



## A Members Handbook

*For the third year in a row we are publishing A Meemememember's Handbook. We have updated this information to reflect, new officers and Board members, dates and activities, many changes take place on an annual basis. Each chair has had an opportunity to revise their section. So what you are getting here is the best information we can provide about CCIS.*

### **What is CCIS?**

The Community Committee for International Students at Stanford, began over sixty years ago. We are a membership group of volunteers dedicated to supporting graduate students, post docs, visiting scholars, and their families who come to Stanford. While we work in tandem with the staff of the Bechtel International Center, we have our own Constitution, Board, and are financially self-supporting. We share the I-Center building and the staff's commitment to assisting these internationals in their adjustment to America. In becoming a volunteer and member of CCIS, we join with hundreds of others who have been rewarded by becoming friends with people from around the globe.

Current CCIS membership stands at over 300 people.

CCIS is also a non-profit organization with a 501(c)(3) tax exempt status which means that contributions are tax deductible.

### **How did CCIS come about?**

The story reported by CCIS old-timers is that in 1953, Warner Warmbrunn, the Foreign Student Advisor at Stanford, came to the conclusion that the international students had many more needs than could be fulfilled by the small professional staff assigned to this work. Pondering the problem he looked at

the resources available to him. One of the first was the international graduate students, magnets themselves, who came to Stanford from all over the world. They were interesting, intelligent, creative, and good people with whom to have a conversation.

During his previous assignment as Co-Director of the Peninsula School in Menlo Park, Warmbrunn had organized a one-day "UNESCO Conference" for fifth graders to meet with Stanford foreign students to talk about their home countries. This experience and his concern with the education of local children was one of the elements that led to the formation of CCIS and particularly to the development of the Homestay Program. The Homestay Program was deliberately planned in such a way that the week's initial stay would provide an opportunity to develop friendships that would last throughout the student's stay at Stanford, and that would provide an opportunity to develop friendships that would provide a new dimension to the lives of children and adults of the host family, which many times develop into life-long friendships.

As the story is told, Warmbrunn formed a committee of people he knew from the community, people who shared his desire to link American families and internationals. Thus Warner Warmbrunn and five women from the community formed the CCIS, the Community Committee for International Students at Stanford.

To learn more about the history of this great organization, check out our timeline, a link to which can be found on the CCIS home page. <http://ccisstanfordu.org/index.htm>

### **What programs are offered?**

CCIS responds to the needs of internationals. That drives our programs. At first, it was for housing. Since Stanford at that time had limited housing available for graduate students, CCIS volunteers spent hours calling up apartment managers and homeowners to find apartments for the increasing number of arriving internationals. A remnant of that experience still exists in our Homestay Program which provides temporary housing for students who arrive at Stanford before university housing is available for them. Our other programs developed and evolved as needs surfaced.

### **Community Advisors/ Orientation**

September 2 - 18

Volunteers needed to provide information about Stanford, CCIS, the Bechtel International Center, and the Bay Area.

## Individual Partnerships

### ENGLISH IN ACTION (EIA)

It's a conversation! One of the most popular CCIS programs is English in Action. Each year about 200 internationals meet once a week for an hour with a volunteer partner for casual conversation. Each international will have different questions about the English language and about American culture. Through conversations with their partners, the internationals will refine their skills. Very often friendships develop that last beyond the year. Sixty minutes per week can make a huge difference in their Stanford experience. Volunteers are welcome to apply throughout the year for EIA. The Co-chairs are Marsha Alper and Carole Hessler. Email: [eia@](mailto:eia@stanford.edu)

### HOSPITALITY

Meets less frequently than EIA...perhaps three or four times a year. In this program the volunteer invites an international and possibly their family, if they have one here, to get together. It is a social program to get to know Americans personally. Unlike EIA, language is not a concern. All internationals are welcome...even those fluent in English. Thus a member might meet an Australian or a Canadian. Like a surrogate aunt or uncle, the volunteer becomes a source of local information who may include the international at Thanksgiving or Christmas and will remember their birthday. Carol Hickingbotham is the chair. Email: [hospitality@](mailto:hospitality@stanford.edu)

### PROFESSIONAL LIAISON PROGRAM (PLP)

The full title is Professional Liaison Program for International Spouses, but we just call it PLP. Volunteers may be working or may be retired. Either way, they are a great resource for international spouses in a similar career field! A medical professional, a teacher, an engineer, a start-up company executive, etc. may want to meet someone from another country who is in the same profession. This is not a job searching program for the international,

\*All of the email addresses can be reached by prefixing the name of the program, such as [volunteer@](mailto:volunteer@stanford.edu) to the last part of the address [ccisStanfordU.org](http://ccisStanfordU.org). It would look like this...

[volunteer@ccisStanfordU.org](mailto:volunteer@ccisStanfordU.org)

although some spouses may be considering changing their career when they return to their homeland. The meeting time is variable dependent on the interests of both parties. The Program's goal is an exchange of experience beneficial to both. Depending on the interests of the PLP members, optional PLP class activities could include invited speakers, tours, vocabulary development, and presentation skills. Mothers are invited to bring their children to these classes. Henry Lum is chair. Email: [plp@](mailto:plp@stanford.edu)

### HOMESTAY

Takes place in August/September before academic classes begin. Some international students arrive to the area before Stanford housing is available, and they need temporary housing. All internationals receive a welcoming letter from the I-Center. In that packet is an invitation to be hosted by an American family in their home. The hosting period lasts from a few days to as many as five. The hosts are responsible for providing a bed and some meals. CCIS host volunteers treat these international students as they would any guest in their home which includes showing them around the campus, field trips to grocery stores, introducing them to the Community Advisors Orientation process and the CCIS Loan Closet. Overall, Homestay partners often like each other so much that the experiences evolve into life-long friendships. Co-Chairs: Donna Shoemaker & Rob Fraser. Email: [homestay@](mailto:homestay@stanford.edu)

## Other Support

### ENGLISH CLASSES

There are about sixteen CCIS members who serve as an English Class teacher or substitute. You do not have to be a trained ESL teacher, but you must have some experience in teaching or instructing. New volunteers should describe their experience on their application form. Examples of current classes include "Practical English for Daily Living," "American Customs and Institutions," "American Life and Humor," and "American Idioms and Issues." Co-chairs are MaryAnn Saunders and Lori Reeser. Email: [english-classes@](mailto:english-classes@stanford.edu)

### SPOUSE EDUCATION FUND (SEF)

Spouses who accompany Stanford's international students, scholars and post-docs have often put their career on hold in order to come here. Acknowledging the challenges they face, thirty years ago the CCIS created the Spouse Education Fund in order to provide small grants (\$100 – \$500) to enable spouses to pursue their professional or personal development. These grants have been used at a variety of local institutions, from community colleges to SFSU, SJSU and Stanford's Continuing Studies Program, and spouses report that they have opened new doors to make their time here worthwhile. Applicants specify the use they propose for the funds, and are interviewed by a small committee, which presents the awards in early December for the coming year. For testimonials from grantees and how to donate, go to: [ccisstanfordu.org/volunteers/SpouseEducation](http://ccisstanfordu.org/volunteers/SpouseEducation) Chair: Dolly Verplank. Email: [spousefund@](mailto:spousefund@stanford.edu)

### LOAN CLOSET

The Loan Closet, which is in the basement of the Abrams, one of the midrise buildings in Escondido Village, is exactly like its name implies. Before boarding a plane to the U.S. internationals pack their suitcases with all the things they will need at Stanford except household goods: pots and pans, silverware, dishes and glassware, kitchen linens, toasters, irons, or rice cookers. To fully equip even a furnished apartment is an expensive proposition. For \$10 for an individual or \$20 for a couple, they can get what they need at the Loan Closet. CCIS needs two things: volunteers to serve in the Loan Closet during the big rush in the fall and contributions of usable household items. Chair: Bob Spears. Email: [loancloset@](mailto:loancloset@stanford.edu)

### ORIENTATION/COMMUNITY ADVISORS

During a three week period in September all international graduate students must come to the I-Center to register their passport and visa for Homeland Security. At this time they attend a workshop conducted by the I-Center staff on Maintaining Your Legal Status. They also are counseled by CCIS volunteers on a whole range of issues: CCIS and what it has to offer, banking, obtaining a drivers

license, Social Security information, mobile phone options, the Marguerite bus route and schedule, Shopping in the Stanford Area, TB test requirements, the two bus tours to Muir Woods and the Berkeley/San Francisco tour, and the social programs including dinners at the I-Center during Orientation. Chair: Karen McNay. Email: [ca@](mailto:ca@).

## Social activities

### EVENTS

Events offer an opportunity for both volunteer members and internationals to come together at the I-Center to socialize and develop new friendships. Past events have included Potluck Music Nights. This year, the committee will organize a variety of exciting new events including a summer kick-off Ice Scream Social on 6 August! Volunteers are always needed for set-up and clean-up—a great way to get involved, stay connected, and meet new people. Chair: Judi Chun. Email: [events@](mailto:events@).

### FRIDAY MORNING COFFEE

This informal gathering offers a chance to meet, welcome and orient international spouses and their families to the Stanford area. CCIS volunteers introduce internationals to American ways and culture, help them practice their English conversation skills and inform them about opportunities and resources in the area. We meet every Friday, between 10 A.M. and noon at the I-Center. Chair: Gwyn Dukes. Email: [coffee@](mailto:coffee@).

## Additional departments

### COMMUNIQUÉ

Our quarterly newsletter tells the stories of volunteers and internationals. Some of the stories are written by program chairs who often contribute photographs. Going beyond CCIS, we sometimes cover spouse and I-Center activities. Chairs: Michelle Laker and Karin Meiswinkel. Email: [communiqué@](mailto:communiqué@).

### DATABASE AND IT

Dave Gustavson is responsible for all of our IT needs. It is a complex job requiring knowledge and skill. It involves maintaining the server, database and facilitat-

ing our email. Chair: Dave Gustavson. Email: [database@](mailto:database@).

### MEMBER SERVICES

Donna Shoemaker has made membership recruiting a big success. She is in continual contact with volunteers and new members and has developed brochures to enhance recruitment. She also sends an email to Board members when a volunteer has mentioned an interest in a CCIS program. Chair: Donna Shoemaker. Email: [memberservices@](mailto:memberservices@).

### WEBMASTER

Carolyn Gannon and her husband, Terry, have developed and maintained the website. It is comprehensive, showing our multitude of programs and activities. It includes videos, pictures, and access to calendars; as well as a comprehensive timeline of CCIS history. The best way to learn more about CCIS is to go to: [www.ccisStanfordU.org](http://www.ccisStanfordU.org)

CCIS members are welcome to submit photographs and information about CCIS activities. Chair: Carolyn Gannon. Email: [webmaster@](mailto:webmaster@).

## Organizational needs

### THE BOARD AND OFFICERS

Nineteen members currently serve on the Board. They are nominated to be chairs of specific programs by the president and are approved by the Board. It is not a closed group. Each year new members come on the Board and others leave. According to our Constitution, the Board “shall manage and control all affairs of CCIS.” It sets the budget.

There are four officers who are nominated by a committee a month in advance of the Annual meeting and then voted on by the membership at the meeting.

The officers for 2014 – 2015: Karen McNay is president, Carole Hessler is vice president, Carolyn Gannon is secretary, and Raj Khanna treasurer. They can be reached by prefixing [president@](mailto:president@), [vicepresident@](mailto:vicepresident@), [secretary@](mailto:secretary@), or [treasurer@](mailto:treasurer@) to [ccisStanfordU.org](mailto:ccisStanfordU.org).

## Membership

### BECOMING A MEMBER

Interested people can go to the website, click on the green button “CCIS Membership,” and complete a “New Member Application.” Still have questions? Send an email to CCIS Member Services—a link on the website’s main page. Donna Shoemaker is ready to answer any questions about membership and our programs.

### MEMBERSHIP BENEFITS

Our social functions are a great way to get to know other volunteers and internationals:

The Holiday Luncheon is Tuesday, December 15 from 11:00 – 1:00, at Michael’s, Shoreline.

The Annual Meeting date has not yet been set.

### DUES

CCIS does not require dues, however, we do depend on member donations. Contributions can be safely transmitted via the online Membership application, through PayPal using a credit card; or a check can be sent to CCIS 584 Capistrano Way, Stanford, CA 94305.

### MEETINGS

Except for the Annual Meeting CCIS does not have regular membership meetings. The Board meets nine times a year. Contact the president if you are interested in attending.

### CONSTITUTION AND BYLAWS

The CCIS Constitution is only four pages long, but much too long for this newsletter. A link to a copy can be found on the “About” page of the website. You will also find a link to the CCIS Guiding Principles on that page. [www.ccisStanfordU.org](http://www.ccisStanfordU.org)



# CCIS *Leadership* President's column

**Karen McNay**

Wow, I can't believe how quickly we've arrived at the end of the 2014-15 school year! It has been a truly great year for CCIS. During the year several boxes of CCIS documents and memorabilia from the 1950's -1970's were discovered at Bechtel Int'l Center. Michelle Laker, our new co-chair of the Communiqué, was charged with the monumental task of organizing and digitizing this rich history. A very big thank you to Michelle. If you have not already received your annual Membership Renewal form, you can expect it in the very near future. We are most appreciative of early returns and please make sure to update your program interests. You may contact Donna Shoemaker at [memberservices@ccisstanfordu.org](mailto:memberservices@ccisstanfordu.org) with any questions you might have. Donna is readily available and always happy to be of assistance. We anticipate another very busy Fall for 2015, particularly in the month of September. Volunteers are needed for Homestay, Hospitality, Community Advisors and the Loan Closet. We shall continue with English in Action, English Classes, Friday Morning Coffees, Events, the Spouse Education Fund and lastly, Professional Liaison Programs. I can personally relate so many gratifying experiences with Homestay and Hospitality students; some going back over a period of 30 plus years. I recently returned from a 3 week trip to Ireland and England where I was graciously hosted by the families of Homestay students. This generous reciprocity is a result of their gratitude for the hospitality their children received upon arrival at Stanford. Over the years I've had this wonderful experience in many countries around the globe. These programs are a great opportunity for younger family members or friends, to be introduced to other cultures. It has been my experience to maintain and enjoy many long lasting friendships with these students beyond their campus life. It's a truly rich and gratifying gift! None of these programs would be the tremendous success that they are without the diligent support and time from all of you. Many thanks and I look forward to working with all of you as we begin our 63rd year of CCIS!



## Community Committee for International Students [www.ccisStanfordU.org](http://www.ccisStanfordU.org)

Please add the board member's prefix to the general address: @ccisStanfordU.org

### Executive Board

President, Karen McNay  
president@  
Vice President, Carole Hessler  
vicepresident@  
Secretary, Carolyn Gannon  
secretary@  
Treasurer, Raj Khanna  
treasurer@

### Program Chairs

Associates, Karen Sortino  
associates@  
Communiqué, Michelle Laker &  
Karin Meiswinkel,  
communiqué@  
Community Advisors, Karen McNay  
ca@  
Database/IT, Dave Gustavson  
database@  
English Classes, MaryAnn Saunders &  
Lori Reese  
englishclasses@  
English-In-Action, Marsha Alper &  
Carole Hessler  
eia@  
Events, Judi Chun  
events@  
Friday Coffee, Gwyn Dukes  
coffee@  
Homestay, Rob Fraser & Donna Shoemaker  
homestay@  
Hospitality, Carol Hickingbotham  
hospitality@  
Loan Closet, Bob Spears  
loancloset@  
Member Services, Donna Shoemaker &  
Dave Gustavson  
memberservices@  
Professional Liaison, Henry Lum  
plp@  
Spouse Education Fund, Dolly Verplank  
spousefund@  
Webmaster, Carolyn Gannon  
webmaster@

## Editor's column

**Michelle Laker & Karin Meiswinkel**

They say appreciation is music to the ears. Therefore we would like send a symphony to John Heron, the much acclaimed Editor in Chief of the Communiqué Newsletter. John was instrumental in developing this informative publication for the past seven years. He has published quarterly editions of this popular newsletter as a one man team over this period of time. One could offer gratitude in a multitude of languages for such an International group newsletter and appropriately so. John has dedicated many years of participation and expertise in a multitude of CCIS programs, in addition to acting as past president. As John retires from this post, we would like to introduce ourselves as the new co-chairs of the Communiqué. Please meet and welcome Michelle Laker, who has spent time archiving the history of Bechtel and CCIS, as an EIA Volunteer, and Community Advisor. Her co-chair, Karin Meiswinkel has been an EIA Volunteer for the past seven years. We have been fortunate to have had a great deal of assistance from John in taking over the publication of the Communiqué. That being said, we encourage any and all to contact us with story ideas, photographs, suggestions and so forth. As we set foot on this new venture, we look forward to setting the same standards of excellence enjoyed in the prior years of John Heron at the helm. So please feel free to help us set sail!

## CCIS *Communiqué*

Volume 20, Number 1

Summer 2015

Published by the CCIS

584 Capistrano Way, Stanford, CA 94305

650/498-5252

[www.ccisStanfordU.org](http://www.ccisStanfordU.org)

Karen McNay, President

Michelle Laker & Karin Meiswinkel, Editors



**Bechtel International Center**  
584 Capistrano Way, Stanford, CA 94305  
Phone: 650/723-1831  
Fax: 650/725-0886  
<http://icenter.stanford.edu>

## Director's column

### John Pearson



Please add the staff member's prefix to the general address: @stanford.edu.

#### Administration

John Pearson, Director,  
650/725-0889, pearsonj@  
Shalini Bhutani, Associate Director,  
650/736-9511, sbhutani@  
Wendy Cardamone, Finance & Facilities  
Manager,  
650/725-0887, wendyc@  
Vicky Billimoria, Computer Resources,  
Web Manager,  
650/723-0377, vickyb@  
Sean Stafford,  
650/723-1271, seans2@

#### International Scholar Services

internationalscholars@  
Lee Madden, 650/725-7400; 650/725-0888  
Lynn Kroner, 650/725-7400; 725-0890  
Elsa Gontrum, 650/725-7400; 725-5053  
Kathy Shek, 650/723-1833  
June Sage, 650/736-1416

#### International Student Services

internationalstudents@  
Rolando Villalobos, 650/723-1832  
Junko Pierry, 650/725-9553  
Mary Louton, 650/497-3757  
Irena Kotikova, 650/724-6352  
Hye Soo Yun-Kim, 650/497-5475  
Mary Cheung, 650/497-5475

#### SEVIS/Immigration Coordinator

Hannah Cho,  
650/725-0885, hannahc@

#### Overseas Resource Center

Diane Murk, Manager,  
650/723-0856, dmurk@

#### International Families & Programs

Yoanna Gerwel Federici, Programs, yoanna@  
Ragna Kaehler, Spouse Program, ragnak@  
Olga Ertz, Friday Morning Coffee Coordinator  
Shelley Byron, sbryon@

This is the first Communiqué in a long time that has not been edited, formatted and designed by John Heron. John deserves our gratitude for his devotion to producing the Communiqué on a regular basis. Even though it is still printed and mailed there is also an online edition we can all browse. This move to online has me thinking of just how many changes we have seen in the last twenty years in how we communicate with our students and scholars. Email is the obvious one and it now allows communication before students and scholars arrive at Stanford. Email has also diversified the type of questions that are asked so we have all had to become knowledgeable about broad university services and programs. That is no bad thing. As email has changed our way of communicating (not to mention the expectation of immediate response), so too the development of the World Wide Web has altered how we try to provide information. As far as we can tell the Bechtel International Center was the first international office in the US to have a web site. This summer we are completely revamping the site. The way the web is used has changed. It used to be that you would put extensive documents on line, with every nuanced situation about a particular immigration issue, and hope, and expect, students and scholars would read it. Not so! The move now is to briefer web documents with an encouragement to come by Bechtel with additional questions. Social media has also had a major impact. Facebook and various Stanford applications now connect students without the need for Bechtel to be involved (we do have a Facebook page; though we do not have a Twitter account!!). But social media, while it has many advantages, does need some monitoring to look for inaccurate immigration guidance. Which brings me back to where we started. We still want to meet students and advise them in person. The rise of electronic communication does not replace such interactions. What we hope it does is allow some information to be gathered before students and scholars come to Bechtel so that the meetings are more rewarding. It is an ambitious goal. This might seem a long way from thanking John for all his work but it really is not. The Communiqué is part of the larger picture of communicating and building a community so I both wish to pay tribute to John and say also how much I am looking forward to future Communiqués.

## 2015 CALENDAR

Aug. 6, 3:00-5:00pm - Ice Cream Social, Bechtel Courtyard (in place of summer Potluck & Music night - bring cookies & toppings to share)  
Sept. 2-18, 9:00 – 5:00, M-F (closed Labor Day) - Community Advisors/Orientation (Needed: volunteers for morning & afternoon shifts)  
Sept. 2-18, M-F (closed Labor Day) - Loan Closet Open in Abrahms basement (Needed: household items & volunteers for 3hr shifts)  
Sept. 21 - Stanford Classes begin  
Oct. 2, 10:00 – 12:00, Welcome Friday Morning Coffee, Assembly Room (swap to be held end of October)  
Oct. 12 - Board meeting, Bechtel International Center  
Dec. 15 - Holiday Luncheon, Michael's at Shoreline

**Stanford University**

**Bechtel International Center**

**ccis** *Communiqué*



*Community Committee for International Students*  
*584 Capistrano Way Stanford, California 94305*  
**[www.ccisStanfordU.org](http://www.ccisStanfordU.org)**

*Non Profit Organization*  
*US Postage Paid Permit #28*  
*Palo Alto, CA*

**Address Service Requested**

