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# SPORTS AUTHORITY

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## INTERNSHIP COMMITTEE

### Meeting Minutes

January 7, 2022, at 2:00 PM

The meeting of the Sports Authority (“the Authority”) Internship Committee was called to order by Ms. Rosalyn Tillman, Chair, at 2:02 PM on January 7, 2022, via Zoom Video Conference.

In attendance were Rosalyn Tillman, Chair of the Sports Authority Internship Committee, Darris Upton, Knox County Diversity Development Manager, Kim Bumpas, President of Visit Knoxville, Cheryl Ball, City of Knoxville Deputy Chief of Economic and Community Development, Kelly Drummond, City of Knoxville Human Resources Director, Jeff Hagood, Founding Partner of Hagood Moody Hodge PLC, Olamide Oso, Attorney at Baker, Donelson, Bearman, Caldwell, & Berkowitz, PC, and Stephanie Welch, Chief Economic and Community Development Officer and Deputy to the Mayor of the City of Knoxville. Sports Authority Internship Committee meetings are publicly noticed.

#### Welcome - Tillman

Mrs. Tillman began the meeting by thanking Ms. Welch, Mrs. Bumpas, and Mrs. Ball for their hard work and the resulting progress of the project. She also thanked the committee as a whole for helping to move this idea forward and their commitment to its success. She expressed that the committee is being true to the Authority’s commitment to the community through the work on this project.

#### 2022 Internship Opportunities - Ball

Mrs. Ball stated that five opportunities have been secured into which interns who are recruited through the Sports Authority Internship Program can be placed.:

- Boyd Sports – Sports Marketing Intern
- Boyd Sports – Sports Operations Intern
- Barber McMurray – Architect Intern
- S&ME – Engineering Student Intern
- Design Innovation Architects – Marketing Intern

She stated that it is exciting to have the diversity of opportunities that these placements will provide. Each of the organizations already has an extensive and robust internship program in place and has experienced the value of working with student interns. The committee is grateful to each of them for their participation. Denark Construction, Inc. is not listed here but is also extremely excited about and fully anticipates participating in the Internship Program in 2023. Internship commitments in their industry are typically made in September for the summer of the following year, therefore some adjustments to the committee’s timeline may be necessary. Mrs. Tillman commented that the commitments from these companies give every indication that the program will grow and offer great opportunities for the interns.

#### Document Review - Tillman

Mrs. Tillman stated that drafts of the Internship Program Details and Internship Program Application were provided to the committee via email. Mrs. Tillman encouraged committee members to share questions, comments, suggestions, and ideas as they reviewed the documents by sections. The committee began their review of the

Internship Program Details document and Mrs. Bumpas initiated a screen share so that the committee could view the document together.

As Mrs. Tillman reviewed the Roles and Responsibilities section, she informed the committee that Mrs. Bumpas will serve as the Program Administrator acting as a liaison between the businesses and the Authority. Mrs. Bumpas will also serve as a point of contact for the interns, providing them with assistance when needed and answering any questions they may not feel comfortable asking the host organization directly. She explained that one responsibility of the host organization will be to participate in the mid-point and final evaluation surveys which will be developed by the committee. She explained that among other responsibilities, the host organizations will also need to provide the Authority with descriptions of and requirements for their particular internship positions. She asked if any description had been received yet. Mrs. Ball replied that not all of them have been received. She anticipates having them within the next ten days. Mrs. Tillman said that once received, the descriptions will be shared with the committee so they can assist with recruitment.

Mrs. Drummond asked about the stipends or rate of pay. Mrs. Ball answered that each of the current organizations offers paid internships. Because pay rates vary widely among each of the industries represented by the host organizations, the pay rate for each placement will be based on the market rate for a position in that industry. Currently, they range from \$12 - \$18 per hour. Mrs. Tillman stated that it will be beneficial for the students to learn the skills of their chosen industry as well as receive compensation.

Mr. Hagood asked whether Denark Construction, Inc. had already hired interns for this summer and made those decisions in September. Mrs. Ball answered in the affirmative and stated that in their industry September – October is the standard timeframe to secure interns for the following summer. She added that it is already slightly late in the year for most industries. Mr. Hagood asked if they will have a Sports Authority intern this summer. Mrs. Ball answered that they have verbally committed to and expressed a strong interest in participating in the Sports Authority Internship Program for the summer of 2023. Mr. Hagood expressed hopes that since Denark Construction, Inc. is the largest contractor involved in the project perhaps they would accept two interns for 2023. Mrs. Ball replied that she believes that is a strong possibility due to their high level of interest and excitement about this program. Mrs. Tillman asked if there was an opportunity for Denark Construction, Inc. to accept an extra intern this summer. Mrs. Ball replied that because they already have a work plan in place, that request would be difficult for them to accommodate while maintaining a high-quality opportunity for the intern. Mrs. Tillman expressed understanding and suggested that going forward it may be a good idea to encourage the acceptance of two or three placements.

Mrs. Tillman continued to the section of the document that discussed intern applicant requirements. Mr. Oso asked if there was a reason that the program is limited to undergraduate students. Mrs. Tillman stated that graduate students are not excluded although the language says, “or recent graduates.” That stipulation would be dictated by the needs and expectations of the host organizations. Mrs. Ball stated that the edit can be made and will help to broaden the capacity. Mr. Upton suggested that “juniors, seniors, and graduate students” may be better wording.

Mrs. Tillman then began the review of the timeline included within the Program Detail document. She commented that the program will be announced and will begin accepting applications on February 1<sup>st</sup>. Mrs. Drummond asked how the program will be advertised to let people know it is available and ready for applications. Mrs. Bumpas replied that a shell form of the online application has been created. The opportunity will be built out very visually on the Sports Authority website. Visit Knoxville will be a partner in this targeted outreach effort by creating the necessary flyer directing people to the website and the online application. All the traditional platforms can be utilized as it relates to social media and the different partners that we would look to for opportunities to fill the available positions.

Mrs. Tillman stated that, as illustrated on the timeline, the committee will begin to plan for the summer of 2023 in June and July of 2022 which will allow for better alignment with the intern selection timeframe of the host organizations. She again expressed gratitude to the committee members for working hard to get the program up and running for this summer.

Mr. Oso asked if a mechanism exists to allow the committee to monitor the tasks that the interns are assigned to ensure that they are being given a quality experience and exposure to their chosen industry. He also suggested that feedback be collected from the interns to get their input on how the program can be improved. Mrs. Tillman replied that the program will receive feedback from the interns as part of the evaluation survey process and agreed that there is a need to monitor what the students will be doing. She stated that although the students are being placed into well-developed existing programs, the host organization might be willing to provide an outline of the tasks the students will be asked to complete. Mrs. Ball stated that a mid-point survey on behalf of the intern and the employer have been intentionally built-in to the program to facilitate feedback collection. She added that the position descriptions that have been received are highly detailed and well thought-out. The Program Administrator will be able to use those in combination with the evaluations to determine the quality of the experience that the interns receive. Mrs. Tillman stated that once they can review the position descriptions the committee may have a better sense of the tasks that will be assigned to the interns. Mrs. Bumpas added that the position descriptions will be built into the online application and that she is confident that applicants will have a clear understanding of exactly what will be asked of them. The touch base surveys will also ensure both student and employer satisfaction throughout the process. Mr. Upton added that employers who are familiar with internship programs are aware that the students will be asked about what they are doing and/or demonstrate what they have learned and, in his opinion, it is not too big of an ask from the employers to provide that. Mrs. Tillman asked if that directive should be added to the wording of the document. She stated that in the future, the program may collaborate with employers who have not had as much experience with internships, and they might find that information helpful. Mr. Upton agreed that it would be helpful. He also stated that site visits are also a part of the internship programs with which he has experience and that including them in this program in some way going forward would provide an opportunity to gather some information as well as demonstrate the Authority's active engagement with the program. Mrs. Drummond agreed and added that having the students speak about their experiences could be used to promote and recruit for the program for future years. Mrs. Tillman asked the committee if the language should be added to the Program Details at this point or saved as a topic for the future. Mrs. Bumpas suggested that it be saved as an opportunity into which to grow. She stated that the employers that have already agreed to participate made that decision based on terms that they have already been given. The committee agreed to discuss the topic further for future years.

Mrs. Tillman began the review of the Internship Application. Mrs. Bumpas stated that the application will not ask about US Citizenship but will ask if the applicant can provide proof of US employment eligibility. Mrs. Tillman asked what documents an applicant would need to provide to show that they are eligible to work in the US. Mrs. Drummond replied that to prove employment eligibility in the US a person must complete an I9 form which requires documents that establish identity and employment authorization. Documents that establish both include a Passport or Permanent Residence Card. A birth certificate or Social Security Card can be used to establish employment eligibility. A driver's license or voter's registration card can be used to prove identity. A complete list of acceptable documents can be found at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>. Mrs. Drummond added that this information cannot be requested during the application process, but applicants can be asked if they can provide proof of eligibility to work in the US.

Mr. Oso suggested that in the Personal Information section, "Student Address" be changed to read "Residential Address If Different from Permanent Address." Mrs. Ball explained that the address where students receive mail can often be different from the school address, especially during the summer but also may change between semesters.

Ms. Welch asked if there is a need to address the primary goal of the internship program which is to promote inclusion of underrepresented, underserved students from underserved communities and underserved racial and ethnic minority groups through the application process or will that be achieved through targeted recruitment. Mrs. Drummond replied that demographic information cannot be collected during the initial application phase but can be requested separately but not required; therefore, targeted recruitment would be the better solution. Mrs. Drummond also suggested that gender and birthdate should be removed from the application

questions. Mrs. Ball stated that legal age requirements exist for certain functions. Mrs. Drummond suggested asking "Are you over the age of ...?" and inserting the age requirement number.

Mrs. Tillman asked at what point could a supplemental page requesting demographic information be added. Mrs. Drummond replied that an optional Equal Employment Opportunity (EEO) questionnaire can be added. The applicant cannot be required to provide that information. Ms. Welch asked if the intern application would be held to the same requirements as an application for employment under employment laws. Mrs. Drummond answered in the affirmative and added that any information that will not or cannot be used as a basis for an employment decision can be gathered later or requested optionally. Mr. Upton said that any specific requirements can also be listed in the position description. Mrs. Ball stated that she will ensure that the position descriptions list any such requirements.

Mrs. Drummond asked if a dropdown list could be added to the online application that will allow applicants to choose the organization with which they would like to be placed. Mrs. Bumpas stated that once the positions and descriptions are received, a dropdown list will be added.

Mrs. Tillman asked if the application could associate a particular major or minor with a corresponding internship opportunity. Mrs. Ball stated that most of the descriptions have a discipline requirement; therefore, it would be helpful to have that question on the application.

Mr. Upton suggested that the required number of Letters of Support be defined. He suggested that the application request that the applicant provides up to two letters of support. Mrs. Ball agreed and stated that applicants should not be discouraged from applying if they do not have a letter of support. Mr. Upton suggested that the language say, "If possible, please provide up to two (2) letters of support." Mrs. Bumpas suggested allowing the applicant to upload as many documents as they would like. Mrs. Tillman asked if "(Optional)" could be added to communicate that no documents are required.

Mrs. Bumpas shared her screen showing the online application draft that is not currently live and explained that it is set up to have all the questions as a requirement. She explained that she would send the link to the committee members and asked that each of them complete the application and let her know which questions they feel should be optional and which should remain mandatory.

#### Recruitment Ideas and Brainstorming - Tillman

Mrs. Drummond asked how to target recruitment in such a way as to fulfill the primary goal of the program. Mr. Upton stated that part of that would require the knowledge of people working in those circles and reaching out to those people to help identify possible applicants. Mr. Upton suggested reaching out to the leadership at the University of Tennessee to request their input about how best to go about the recruitment effort. He also suggested advertising the program at the Martin Luther King Jr. Memorial Luncheon on January 13<sup>th</sup> and speaking to attendees there. Mrs. Bumpas said that she can have flyers prepared that can be handed out at the luncheon. Mrs. Bumpas asked if the position descriptions and details would be ready before the 13<sup>th</sup> so that they could be entered into the website. Mrs. Ball said that it is unlikely that all the information would be received by that time but that the flyer could state that it will be available on February 1<sup>st</sup>.

Mrs. Tillman stated that announcing the program at the MLK Memorial Luncheon is a great idea. She also said that she has compiled a list of possible contacts, organizations, and institutions to which the committee could reach out. Mrs. Ball suggested that each committee member give the names of people that they think would be a good contact person and then the committee can determine which of them would be the best person to contact them. Members of the committee then listed the names of contacts and organizations that they thought might be helpful with recruitment. Mrs. Ball reminded them that if they think of other possible contacts later, they can send them to her by email.

Mrs. Tillman asked what the process is so that the committee members do not contact the same people. Mrs. Ball suggested that she and Mrs. Tillman discuss and assign contacts to committee members and then communicate that to the other committee members.

Mrs. Ball commented on the importance of communicating that the program is not limited to students from any particular school. Students residing in Knoxville may go to school elsewhere but may still be great candidates. Communicating the opportunity to parents is also important. Mrs. Tillman stated that although the focus is on students who reside in Knoxville, it is open to any student.

#### Development and Lease Agreement Update:

Ms. Welch reminded the committee that the Development and Lease Agreements for the stadium project will come to the Authority this month for approval and a workshop will be held to allow the Board to review and discuss both agreements. She stated that what the committee has been discussing today are the program logistics documents that support the requirement that is included in both agreements under the Disenfranchised Business Enterprise section. These documents operationalize that requirement. This, combined with some other pieces, ensures that the entire project has been intentional about benefiting communities that have been particularly affected by disinvestment throughout urban renewal and other historical pieces of our community. She explained that an edit that has been made to the contracts reflects a change requested by both the developer and Boyd Sports. Rather than asking them to include language in their subcontractor agreements, they want to be held accountable for making sure their subcontractors fulfill this requirement. This minor change does not affect how the program is implemented and continues to require that they adhere to the contract and program requirements. Mrs. Tillman asked what the hesitancy is. Ms. Welch replied that there is no hesitancy and that the issue lies in the fact that the Authority's agreement is with the developer and with Boyd Sports and not with the subcontractors. The developer and Boyd Sports will be held accountable for ensuring that these internship opportunities are available and will be reporting back to the Authority. Mrs. Tillman stated that she hopes that this internship program will grow and that the edit that Ms. Welch explained will allow for that. The current language requires that the developer and Boyd Sports make two internship spots available to this program each year which would not result in future growth. She asked if there was some way to encourage program growth. Ms. Welch reminded the committee that the construction portion of the project will only last for two years. Boyd Sports will continue to be involved throughout the 30-year term of the agreement and they are enthusiastic in their desire to participate in the internship program. The program is starting on a good note.

#### Timeline Review (tentative based on Sports Authority Final Approval of Development and Lease Agreements):

- February 1, 2022 – Announce Internships and begin accepting applications.
- March 1-31, 2022 – Screen, interview, and select candidates for employer interviews. Finalize candidates for each position with employers.
- April 1-29, 2022 – Finalize employment details with employers and students.
- May 16-August 12, 2022 – Internships occur based on schedule determined for each student.
- June-July 2022 – Planning for 2023 Internships with appropriate host partners.
- August-September 2022 – Launch plans as appropriate for recruitment of interns based on the schedules for varying industry standards and desires of the potential employers.

#### New Business:

The next meeting of the Sports Authority Internship Committee will be February 3, 2022, at 2:00 PM at Visit Knoxville.

#### Adjournment

Mrs. Tillman adjourned the meeting at 3:23 PM.