



**IACAC Executive Board Meeting**  
**Tuesday, March 17, 2015**  
**University of Illinois - Springfield**

**Board Members Present:** Mike Dunker, Drew Eder, DeVone Eurales, Beth Gilfillan, Allegra Giulietti-Schmitt, Erin Hoover, Anne Kremer, Brad Kain, Renee Koziol, D.J. Menifee, Mike Melinder, Tony Minestra, Lianne Musser, Stephanie Szczepanski, Amy Thompson, Courtney Wallace, Shawn Wochner, Linda Haffner (non-voting), Rob Walton, Patrick Walsh (non-voting)

**Guests:** Fernando Planas, Michelle Rogers, Nate Bargar, Mike Ford, Megan O'Rourke, Eric Ruiz, Amy Belstra, Jill Diaz, Emily Johnson, Jen Sloan, Denise Dalton, Emily Schubert, Bob Skorczewski

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**Call to Order/Introductions:** *(A. Kremer) Meeting called to order at 11:04 am.*

Thank you to UIS for hosting! Fernando Planas welcomed the Board, candidates and guests and gave an update on UIS' campus happenings.

**Approval of January Board Meeting Minutes**

*S. Szczepanski motioned to approve the January board meeting minutes.*

*R. Koziol seconded.*

*Discussion*

*Motion carried.*

**Board Proposal Template Follow-up:**

Previously emailed to the EXECListserv and saved in the Board Proposal folder on the Google Drive. When the President asks for agenda/new business items from board members/committee chairs prior to a board meeting, the President will decide if this document would be required depending on the topic/request. It won't be necessary for all new business/discussion items but we think it will be helpful in many situations.

This idea developed from the past few board meetings where we've had people come to the board with proposals varying in the details and information provided so we wanted to create a standard template. We feel that this will assist the presenters/requesters know what information we expect from them and it will help inform the board on what's being requested in a more efficient way. It will also help us capture and save requests in greater detail which will provide better historical data and therefore better serve future board members.

**Treasurer's Report** *(D. Eurales)*

Financial Accounts

As of March 1, 2015 the total net worth of IACAC is \$607,684.93. Our checking balance is \$357,703.10. Our Spartan Market Index account number 205 is \$161,187.13 and the total of our three CD's account numbers 201, 202 and 204 is \$88,794.70. Our net worth compares to \$587,149.01 reported at the March Executive Board meeting last March. Under miscellaneous accounts #302 (Next Year activity), you will see the deposits of \$13,350 for the 2015 Bus O' Fun trip.

Finance Committee Approval for Funding

In the past the money for the overnight rooms for the board and dinner the night before the Advocacy Day has been covered within the LDI budget. However, because we had an LDI this year, this event ate into the \$3,000.00 that has been used for this event in the past.

At this time there is about \$1,200 left in the LDI funds to cover hotel rooms and dinner. With the board hotel rooms and GRC chair rooms (13 people) we are at \$1,300 (over the remaining budget).

Fiscal Policy Article 3 number four states “The President has discretion for emergency spending of \$500. In the President’s absence, or if the amount is greater than \$500, approval is needed 3 from three members of the Finance Committee. Such expenditures must be reported to the Executive Board at the next regular meeting.” The finance committee has approved the spending of an additional \$1,500 and we are now reporting this spending to the executive board.

Courtney gave a report on the donated services, although we are up 11,950 this year from last year, this is not fully representative of our total as there are still committees that haven’t sent anything in.

Finance committee is researching utilizing a Financial Advisor, reaching out to other affiliates to see what they do, have talked to Pennsylvania ACAC, been using a Financial Advisor for 15 years (pay about \$5,000 out of the \$366,000 they’re investing), we used to but don’t anymore. There would be a cost associated with using a Financial Advisor. The Treasurers are just exploring this right now and will report back in the future.

**Membership Report:** *(A. Giulietti-Schmitt)*

Still down in college/university membership (836 vs 918 last year), increasing in secondary school members since last meeting but still down overall (506 vs 565 last year), grad student numbers have increased (63 vs 52).

Total IACAC membership 1,547 vs 1,694 last year.

**Chief Delegate Report:** *(L. Musser)*

No report.

**President-Elect Report:** *(B. Gilfillan)*

Conference

If you haven’t registered, do it now, priority deadline is March 27<sup>th</sup>.

Will be announcing app soon, will have speaker bios, schedule, games, etc.

Will be a First-Timer track to help first-timers navigate conference.

HSCPD

Email will be going out tomorrow to encourage people to sign up for High School track at Summer Institute at Knox College. Already have 5 people signed up, planning to cap it at 25. Sent info out to grad schools, SPAN.

**Past-President Report:** *(M. Dunker)*

On February 20<sup>th</sup>, 2015, we hosted the Past-Presidents’ luncheon at Oakton Community College. There were 7 Past President’s in attendance, along with Annie and Beth. Updates were provided on Project Reach, the Leadership Manual, HSCPD, IACAC’s Strategic Plan, SPAN Illinois, IACAC’s Mission Statement, and the Annual Conference. We spent a good portion of the meeting trying to figure out how to get better attendance at these luncheons. It was decided that a survey of Past Presidents would help us identify a better time/place to have these meetings.

My other areas of responsibility include Credentials, and Nominating committees and the Leadership Manual. These will be discussed later in the “New Business” portion of the meeting.

**President’s Report:** *(A. Kremer)*

Thanks to everyone for all of the hard work over the past year!

NACAC Winter Leadership Meeting Recap

We had a great winter leadership meeting in Washington D.C. at the end of February. This meeting provided time for us to hear an update from NACAC, plan for leadership transitions, discuss policy and by-law reviews, as well as connect within our presidential classes. We also participated in the Annual Advocacy Day on the Hill in Washington and this was exciting. We met with staff members from seven Congressional offices; we did a drop off at three others. This is always such an exciting event making you feel truly empowered as a citizen of this country. You will hear more about this during the GRC report.

### NACAC Summer LDI

The NACAC summer Leadership Development Institute will take place July 15<sup>th</sup> – July 17<sup>th</sup> in Minneapolis, MN. Annie, Beth, and Michelle will be attending.

### NACAC Awards

Annually NACAC bestows honor upon several individuals as well as programs at the NACAC conference. They are currently seeking nominations for these awards. We would encourage you to submit a nomination if you have someone within the membership or leadership that you know would be a deserving recipient.

### NACAC Conference Registration

Registration for the NACAC annual conference will open March 31<sup>st</sup>. All delegates are encouraged to take advantage of the early registration period. Should be receiving notification about this shortly!

### NACAC Grants

IACAC had 15 proposals put forth for the NACAC Imagine Grants this year. We were fortunate to get eight of them approved. This committee received over \$400,000 in funding requests and awarded over \$50,000 to nearly 100 individuals or programs. The Illinois recipients were:

- Denise Dalton (Lemont Township HS) - \$195 for IACAC Conference
- Aseret Gonzalez (Eastern Illinois University) - \$500.00 for IACAC Conference
- Audrey Barrientos (Western Illinois University - \$500.00 for Guiding the Way to Inclusion
- Cassandra Croft (Truman Middle College HS) – \$500.00 for IACAC Conference
- Jeannie McGeehan (Victor J. Andrew HS) - \$800.00 for NACAC Annual Conference
- Todd Burrell (SIUE) - \$800.00 for Sharing the Dream Conference
- Kato Gupta (Plainfield North HS) - \$800.00 for NACAC Annual Conference
- Beth Gilfillian (Woodlands Academy) - \$1500.00 for Summer Institute for High School Counselors

The total amount awarded to IACAC members was \$5595. Congratulations!!

### Grant Opportunity Reminders

While in Washington D.C., we filed the paperwork for IACAC to once again receive \$2500 in grant money to be used for public high school counselors. This year we used the funds to support two public high school counselors to attend the NACAC annual conference. We supplied an additional \$1200 for public high school counselors for other professional development opportunities throughout the year. As many of you know, we also received an additional \$2500 in grant funds from NACAC to support those professionals who work with transfer students within public four year and community college settings. We are excited about using this funding this year!

### NACAC Regional Transfer Forum

NACAC will be hosting a Midwest Regional Transfer Forum for members from Indiana, Illinois, Ohio, Kentucky and Michigan. The Regional Transfer Forums are designed to provide college admission professionals--both secondary and postsecondary--with the necessary training to assist students through the transfer process. These workshops are a collaborative effort between NACAC and its regional affiliates. Regional transfer forums are the direct result of research data from focus groups conducted during 2014. In addition to plenary and breakout sessions, attendees will have the opportunity to interface and network with colleagues.

The Midwest Regional Transfer Forum will be held in Ohio on April 10<sup>th</sup> and will feature speakers from Ohio, Indiana and Kentucky and will cover a variety of transfer topics including:

- Creating a Transfer-Receptive Culture
- Understanding Articulation Agreements 101
- Demystifying Community Colleges
- Assisting Veteran and Military-Connected Students to Successfully Navigate the Transfer Process
- Relationship Building Between Community Colleges and Four-Year Institutions

This is a wonderful opportunity for those members who assist transfer students at some point in the admission process – entering a community college, transferring to a four year school, etc. We will be promoting this opportunity to our members via the list serve as well as on our website. Please do the same within your institutions!

## Strategic Plan

We had a very successful meeting in January to discuss the results of the membership survey and began bucketing some of the themes developed from this initiative. As we fleshed out the results, we came up with some really great strategies/plans/programs/initiatives to tackle these issues and move the organization forward. Within our conversation we identified seven themes from which we will formulate the objectives and action items of the next strategic plan:

- Education (leadership development, pipeline development, training)
- Technology (training, webinars)
- Diversity (geographic, ethnic, role)
- Finance (fiscal responsibility, financial health of institution)
- Outreach (serving members, serving non-members, serving students)
- Brand/Image (public, partnerships, go-to for media inquiries)
- Membership/Growth
- Service

Our charge for the weeks following this meeting (until our March meeting) was to marinate on ideas developed as we discussed the membership survey (positive, negative, opportunities). Unfortunately, due to scheduling conflicts we had to move our meeting to May 15<sup>th</sup>. We will reconvene this discussion then. In the meantime, we will be meeting in a week or so to discuss and plan our conference session.

## Transfer Task Force

As the Strategic Planning Committee combed through the results of the membership survey in late January, there was a concern from the membership as well as committee members regarding a lack of a community college voice/voice of those assisting transfer students. In addition, there was a concern regarding the lack of professional development opportunities geared toward individuals working within community college settings or with transfer students. Given the changing demographics of our students as well as how (and how well) students navigate and persist from 2-year to 4-year institutions, not having this perspective included at the table is concerning.

From these discussions, as well as hearing about what is taking place on the national level with NACAC, I felt it was important for us to do some exploring on our own as to how we can be more inclusive of including the voice of those working with transfer students at the table as well as finding ways to offer more robust professional development opportunities within our organization. Over the past month I reached out to several of our members who have experience working with transfer students or within a community college setting asking them to join a task force to explore how we might do something like this within IACAC. Those individuals include:

- Jason Swann, Rend Lake College
- Gwen Kanelos, Concordia University Chicago
- Michele Brown, Oakton Community College
- Kasey Mather, Kennedy King City Colleges of Chicago
- Shawn Wochner, Western Illinois University
- Julie Marlatt, College of DuPage
- Rebecca Popelka, DePaul University

We had our first meeting this past week to discuss the purpose of this task force and how we might go about exploring this issue within IACAC. From our meeting we decided our next step was twofold:

1. Investigate what other affiliates are doing about including this voice (voting position on the board, appointed position, committee focusing on transfer issues, etc.)
2. Explore ways that we can be more intentional about including professional development opportunities within the conference, District Seminars, webinars, etc. This component also includes finding ways to market these opportunities to these individuals.

I should also note that I've asked Membership to explore how we can better recruit these individuals as well. It should be noted that I've intentionally included overlap here with Julie and Shawn heading up that task force on the Membership Committee. Julie Marlatt was also just nominated to be the NACAC Membership Committee Chair thus will be keeping us in the loop of any developments at the national level. Finally, Rebecca Popelka is on the new Transfer

Advisory Committee within NACAC and will also be sharing with this committee any developments from those meetings. Our plan will be to explore these issues and meet again at the conference. From there we will determine what might be best for our organization in terms of an approach. If any decisions are to be made that would impact our board structure, committees, or by-laws, we would have this proposal in place for the January board meeting (2016). This would allow the Credentials Committee as well as the board to review and approve before bringing to the membership in May.

#### CPS Compact

Went to a meeting, outlined goals – 2025 goal of getting more CPS students graduating

#### SPAN

Mike attended a meeting, not much to report.

#### Unfinished Business:

##### District Directions

Beth and Anne attended Western ACAC's District Directions in January. College Board partners with the ACAC to provide the data to provide specific district assistance. Get in touch with a superintendent first in a district that needs the assistance, this is the 4<sup>th</sup> year they've done this and some districts have started asking for this to happen in their district. The agreement is that all counselors within the district will attend and participate fully. Then they meet with counselors in the fall and give them the data and ask them for key areas they'd like to improve. Bring everyone together in January, counselors stay in hotel and attend day and a half program, speakers, trainers. The end goal is for them to come up with a goal for their particular school and each school presented and got feedback on their plans to achieve their goal. Each of the other 3 districts who have participated in the program have hired more counselors to achieve their goals. Budget from their program is around \$25,000. Anne and Beth really liked the form, the structure, and the curriculum and would like to begin exploring doing something like this in Illinois.

They have the same 4 core high school counselors who run this program no matter where it is in the state.

Amy Thompson wondered about partnering with ISCA on something like this.

College Board does not contribute any money to the program, just support, collaboration, and data.

Let Anne and Beth know if you're interested or you know someone that might be interested in helping explore this initiative.

##### Leadership Manual

Big thank you to Megan O'Rourke, Nate Bargar, Eric Ruiz, and Mike Melinder for their work on this. Have been working on this for 4 years and are excited about it being finished. Major thanks to Megan O'Rourke for formatting and editing to make them all uniform. Hoping that this will allow for fewer by-law changes at the Membership meeting. Do not have to have board approval but would like to have everyone review the pages before the June meeting. This committee will stay in place for a year under the Past-President and will work on editing and updating.

Mike handed out the Membership page that was previously approved by the board to update everyone on the section of Independent Counselors/Educational Consultants outlining how those coming from community based organizations vs. coming from a school can become a member. Also updated student membership qualifications and for-profit organizations to mirror NACAC's policies and procedures.

Will this information be public information? Want to make sure to link to this from the membership website.

May want to consider adding 'ability to attend Executive Board meetings' to Membership Benefits.

Considering what they will do with the Leadership committee moving forward since it doesn't require board approval.

Allegra suggested linking to this from the membership application.

#### New Business:

##### Summer Institute Proposals

Western Illinois University – Quad Cities

DePaul University

*D. Eder motioned to approve DePaul University's bid to host Summer Institute 2016.*

*L. Musser seconded.*

*Discussion.*

*Motion carried.*

#### Candidates for IACAC Board

President Elect:

Michelle Rogers, Saint Louis University

Treasurer Elect:

Kathy Major, Joliet Academy

Christine Grotzke, Michigan Tech University

Post Secondary Delegate: (elect two)

Nate Bargar, University of Cincinnati

Mike Ford, Michigan State University

Megan O'Rourke, Marquette University

Eric Ruiz, University of St. Francis

Shawn Wochner, Western Illinois University

High School Delegate: (elect one)

Amy Belstra, Libertyville High School

Kristen Graf, Notre Dame High School for Boys

Tom Shorrock, New Trier High School

Post Secondary Director: (elect one)

Jill Diaz, Aurora University

Emily Johnson, Augustana College

Jen Sloan, Cornell College

High School Director: (elect one)

Denise Dalton, Lemont High School

Emily Schubert, Boylan Catholic High School

There was some discussion on why the President-Elect is single-slotted, the committee discussed this at length and ultimately it's such a big job and is hard enough to get one person to say yes.

The Nominations Committee recently learned that the slate of candidates does not need to be voted on by the board, however, the board provided its unanimous support of this slate.

#### Approval of Proposed Budget

Made some cosmetic and terminology changes.

Income line items – clarified that income is the money committees and programs are bringing into the organization after their expenses; also adjusted income side of budget to subtract the amount of money they've spent on utilizing Betadac's services in previous years

Expense line items – adjusted every committee's budget to include the amount of money they've spent on utilizing Betadac's services in previous years

One big change is the Conference income line item, the Finance Committee moved the Mentorship and IAS committee receptions and Project Reach costs into the Conference budget to show a truer sense of what costs are associated with Conference.

Increased IACAC grants.

Question about why we are changing the way we're reporting Betadac's charges and how we can communicate that to individual committees throughout the year as well as how we can convey that to the Membership. The committee has

also discussed ways that we can be more transparent with the contracts that we pay. The committee may also want to consider adding information/job descriptions to the Leadership Manual or the Fiscal Policy.

Drew encouraged the board to continue to look at ways and places where we can spend and utilize our money and provide even more programming.

*A. Thompson motioned to approve the proposed 2015-2016 budget to be prepared for Membership approval at the Annual Conference.*

*S. Wochner seconded.*

*Discussion*

The Finance Committee will look into adding information regarding Betadac's charges/contractual obligations to this proposal to share with the Membership in May.

*Motion carried.*

College Signing Day

Have been some conversations at the national level and within our membership about creating a May 1<sup>st</sup> Decision Day celebration. Since May 1<sup>st</sup> falls during Conference this year, wondering about promoting and celebrating something there and encouraging high school partners to do something within their buildings as well.

Credentials/By-Law Changes

Article I- Section 1- Part C (Organizations):

The way it reads now:

1. Any organization, agency, or institution which is not-for-profit, maintains an educational facility in the State of Illinois, and provides postsecondary counseling and financial aid services.

The way it will read:

1. Any organization, agency, or institution which is not-for profit, maintains an educational facility in the State of Illinois, and provides postsecondary counseling and financial aid services at the state or local level.

2. Any organization, agency, or institution which is not-for-profit, maintains an educational facility in the State of Illinois, and provides postsecondary counseling and financial aid services at a multi-state, national or International level.

Rationale:

Under current membership categories, all organizations fall under one of two categories, voting or non-voting. This means small, community based organizations providing a sustained college access program are in the same category as the large, national corporate-sponsored organizations with the same dues requirements and membership criteria. The Credentials Committee feel that because these smaller organizations have different missions, staffing, and funding levels, they should be counted as a separate member category.

Article I- Section 1- Part A (Individuals):

We will add a Number 6:

6. Persons who were employed at a voting member institution or organization during the current year or immediately preceding membership year who are no longer employed by any member or member-eligible institution.

Rationale-This new category would allow members in transition to maintain IACAC voting membership for the rest of the current calendar year and one additional year or until they are eligible under another membership category. The Credentials Committee feels that IACAC should allow current, active members to remain with IACAC.

*S.Wochner motioned to approve proposed by-law changes.*

*L. Musser seconded.*

*Discussion*

*Motion carried.*

**Committee Reports:**

**Admission Practices:**

**College Awareness and Preparation (CAP):** Reminder to donate or participate in Shamrock Shuffle.

**Conference:** See President-Elect's report.

**Credentials:** See Past-President's report.

**District Seminars:** Going well! Dominican would love to host again!

**Finance:**

**Government Relations:** Update on Advocacy Day tomorrow and legislative priorities: MAP grant support, DREAM funding-tax check box for donating, adding information to Consumer Ed courses regarding student loans.

**High School Professional Development Ad-hoc:** See President-Elect's report.

**Illinois College Fair:**

**Inclusion, Access, and Success (IAS):**

**Leadership Manual Ad-hoc:** See new business.

**Media Communications:** Looking for more committee members. You can now sign up for Admission Essay posts as they happen, will email listserv to let people know about this. Send all future MC correspondence to Sarah Goldman at [segoldman@knox.edu](mailto:segoldman@knox.edu). HUGE thanks to Megan who has been chairing MC from the beginning.

**Membership:** Brochure is done and printed; were passed out at District Seminars, working to find out what members and non-members like and don't like about membership. Responses indicated that largest benefit is professional development. Will continue to look at responses and go from there. Discussed implementing a new member communication plan. Exploring idea of partnering with ISCA. Comment that students within high school counseling graduate programs have no idea what IACAC is.

**Mentorship:** Working to make sure everyone has an active role on the committee and creating sub-committees for liaison, M&M's, social, and conference.

**Middle Management Institute:** Hosting at Roosevelt in July, announced invitation at Indiana ACAC's Congress.

**National College Fair:**

**Nominations:** See Past-President's report.

**Professional Development Grants:** Still a few deadlines coming up for a few remaining grants.

**Professional Liaison:**

**Project Reach Ad-hoc:**

**Retirees (part of Membership):** Haven't received any requests for speakers as of yet.

**Scholarship:** Discussions have been started with Project Reach, CAP, Motivate Me to discuss the future plans for scholarships.

**Strategic Plan Ad-hoc:** See President's report.

**Summer Institute:** July 15-17 at Knox College, adding 25 high school attendees.

**Summer Tours:** Full and then some! 44 attendees.

Transition meeting (includes everyone: new chairs, old chairs, new board members, old board members) on June 19<sup>th</sup> at Woodlands Academy followed by a BBQ at Beth's house.

*S. Szczepanski motioned to adjourn, A. Thompson seconded.*

*Motion carried.*

*Meeting adjourned at 3:40 pm.*

*Respectfully submitted by Erin Hoover, IACAC Secretary.*