Engagement, Director
Cathy Sutphin	Virginia Tech	College of Agriculture and Life Sciences (CALS) Extension, 4-H Youth Development, Associate Director
Terry Durkin	Roanoke Chamber of Commerce	Vice President of Public Policy
Steve Baffuto	Montgomery Chamber of Commerce	President & CEO
Jenny Bolte	Virginia Career Works - New River  Mt. Rogers Region	Deputy Director
Kim Radford	Virginia Department of Education	Work-based Learning Specialist, Region 6
Donna Ratcliffe	Virginia Tech	Career and Professional Development, Director
Rhonda Bryant	Radford University	Assistant Vice President of Retention
Jan Huffman	Virginia Department of Education	Work-based Learning Specialist, Region 7
Julia Boas	Roanoke Regional Partnership	Director of Talent Strategies
Nicole Brewer	Sweet Briar College	Career and Internship Counselor
Tim Saunders	Virginia Career Works – Central Region	Business Outreach

# Work-based learning and Talent Development Stakeholders

Region 2 Internship Collaborative stakeholders have overlapping but distinct missions and organizational structures around career exploration, experiential education, workforce development, talent development and retention. The collaborative is as a boundary spanner and bridge builder across multiple regions and localities. As an example of this, Region 2 includes 3 planning district commissions (New River Valley, Roanoke-Alleghany, greater Lynchburg) and covers parts of 4 different VDOE Superintendent’s regions (regions 5, 6, 7, and Amherst County in region 8).



Map of stakeholders for the Region 2 Internship Collaborative grouped by geography: the New River Valley, Roanoke – Alleghany, greater Lynchburg, and those active across GO Virginia Region 2. Image created by Emma Ruby.

# Year Two Progress Report

## Tasks Accomplished and Success to Date

### *June-August 2022:*

- Hosted a student intern, an undergraduate at Virginia Tech. Intern projects included gathering contact information and key academic dates from area colleges and universities and researching student engagement with internships.
- *July 28:* hosted virtual panel discussions of New River Valley [employers](#) and [career services staff](#) to share how they support and engage with internships.
- *August 3:* hosted virtual panel discussions of Roanoke Valley [employers](#) and [career services staff](#) to share how they support and engage with internships.
- *August 9, 17, 25:* held a 3-session virtual workshop for employers, *Recruiting Local Students for High-Quality Internships*. 7 employers and 5 career services staff registered to attend the series.
- The program manager met with FoxGuard Solutions, Roanoke-Blacksburg Technology Council, Card Isle, and the director of the Radford Chamber of Commerce.

### *September-November 2022:*

- *Sept 21:* held an in-person workshop for employers at Sweet Briar College, *Recruiting Local Students for High-Quality Internships*. Planned with University of Lynchburg, Randolph College, and Sweet Briar College. 9 employers and 3 career services staff registered to attend the event.
- Hired part-time Program Assistant, Emma Brown.
- The Program Manager volunteered for [Career Quest](#), a career exploration event for area 7th and 8th graders with local companies, hosted by the Greater Roanoke Workforce Development Board. Career Quest was created in 2019 in partnership with 10 K-12 public school systems around the region, and includes Alleghany Highlands Public Schools, Botetourt County Public Schools, Craig County Public Schools, Floyd County Public Schools, Franklin County Public Schools, Montgomery County Public Schools, Radford City Public Schools, Roanoke City Public Schools, Roanoke County Public Schools, and Salem City Public Schools. This event sees approximately 4,000 7th grade students come through the Salem Civic Center over two days to interact with businesses who bring hands-on activities to showcase their career opportunities.
- *Oct 10-12:* Program Manager attended [Young, Smart, and Local](#) conference. This is a three-day conference designed to inform and engage leaders from higher education, business, government, economic development, and community organizations on best practices around talent attraction, growth, and retention.
- Throughout October: Program Manager participated in [Virginia Tech's Career Champion Core Training](#). This is a training program for Virginia Tech faculty and staff, recognizing the importance of the many career-related conversations they have with students.
- *Nov 10:* Program Manager attended and presented, "Virginia Talent + Opportunity Partnership (V-TOP) Regional Panel Discussion," at the [VCCS Hire Education Conference](#).

### *December 2022-February 2023:*

- *Jan 11:* Steering committee met in-person for the first time, for a strategic planning retreat.

*March 2023-May 2023:*

- *March 30:* LYH Intern Connect Event. Event details are included below.
- *April 5:* NRV Local Internships with Impact Event. Event details are included below.
- Program Manager and Program Assistant attended the annual conference for the [Virginia Association of Colleges and Employers \(VACE\)](#).
- *May 25:* The Region 2 Internship Collaborative held an info session about the [V-TOP staffing agency and matching funds](#) for Region 2 steering committee members and career services staff. The Program Manager and Program Assistant will work with staff from the state and other regional collaboratives to develop a common process and outreach material. A Region 2 working group has volunteered to meet over the summer to discuss roll-out and timeline to employers within our region.

## *Workshop for Employers: Recruiting Local Students for High-Quality Internships*

During the summer of 2022, the Region 2 Internship hosted an informative and interactive workshop that covered the who, what, when, and how of recruiting local students for high-quality internships. Our goal is to support companies to successfully hire local students in the 2022-2023 academic year, and to engage with employers ahead of the intern events. This workshop was offered twice: as a 3-session online series and as an in-person event held at Sweet Briar College. In total 16 employers and 8 career services staff attended the workshop. In-person sessions were planned for Radford and Roanoke, but were cancelled due to low registration; instead, the employer and career services panels planned for these sessions were held virtually and recorded.

As a result of this workshop, participants:

- Identified challenges from their previous intern recruiting experience, and discussed possible solutions with peers and facilitators
- Modified their internship position description and projects as needed, based on identified best practices
- Adapted their recruiting timeline and methods as needed to best connect with target students at regional higher education institutions
- Reflected on their company culture and built a structure to mentor and include interns

Participating employers were invited to ask questions, reflect on their internship program, and share their own experience. A panel of career service professionals shared recruiting timelines, resources, and unique internship programs. A panel of local employers shared their pitfalls, pivots, and successes mentoring and onboarding interns. All participants left with local resources for internships and best practices, and direct contacts for our area colleges and universities.





*Quina Weber-Shirk, program manager for the Region 2 Internship Collaborative, speaks to internship workshop participants at Sweet Briar College.*



*Beverly Reid, executive director of career development at the University of Lynchburg, moderates an employer panel at Sweet Briar featuring Tabitha Abbott, director of operations at the Academy Center of the Arts; Jerry Griffin, senior public information officer at Lynchburg Water Resources; and Teresa Campbell, director of Brown Edwards & Company.*

## LYH Intern Connect Event (Lynchburg)

LYH Intern Connect took place at Vector Space, a makerspace and community workshop in Lynchburg. Students from Central Virginia Community College, Liberty University, Randolph College, Sweet Briar College, and the University of Lynchburg attended the event. There were 104 attendees in total: 42 students, 48 employer partners, and 14 higher education staff/event planning team members.

The event's location encouraged a sense of community with local, up-and-coming employers and partners. LYH Intern Connect was the first event held in Vector Space, introducing students to the community workshop and makerspace as an example of vibrancy and opportunity in Lynchburg.

The following companies were represented at the LYH Intern Connect event: Bedford County, Belvac, Bower Center for the Arts Center for Pediatric Therapies, CENTRA, Fellowship Church of Christ Community Center, First Bank & Trust Company, First National Bank, Foster Fuels, Inc., Framatome, HumanKind, Lynchburg Redevelopment & Housing Authority, Mariners Landing Hospitality, N.B. Handy Co., Patrick Henry Family Services, Inc., Shibuya Hoppmann, Southern Air, Inc., Three Roads Brewing, U.S. Pipe, Wooldridge Heating Air & Electrical, YMCA of Central VA, and YWCA Central Virginia.

The Region 2 Internship Collaborative has a follow-up survey out in June 2023 to students and employers who attended the event, to learn if they could secure or fill an intern position due to connections made at the event. Results will inform future efforts.





Many local Lynchburg employers were present at the LYH Intern Connect event in Lynchburg, including Framatome, a nuclear power company.



Students got the change to have professional headshots taken at the Lynchburg event, courtesy of the University of Lynchburg.

## Local Internships with Impact Event (Christiansburg)

Local Internships with Impact was held at the Cross Pointe Conference Center in Christiansburg. Students from New River Community College, Radford University, and Virginia Tech attended. There were 82 event attendees in total: 52 students, 13 employer partners, and 17 higher education staff/event planning team members.

The students networked with employers in the New River Valley region, which included Brown Edwards, Camp Dickerson, Carilion Clinic, Carter Machinery Company, Delta Dental, P1 Technologies, and VIPC.

The Program Assistant moderated a young professional panel. The young professionals shared their career journeys and internship experiences in the New River Valley, what they liked most about living in the area, and invited students to ask questions.

The Region 2 Internship Collaborative has a follow-up survey out in June 2023 to students and employers who attended the event, to learn if they could secure or fill an intern position due to connections made at the event. Results will inform future efforts.





*The young professional panel was moderated by Region 2 Internship Collaborative program assistant Emma Brown (at right) and was comprised of the following individuals from the Blacksburg Young Professionals and Pulaski County's Empower and Engage program (from left): Ashley Briggs, infection preventionist at Carilion Clinic; Angie Marcolini, executive assistant and social media coordinator for CMG Leasing; Lydia Gilmer, director of small business solutions for Pulaski County; and Grace Burden, academic advisor at Virginia Tech's College of Science.*



## V-TOP Staffing Agency & Matching Funds Info Session

Virginia Talent + Opportunity Partnership has recently begun promoting two new internship resources for students and employers: a matching funds program and staffing agency. The matching funds program for employers, according to a V-TOP web page, provides a 50% match of an intern's wage, including FICA, and a 50% match of additional workplace subsidies, such as housing, transportation, clothing, etc. for up to four interns for three academic terms or 12 consecutive months. The staffing agency, iQuasar, will serve small to midsize employers with intern recruitment and onboarding process. Eligibility information may be found on the V-TOP website or by reaching out to the program manager, Quina Weber-Shirk.

The Region 2 Internship Collaborative, in addition to hosting update meetings with partners about V-TOP resources, hosted an information session with Alisha Bazemore from SCHEV and Ameer Ayub, an iQuasar representative, to increase understanding and plan the regional rollout of said resources. Steering committee members of the Region 2 Internship Collaborative and career services professionals from all of the higher education institutions in Region 2 were invited to attend and ask questions. Most questions were about the staffing agency itself, communication process, employer relations, and platforms to be used for outreach. The Region 2 Internship Collaborative has scheduled more follow-up meetings with steering committee members regarding rollout in June and July.



# Strategic Planning and Evaluation

On January 11, members of the Region 2 Internship Collaborative converged from Lynchburg, Blacksburg, and in-between at the Roanoke Higher Education Center to gather in-person for the first time in a year and a half of working together. Members discussed priorities for the upcoming year, reviewed internship and work-based learning data, and set goals for collaborative events, marketing/outreach, and employer engagement.

## 2023 Priorities

1. Marketing/ Outreach: specifically, materials and resources that partners can share with their communities
2. Improve knowledge of resources available to multiple parties, including students, employers, parents, and instructors
3. List Region 2 partners and track level of engagement
4. Identify sources of data for:
  - a. Internship evaluation/ROI for employers
  - b. Conversion rates from internship placement to hires
  - c. Long-term data outcomes for retaining college graduates

## Program Logic Model

Inputs	Activities	Outputs	Short-term outcomes	Medium-term outcomes	Long-term outcomes
Program staff	Steering Committee meetings	Public speaking engagements/presentations/webinars	Employers will use and benefit from V-TOP WBL resources	Increased # of employers offering high-quality, paid WBL opportunities	Increased full-time job placement rates of students with employers
Steering Committee members	Inventory of existing WBL programs	Directory of WBL contacts	Employers will have an increased awareness of cost-sharing programs for WBL	Increased # of students completing high-quality, paid WBL opportunities	Increased retention of graduates in full-time jobs with employers (1-,3-,5-year)
Student interns	V-TOP employer readiness modules (Fall 2022)	Website	Improved engagement between students and employers	Increased understanding of employer needs	Inclusive culture of talent development and retention
Funding from SCHEV	Regional employer workshops	Attendee lists	Improved engagement between employers and educators	Increased understanding of student needs	Best practices from WBL in our region inspire and help others
V-TOP resources and materials	V-TOP student readiness modules (Spring 2023)	Meeting minutes	WBL intermediaries and other stakeholders will increase collaboration		
	Employer focus groups & roundtables	Annual impact report	Students will have an increased awareness of high-quality, paid WBL opportunities		
	Employer coaching	Strategic plan/implementation plan	Students will use and benefit from V-TOP WBL resources		
	Engagement with student groups & associations	News media & social media stories of successful WBL	Students will have increased access to high-quality, paid WBL experiences		
	Annual collaborative events				

## Goals and Objectives, Measurement and Evaluation

In 2022-2023, SCHEV convened a Data Governance workgroup. The Region 2 Internship Collaborative is ready to adopt and implement the recommendation of the workgroup, when their findings are announced. Region 2 has also considered metrics from the GO Virginia Region 2 theory of change for talent development projects to consider possible measures of activities, immediate outputs, and eventual regional outcomes that are listed below. Collecting similar metrics to GO Virginia would align the V-TOP and GO Virginia work to develop and retain talent in Region 2.

### *Measures of Activities:*

- Description of partnership activities
  - List of partners by type and their level of engagement
  - Description of how project is engaging businesses in particular; # of businesses reached
  - # of attendees at internship events
- Description of education and outreach activities
  - # and types (online, in-person events, one-on-one) of events/activities or materials
  - # and types of participants/attendees/stakeholders reached (including demographics from registration information)
  - % from project's target audience (e.g., students, parents/guardians, employers, from registration information)
  - # of new postings for high-quality work-based learning in the region on career platforms

### *Measures of Immediate Outputs (Quality and Quantity of Services Delivered):*

- Knowledge of regional and V-TOP resources available
  - % who say they have an improved knowledge of resources, % who are confident they can access resources
  - Level of satisfaction in knowledge gained through activity (Likert scale)
- Level/description of engagement
  - # of businesses accessing V-TOP resources for work-based learning programs
  - # of businesses participating in regional events with students
  - # of annual student enrollments in work-based learning opportunities, # and % increase in completions
  - # of visits to website

### *Measures of Eventual Regional Outcomes (changes at the individual and regional level):*

- # of participants hired within 12 months of completing programs (via post-program survey of student participants and/or employers)
  - # of college-educated students who work in region after graduation (via alumni network databases/surveys from all Region 2 colleges/universities)
  - % annual change in college graduate retention
- 
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# Implementation Plan: Years Three & Four

## Team member roles & responsibilities

In April 2022, the Region 2 Internship Collaborative convened four action groups to focus on youth, collaborative events, employer engagement, and marketing and outreach outside of the monthly steering committee meetings. In January 2023, the collaborative events, marketing/outreach, and employer engagement groups also discussed actionable goals. The action group format provides a collaborative structure to share the decision-making, work, and responsibilities around Region 2 Internship Collaborative priorities. All steering committee members are invited to be part of an action group. Action groups are also an opportunity for additional community leaders and stakeholders to get involved with the Region 2 Internship Collaborative.

Current Action Groups	Goals
Youth	<ul style="list-style-type: none"> <li>• Understand the unique conditions for K-12 work-based learning</li> <li>• Discuss career pipeline</li> <li>• Share best practices among VDOE, 4-H, FFA, VCW/WDB career development youth programs (among others)</li> </ul>
Collaborative Events (Student Engagement)	<ul style="list-style-type: none"> <li>• 3-month: Transportation for students, include Young Professionals as hosts/mentors, and help students prepare for networking (60-sec video on networking pre-event).</li> <li>• 6-month: Follow-up survey: Did you make a connection (follow-up, call, visit, interview, internship, etc.)? Share resume books with employers, share employer contacts/career services with students, and review/reflect.</li> <li>• 12-month: 2<sup>nd</sup> annual collaborative event</li> </ul>
Marketing and Outreach	<ul style="list-style-type: none"> <li>• 3-month: Market V-TOP to employers/students through word-of-mouth, 1:1 meetings, professional associations, and Handshake.</li> <li>• 6-month: Follow-up from collaborative events to highlight success from employers and students. Recorded coffee chat panels from employers to discuss needs. "What can I do with this major?" marketing.</li> <li>• 12-month: Local alumni mentorship connection to career services for job shadowing opportunities.</li> </ul>
Employer Engagement	<ul style="list-style-type: none"> <li>• 3-month: Details on staffing agency, value-add messaging from VTOP, and market modules to chambers of commerce and professional associations.</li> <li>• 6-month: Create employer-facing, value-add information materials, for example, a half-sheet information card, standard script, and slide deck, to be rolled out.</li> <li>• 12-month: Explore/leverage other recruiting methods like creative student marketing, E-Portfolios, LinkedIn, Handshake, etc. Create resume book referrals for organizations and employers.</li> </ul>

## Milestones/ Timeline

### **Project Year 3 (FY23)**

#### *July-September 2023*

- June: Develop slide deck/handouts (Region 2 and V-TOP) and update website/marketing
- June/Early July: Robust conversation on rollout process (flowchart), 2 90 min. meetings
- July: Hire program coordinator
  - Onboarding – modules, staffing agency, matching funds, and Region 2 stakeholders
- July 27th: VA Intern Day
- August: Identify 5-8 employers to pilot V-TOP online course, staffing agency, and matching funds (August virtual workshop – 1st cohort)
- TBD: ROA Intern Event planning, biweekly meetings
- August 8: SHRM-accredited Internship Workshop, in collaboration with the Greater Roanoke Workforce Development Board
- TBD: V-TOP outreach presentations to Chambers of Commerce, professional associations, etc.

#### *October-December 2023*

- October 4th: Roanoke Intern Event
- October: Start monthly planning meetings for both the Lynchburg and New River Valley intern events
- November 11th: Strategic Planning Retreat for Region 2 Steering Committee (with data and metrics focus)
- TBD: Update WBL inventory
- TBD: V-TOP outreach presentations to Chambers of Commerce, professional associations, etc.
- Additional activities as identified by Action Groups

#### *January-March 2024*

- February: Lynchburg Intern Event
- February/March: New River Valley Intern Event
- TBD: 2nd employer cohort for V-TOP resources (matching funds, staffing agency, V-TOP modules, etc.)
- Additional activities as identified by Action Groups

#### *April-June 2024*

- May: Roanoke eXperience Conference
- Additional activities as identified by Action Groups

**Project Year 4 (FY25)**

*Initial project funding ends June 2023. If funded is renewed, we plan to:*

- Use the Project Year 3 timeline as a template for activities, with iterative improvements & scaling of the initiative over time
  - Annually update our inventory/directory, and dashboard of regional work-based learning data
  - Deliver orientation and workshops for employers and institutions on new tools and resources
  - Conduct regional collaborative events, marketing the region and opportunities with employers, to student talent
  - Additional activities as identified by Action Groups
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**INCREASING  
OPPORTUNITY  
& VISIBILITY**



**KEEPING  
GRADS  
IN-STATE**



**MAKING  
VIRGINIA #1  
FOR BUSINESS**

*Image made by V-TOP.*

# Financial Report

The Region 2 Internship Collaborative was awarded \$250,000 for a two-year grant period between May 2021 and May 2023. For the first year, Region 2 requested \$123,492 and spent \$93,635. This left \$156,711 remaining for the second year. In 2022, Region 2 adjusted budget categories for year two based on the total grant funds amount remaining (detailed in the 2021-2022 Annual Report). Region 2 spent \$133,533 in the second year with \$21,832 to rollover into the third year. In May 2023, Region 2 applied for and was granted an additional one-year grant of \$125,000 to continue the Internship Collaborative.

## Year 1 and 2 (2021-2023) Expenditures

	6/01/2021-5/30/2022		6/01/2022-5/30/2023	
	Project Year 1		Project Year 2	
	Requested	Actual	Revised Request	Actual
<b>Salary</b>	\$70,505	\$62,410	\$93,512	\$83,396
<b>Fringe Benefits</b>	\$27,987	\$31,694	\$28,560	\$36,519
<b>Travel &amp; Education</b>	\$5,000	\$255	\$5,000	\$1,703
<b>Consultant Services</b>	N/A	N/A	N/A	N/A
<b>Materials/Supplies</b>	\$10,000	\$276	\$10,000	\$350
<b>Contractual/Continuous Charges</b>	\$10,000	\$0	\$20,000	\$11,415
<b>Awards, Contributions, and Claims</b>	N/A	N/A	N/A	\$150
<b>Total</b>	\$123,492	\$94,635	\$156,712	\$133,533

## Year 3 (2023-2024) Budget

A detailed budget narrative can be found in the Appendix.

Cost Category	Requested Budget for FY 24	Rollover
<b>Personnel</b>		
Program Manager, Quina Weber-Shirk	\$24,462.00	
Region 2 Internship Collaborative Project Coordinator, TBN	\$39,919.00	
Project Coordinator, TBN (VT CECE)	\$1,357.00	
Project Assistant, Emma Brown	\$4,419.00	
Communication Specialist, Julia Kell	\$2,152.00	
Fringe Benefits	\$34,610.00	
<b>Travel &amp; Education</b>	\$1,000.00	
<b>Consultant Services</b>		\$20,000.00
<b>Materials &amp; Supplies</b>	\$450.00	
<b>Contractual</b>		
Contractual: Catering	\$10,000.00	
Contractual: Venue and Rental Fees	\$5,000.00	
Contractual: Printing Services/Mailing & Postage	\$1,200.00	
Contractual: Honorarium	\$431.00	
<b>Unallocated Rollover</b>		\$1,832.00
<b>Total</b>	<b>\$125,000.00</b>	<b>\$146,832.00</b>

## **Personnel**

FTE Program Manager for 12-month performance period at 40% effort. Quina Weber-Shirk will be program manager and is responsible for administering projects, liaising with SCHEV, managing program staff, and ensuring grant objectives are achieved. For period 2 of May 10, 2024-June 30, 2024, to match the performance period with the state fiscal year, an FTE program manager will support program administration and operations at 25% effort. The total for period 1 and 2 is \$24,462.

FTE project coordinator for 12-month performance period at 100% effort. TBN will manage day-to-day operations of the program, including coordinating with the steering committee, project partners, planning events, and attending community events. 3% salary funding will roll over from FY23.

PTE program assistant for 12-month performance period at 25% effort. Brown will continue assisting the program manager and will support the onboarding of the TBN Region 2 Internship Collaborative Project Coordinator.

FTE communication specialist for 12-month performance period at 5% effort. Kell will assist project manager and project coordinator in marketing, web design and management, and graphic design.

Fringe benefits for classified staff positions are calculated at 50.67% of annual salary. Program manager fringe is \$11,438 for period 1 and \$920 for period 2. Region 2 Internship Collaborative Project Coordinator fringe is \$20,162. Communication specialist fringe is \$1087 and will roll over from FY23. Project coordinator fringe is \$685 for a 12-month period. Student wage fringe is \$318.

## **Travel & Education**

Travel and education for 2 staff members to meet with steering committee members, attend meetings and conferences, and other travel and education related expenses.

## **Consultant Services**

In year 3, the Region 2 Internship Collaborative will pilot a consultant program with non-profit entities in Region 2 that provided substantial support toward grant implementation and have a high need for staff buyout to continue participation. Eligible organizations will be contacted by the Program Manager.

## **Material & Supplies**

Materials and supplies include office supply purchases and event materials, like pens, notecards, name tags, etc.

## **Contractual (events and marketing)**

Virginia Tech defines many of our event costs as contractual services. Each event will cost \$5,000. R2IC has set aside \$9,600 for catering costs for collaborative events. This is calculated at \$3,200 per event for 3 events in FY 24. The R2IC is budgeting \$4,500 for venues and rental fees. This is calculated at \$1,500 per event for 3 events in FY 24. We are budgeting \$450 for printing, calculated at \$150 per event for 3 events in FY 24, and \$450 for honorarium payments for events, calculated at \$150 per event for 3 events in FY 24.

# References

Kell, Julia. *Balloons at the Local Internships with Impact event*. Digital Image. 5 April 2023.

Kell, Julia. *Carolyn Sutphin, Nicole Ramsey, and Quina Weber-Shirk at the Local Internships with Impact event*. Digital Image. 5 April 2023. Virginia Tech.

Kell, Julia. *Employer panel at Sweet Briar workshop*. 21 Sept. 2022. Virginia Tech.

Kell, Julia. *Quina Weber-Shirk speaks with Sweet Briar workshop participants*. 21 Sept. 2022. Virginia Tech.

Kell, Julia. *Students at the Local Internships with Impact event*. Digital Image. 5 April 2023. Virginia Tech.

Kell, Julia. *Young professionals panel at the Local Internships with Impact event*. Digital Image. 5 April 2023. Virginia Tech.

Means, Peter. *Meyers-Lawson School of Construction student learns to fly drone in the Virginia Tech Drone Park*. Digital Image. 11 March 2023. Virginia Tech.

Means, Peter. *Students work in Blake Johnson's (associate professor in industrial systems and engineering) lab researching the effects of wound healing in microgravity*. Digital Image. 11 May 2023. Virginia Tech.

Weaks, Ryan. *Framatome at the LYH Intern Connect event*. Digital Image. 30 March 2023. Lynchburg Regional Business Alliance.

Weaks, Ryan. *Student has headshot taken at LYH Intern Connect event*. Digital Image. 30 March 2023. Lynchburg Regional Business Alliance.

Weaks, Ryan. *Students participating in the LYH Intern Connect event*. Digital Image. 30 March 2023. Lynchburg Regional Business Alliance.

# Appendix





# BUDGET NARRATIVE FOR REGION 2 INTERNSHIP COLLABORATIVE

Virginia Tech, FY 24

## COST CATEGORY

### PERSONNEL

#### Program Manager, Quina Weber-Shirk

FTE Program Manager for 12 month performance period at 40% effort. Quina Weber-Shirk will be program manager and is responsible for administering project, liaising with SCHEV, managing program staff, and ensuring grant objectives are achieved. For period 2 of May 10, 2024-June 30, 2024 to match the performance period with the state fiscal year, a FTE program manager will support program administration and operations at 25% effort. The total for period 1 and 2 is \$24,462.

#### Region 2 Internship Collaborative Project Coordinator, TBN

FTE project coordinator for 12 month performance period at 100% effort. TBN will manage day-to-day operations of the program, including coordinating with the steering committee, project partners, planning events, and attending community events.

#### Project Coordinator, TBN (VTCECE)

FTE project coordinator for 12 month performance period at 3% effort. TBN will assist project manager and project coordinator in billing, coordinating events, and managing vendor contracts.

#### Project Assistant, Emma Brown

PTE program assistant for 12 month performance period at 25% effort. Brown will continue assisting the program manager and will support the onboarding of the TBN Region 2 Internship Collaborative Project Coordinator.

#### Communication Specialist, Julia Kell

FTE communication specialist for 12 month performance period at 5% effort. Kell will assist project manager and project coordinator in marketing, web design and management, and graphic design.

Requested/Budget FY24	Rollover/FY23 Remaining	Total Budget, FY 24
\$24,462.00		\$24,462.00
\$39,919.00		\$39,919.00
\$1,357.00		\$1,357.00
\$4,419.00		\$4,419.00
\$2,152.00		\$2,152.00

**Fringe Benefits**

Fringe benefits for classified staff positions is calculated at 50.67% of annual salary. Program manager fringe is \$11,438 for period 1 and \$920 for period 2. Region 2 Internship Collaborative Project Coordinator fringe is \$20,162. Communication specialist fringe is \$1087 and will roll over from FY23. Project coordinator fringe is \$685 for a 12 month period. Student wage fringe is \$318.

**Total Personnel Costs**

**Travel & Education**

Travel and education for 2 staff members to meet with steering committee members, attend meetings and conferences, and other travel and educated related expenses.

**Consultant Services**

In year 3, the Region 2 Internship Collaborative will pilot a consultant program with non-profit entities in Region 2 that provided substantial support toward grant implementation and have a high-need for staff buyout to continue participation. Eligible organizations will be contacted by the Program Manager to set up a meeting this week.

**Materials & Supplies**

Materials and supplies includes office supply purchases and event materials, like pens, notecards, name tags, etc.

**Contractual**

\$34,610.00		\$34,610.00
		\$106,919.00
\$1,000.00		\$1,000.00
	\$20,000	\$20,000.00
\$450.00		\$450.00

Virginia Tech defines many of our event costs as contractual services. Each event will have an approximate budget of \$5,293.

<b>Contractual: Catering</b>
\$10,000 for catering costs for collaborative events. This is calculated at \$3,333 per event for 3 events in FY 24.
<b>Contractual: Venue and Rental Fees</b>
We are budgeting \$5,000 for venues and rental fees. This is calculated at \$1,667 per event for 3 events in FY 24.
<b>Contractual: Printing Services</b>
We are budgeting \$700 for printing. \$450 of this is calculated at \$150 per event for 3 events in FY 24. The remaining \$250 is for printing marketing materials for community events and to promote the modules and staffing agency.
<b>Contractual: Mailing &amp; Postage</b>
We are budgeting \$500 for mailing and postage services to be spent promoting the SCHEV modules and staffing agency to community partners.
<b>Contractual: Honorarium</b>
We are budgeting \$431 for honorarium payments for events. This is calculated at approximately \$143 per event for 3 events in FY 24.
<b>Indirect Cost Rate</b>
The Virginia Tech Office of Sponsored Programs off-campus outreach and extension indirect rate is 23.30% and waived for this project.
<b>TOTAL</b>

\$10,000.00		\$10,000.00
\$5,000.00		\$5,000.00
\$700.00		\$700.00
\$500.00		\$500.00
\$431.00		\$431.00
		\$0.00
		\$145,000.00
\$125,000.00	\$20,000.00	\$145,000.00

## Contact Us:

**Quina Weber-Shirk**

Program Manager

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[cece.vt.edu/R2InternCollab.html](http://cece.vt.edu/R2InternCollab.html)



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