



**IACAC Board Meeting
Friday, June 27, 2014
DePaul University**

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

Guests: Carlene Klaas, Emily Johnson, Brian Hodges, Kasey Mather, Bob Skorczewski, Paul Welsh, Steven Landgraf, Traci Flowers, Mike Melinder, Megan O'Rourke, Sarah Goldman, Carl Krause, Rosa Reiber, Kenya Taylor, Zachary George, Erin Updegraff, Maryanne Kelly, Sandie Gilbert, George Kazlusky, Timmi Turley, Dave Shafron, Todd Burrell, Jennifer Troupis, Ben Wetherbee

Call to Order/Introductions: *(A. Kremer)* Meeting called to order at 10:04 a.m.

Thanks to DePaul University for hosting today! Thank you for providing lunch. Carlene Klaas welcomed group to DePaul and recognized the importance of supporting IACAC, its members and those in board and committee positions.

Anne summarized purpose for this meeting to transition leadership between committee chairs and board members. Asked committee chairs who are rolling off of their committee to follow up with anyone who was not present.

Introductions

Thank you for saying "Yes" to serving in your role.

Swearing in of new board members *(T. Burrell)*

Approval of March Board Meeting Minutes *(A. Menifee, M. O'Rourke seconded)*

Discussion

Misspelled Anabel's name

Under New Business on page 3, budget, total expenses should be \$161,095.00

Motion carried.

Treasurer's Report *(D. Eurales)*

Devone gave an overview of the responsibilities of the treasurer and treasurer-elect, highlighting the Finance and Professional Development Committees. Committee Chairs are encouraged to print and read the Fiscal Policy Manual Section IX, "Budgeting Process" to know and

understand how that pertains to individual committees. We will talk more at LDI in August about this process.

Professional development committee uses a \$10,000 budget to award grants for members to participate in professional development.

Checking account balances are currently \$238,802.87. Our three CD's and Spartan Market Index accounts equal \$241,844.54. Our total current net worth is \$480,648.41.

Corrections on Budget, Human Relations becomes IAS, Illinois Regional College Fair needs to be updated, Alumni-Retirees can be removed, and High School & Community College Directory can be removed. Question about changing name of lines 10 and 11 on expenditure accounts. Committee will look into updating line item names.

Difference from March budget of \$100,000 is Conference expenses. Fiscal year is different from membership year. Check treasurer reports on website to compare to the same time last year.

Last year on June 17, 2013, our net worth was \$407,692.67.

Membership Report: *(C. Krause)*

Currently, IACAC is up in total members and mostly in college/university side. Last year we were at 932 and currently we're at 959 post-secondary members. We're down 4 people in secondary and up 16 in the Other category. Total membership numbers stand at 1794, up from 1755 last year. Of our total membership, 642 were members of NACAC last year.

A. Kremer – Emailed Board regarding how our membership numbers relate to NACAC delegates. NACAC used to evaluate members yearly but now only evaluate every 3 years to determine number of delegates we get. Last year NACAC had meltdown of data, so IACAC should have been re-evaluated this past year but instead that will now happen in February/March before slate of candidates is announced.

Chief Delegate Report: *(L. Musser)*

Delighted to serve as chief delegate in NACAC and looking forward to working with team of delegates. Illinois is a strong voice in NACAC so team is looking forward to bringing hot topics and issues to forefront of NACAC members. Group of delegates will meet at NACAC Conference (possibly Tuesday night) to discuss issues and decide on questions to ask the NACAC Board candidates. The actual candidate meet and greet is Wednesday.

There are 2 Illinois candidates for NACAC Board of Directors – Gwen Kanelos and Joe Prieto. Jerry Pope (Niles) currently serves on the NACAC Board. NACAC delegates will receive packets with candidate information to review at NACAC Conference.

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

2015 Conference committee chair assignments and theme brainstorming are in progress, would like to have everything set by July 1st.

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

Will be working on finalizing nominations and credentials committee, goal to have those in place by fall LDI. Will send an email asking for volunteers to serve on that committee.

Also working on ad-hoc committee leadership manual, more information in new business. Presidents will be attending NACAC LDI in San Antonio in July. Thanks to board members rolling off, great job!

President's Report: *(A. Kremer)*

Excited for upcoming year and for everyone who said "Yes" to contribute to this past year's Annual Conference. Thank you to everyone in the room who supported the Conference efforts and Anne's transition.

Conference Recap: 861 attendees; 64 - 1 hour long sessions; 2 conference threads GWI, Transfer; pleased with keynote speaker; \$5,000 awarded in IACAC scholarships; tweet wall was a huge success; \$6500+ brought in by raffle; record year for sponsorship: 21 sponsors bringing in \$2,150, \$3,950 in advertisements, and \$14,635 in exhibitor fees. Best wishes to Beth for future conference planning.

Goals and expectations for coming year: Will be a busy year and excited for ideas that are already coming out of each committee, continue to push ideas up to Anne. Excited to learn more about each committee and what it does. Invited board members rolling off to continue to be involved in a committee. Sent message to listserv for additional volunteers.

Board meeting dates for coming year:

Thursday, Aug 7, LDI, at DePaul University, Arts and Letters Building (same as this one)

Monday, September 8, Illinois State University following Artic UnPlugged

Friday, November 7, Northwestern University

Friday, January 9, York Community High School

Tuesday, March 17, University of Illinois Springfield followed by

Wednesday, March 18 Springfield Advocacy Day (IACAC will cover hotel cost for Board Members)

(Board participates in membership meeting at Annual Conference on Thursday, April 30)

LDI (Thursday, August 7 at DePaul University):

Leadership Development Institute – allows committee chairs to connect and figure out what you want to do with your committee, opportunity to connect with other committee chairs since Board meetings are optional for committee chairs. New board members/committee chairs are requested to attend. Agenda to follow.

Goals:

Newsletter changes

Strategic plan

Project Reach working to become full committee

Budget review – Dan's charges and how they relate to each committee, will build Dan's charges into each committee's budget

Unfinished business:

Cadre program – Project Reach and retirees are looking at ways to update, revamp, and possibly rename into speaker's bureau, hoping to create a request process with an online form. Project Reach – Created as ad-hoc committee in January, working to become standing committee

Reaching out to Project Reach recipient schools to develop additional opportunities with these counselors. Would like to continue relationship with recipients and further assistance and working together, enhancing what they do more long-term instead of a short solution. IAS committee is getting requests for undocumented presentations, working on undocumented training for IAS members who can do the presentations, following NACAC step-by-step guide models.

Anne would like to have update at next board meeting if the three committees could come together (Project Reach, Retirees, and IAS) to determine what requests everyone is receiving and pull list of specialists and materials, and determine process for handling all requests.

New business:

Leadership Manual (M. Dunker)

Recognized need for policies and procedures manual, wants to get manual in place by this time next year, received approval for ad-hoc committee in January, needs some committee chair people, looking for one other chair to assist Nate Bargar, anyone rolling off who can assist, let Mike know.

Has received manuals from other ACAC's as to not reinvent the wheel, really likes Wisconsin's manual. At LDI, will work to assess our committees information, each committee will be responsible for their "page" in the leadership manual to help new chairmen hold to past, carry on current work, and develop future; look at other ACAC's committee's information and revise from there.

Goal is to prevent policies and procedures from being written in the by-laws. Once a document is in place, we'll build on what we have each year. Membership manual portion was ok'd already, will build on that.

Strategic Plan (A. Kremer)

NACAC LDI in Washington DC (2013), Marcie Stern spoke and she'll be coming to our LDI in August. She spoke about organization and committee legacies. Anne has a chairperson in place (Julie Nelson) for potential Strategic Plan committee. Recognized that IACAC has a strategic plan but it is not utilized. At NACAC LDI this July, Presidents will work together to organize process and finalize ad-hoc committee; committees will feed information to ad-hoc committee. Doesn't have to be a play by play for expansion or major changes, maintaining committee work is ok, will ask when re-review will take place and updates need to happen. Request for motion to create ad-hoc strategic plan committee.

Motion to create strategic plan ad-hoc committee (M. O'Rourke, S. Wochner seconded)

Discussion

Great idea!

Specific timeline? Draft by next March, will work with NACAC to find out their expected timeline.

Will send notification to membership for ideas and asking for input

What is the goal of this project? Use as a business plan, how we operate, use strategic plan to create work plan; self-evaluate what we do and its effectiveness, re-visit what our mission is and make sure we are being effective and efficient, every action is driven by evaluating the effectiveness. Extension and evolution of board re-structuring process so some of that work can feed into this. Process will help define who are we as an organization and outline how we can align committee work to move ahead with our goals.

Motion carried.

Reassignment of Board Liaisons (A. Kremer)

Restructured board a few years ago so that board members are not committee chairs, instead board members work as liaisons to committees, push ideas up, ask questions since chairs aren't required to attend board meetings. Liaisons also pass information down to committees from board.

Complete worksheet for Anne to assign liaisons, list choices/preferences.

Betadac Charges (A. Kremer)

Linda has financial information for each committee and what they've used Dan for from the last fiscal year. As we work to update information for next year's budget, we'll include Dan in each committee's budget rather than overall budget.

High School Professional Development (B. Gilfillan)

Currently there is no requirement for anyone on the high school side to have involvement or development or enhance their training. Wondering how IACAC can help high school counselors perhaps offer some type of MMI for high school side, explore how high school side can get additional training. Need a committee to work on this to determine what IACAC can do to influence the certification process and develop or provide learning opportunities.

Motion to create High School Professional Development ad-hoc committee (A. Menifee, A. Giuletti-Schmitt seconded)

Discussion

Can we incorporate that into speaker's bureau with retiree's committee?

High school counselor toolkit exists but there's a need to bring random piece together to get the information to the counselors in an educational format rather than just out there on the web
How to get information to high school counselors. Creating a thread at conference related to this.

Motion carried.

Committee Updates:

Anne expects board members and committee chairs to read through all of the reports **PRIOR** to board meeting. Committee chairs make sure liaison brings everything to board that you specifically want board to hear as reports are done as efficiently as possible.

College Awareness and Preparation (CAP):

Amazing 2nd Motivate Me Conference, 61 attendees, Jeris Pendelton gave keynote, powerful tie ceremony, see pictures in report, impact for young men to help and support each other.

Camp College -- July 8-11 starting at WIU, Monmouth, Augustana, and Knox, 40 attendees (achieved goal)

Huge thanks to hosting institutions and their generosity. DeVone likes registration vs application process, don't have selection criteria, want to ensure access for all especially freshmen who have time to turn GPA around.

District Seminars:

After re-structuring of board, need to work on better timeline of who needs what info when, make sure everyone is on the same page. Recommendations for future, need for funding/fund-raising, discuss as group what works best, need to evaluate what can and cannot be done. Ways to promote DS to non-IACAC members, how is it advertised outside of IACAC – other organizations that have IACAC members involved are asked to advertise, postcard is mailed to members and all high schools in Illinois and everyone who previously attended. Evaluating locations to hopefully include a Chicago location. Do we need to have a budget for professional development? Larger DS make money, smaller ones don't. DeVone will work with them to work on that information.

Government Relations:

Examining ways to be active throughout the year beyond advocacy day, discussing conference calls, webinars, working with State Board of Education liaison to get education out about new PARCC exam. Want to continue to increase IACAC profile nationally, exploring what we need to have in place to introduce/write/endorse a bill with a legislator, everything short of endorsing a candidate for election we can do. We can potentially endorse particular legislation, looking for information from NACAC on how to do that. Passed out sample bill related to school counseling services, includes specific language on what is in counselor purview and getting student to counselor ratios regulated to the recommendation (250 to 1). Additional information regarding articulation bill. Exploring best way to implement endorsement of particular bills.

Anne noted IACAC's profile and recognition in Springfield has grown, noticeable that people will pay attention to our endorsements, want to make the best use of that.

Inclusion, Access, and Success (IAS):

Highlighted more requests for undocumented presentations, looking for ways to train members. On June 13th 10 members attended "Documented" film and discussion with the film-maker, airs on CNN this Sunday at 8 pm ET, must-see for all educators. "Illinois CAN" screening possibility in the future for members will send to listserv

Media Communications:

Changing format of newsletter. As committees are formed, send website page updates to Mike Melinder, make sure it's all completed and then send to Mike. Take pictures at your events and send them to Megan; Dan recommends more pictures. Megan can also do social media updates, send her requests with timelines. Everyone can/should use #IACAC during their events. Committees are required to submit newsletter articles, tap into new people on committee who are excited to serve on your committee; we don't need a recap of what happened, need lessons learned and take-aways, how event affected you/person. More information to come at LDI.

Middle Management Institute:

24 participants at Augustana, tracked previous attendees 50% have received advancement or promotion or movement (finding professional calling), started quasi-mentorship process, evaluate effectiveness of MMI, and possibly might host MMI out of state? Submitted NACAC Rising Star Award consideration.

Professional Liaison:

Continuing to work with ISCA, ISAC. Looking for contact in CPS.

Phi Theta Kappa (PTK) reached out to Anne regarding College Fish (like Naviance for students looking to transfer). Asked for collaboration and membership request, should be directed to exhibit at Conference.

Scholarship:

Met with Dan to work up online application and online form for counselors to submit. Can still mail transcript or upload it.

Summer Institute:

July 23-25 at Bradley University – currently 23 paid registrants, 24 total

Summer Tours:

Plane O' Fun was awesome!

Make sure your committee list is accurate online; send notes to current members and make sure they're interested in continuing/participating in committee next year. Anne will send list of new volunteers, want to make sure people who are taking the time to self-identify that they are ready for involvement get picked up. Send information to Megan to have updates before LDI. Send out a deadline to everyone.

See light blue paper for suggestions on how to transition. Decide who is doing what.

Motion to adjourn the meeting. (S. Szczepanski motioned, E. Ruiz seconded.)

Motion carried.

Meeting adjourned at 12:03 p.m.

Respectfully submitted by Erin Hoover, IACAC Secretary.