

**IACAC Board Meeting  
November 2, 2012  
Oakton Community College**

**Board Members Present:** Beth Arey, Todd Burrell, Anita Carpenter, Kevin Coy, Laura Docherty, Mike Dunker, Allegra Giulietti-Schmitt, Linda Haffner, Anne Kremer, Lianne Musser, Megan O'Rourke, Eric Ruiz, Dave Shafron, Patrick Walsh, Rob Walton

**Guests:** Donna Epton, Mike Melinder

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**Call to Order/Introductions:** *Meeting called to order at 10:04 a.m. (L. Musser, 2<sup>nd</sup> M. Cooley)*

Intros from guests

Congratulations to Beth Arey on the birth of her baby girl!  
Congrats to Dave Shafron on getting 3<sup>rd</sup> at the NACAC 5k in Denver!

**Approval of September Board Meeting Minutes:** *(L. Docherty, 2<sup>nd</sup> M. Cooley)*

**Treasurer's Report** *(P. Walsh)*

12 month CD at \$22,070 at Heartland Bank-over the last year  
For MTD: 005 general board 5,000 spent over the last month  
Linda got a new computer-made that expenditure including Microsoft updates  
Travel: 6,473 spent on travel in the month for NACAC reimbursement for delegates and cabinet  
Line item 23: 254 luncheon for alumni that was hosted  
Membership revenue: big increase  
Plane tour/micro/SI: final numbers listed for the tour  
102: incoming generating-14000 from national college fair-44000 in deposits, 29000 in spending  
113: HS directory 1 or 2 more purchased

Grants committee-grants offered for district seminars-new for this year  
Grant page will be up and running shortly-work with MC to get updated  
March 1<sup>st</sup> to apply for priority, after that it's based on what we have left  
Committee budgets will be sent to committee chairs for review and changes can be given back to Patrick

If questions arise, they can be addressed in timely fashion  
Everything can be figured out by the time the budget is created and approved in March  
Liaison for each committee can work with committee chairs to plan for future  
Info will show what was allotted last year and what they've spent this year  
Should there be changes to budget for next year- Patrick will explain what is needed in email coming out to liaisons to work with committee chairs deadline is January 15<sup>th</sup>  
Fiscal policy proposed amendments-will be reviewed in new business  
Finance committee met at NACAC-9 total proposed amendments  
Plan to reflect current practices and feedback received from members in terms of what they'd like to see

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

Numbers look great-relief from last meeting in September

Increase number of college/university members

Down in out-of-state

Down in secondary membership

Up in for non-for-profit members

Conference call-upcoming initiatives: making calls complete phone calls by December 1<sup>st</sup>  
reaching out to those who have expressed interest

Really want to work with growing CPS membership

Increase southern IL membership

Develop membership partnerships with ISCA try to bridge gap between groups

Limited funds with HS, school counselors are only members of ISCA-schools not supportive of  
forking over money for both memberships

Can we do a two for one/half off/lower cost of conference?

Years ago, booth at ISCA conference with IACAC member

Historical connections but they have gone away

Create membership brochure-have something to hand out

Could include:

Member profile

Benefits

Mission of IACAC

Want to do something on paper to physically hand out to promote IACAC

Have something for articulation conferences for high school counselors in attendance

Potentially work with Sherry to put something together that could also be a PDF-nothing fancy,  
but something for people to take with them

Cost of IACAC membership is affordable versus other professional memberships –way to  
market to non-members

Committee chair request for budgets-brochure would need to be included

As a downstate member-membership is trying to target that population and having something  
to give them would be a useful tool for promotion

Pens were given in place of brochure to direct people to website

“Do you work for a CPS school” check box on membership application-Linda’s review pulled  
about 33 members who appear to be from CPS school-try to keep better track of members who  
work for CPS schools

Worth it to reach out to CPS school counselors

Send blanket email to attendees of DS/Articulations with membership info AND paper brochure  
at event

Issue is money-paying out of pocket for another membership.

Upcoming Initiatives

1. Request a list from IACAC Home Office or non-renewal members
2. Contact IACAC Members who expressed interest in the IACAC Membership Committee and determine if interest is still there
3. Utilize the IACAC Membership Committee to phone call all non-renewal members
  - a. Completed by December 1, 2012
  - b. Utilize a non-renewal questionnaire (new initiative)

### Potential Initiatives for 2012-2013

1. Determine complete list of all Chicago Public School IACAC Members
  - a. Create campaign to increase this number
  - b. Possible current CPS IACAC Member Profiles to utilize in campaign
2. Determine complete list of all Southern Illinois IACAC Members
  - a. Create campaign to increase this number
  - b. Possible current Southern Illinois IACAC Member Profiles to utilize in campaign
3. Develop Membership Partnerships
  - a. Illinois Student Counseling Association (ISCA)
    - Member benefits for both organizations
  - b. Community Based Organizations
4. Membership Brochure
  - a. Help in the development of a full-color Membership Brochure to include:
    - IACAC Mission
    - Member Benefits
    - Member Profiles
  - b. To be used at various events especially the IACAC Articulations

### **Chief Delegate Report:** *(A. Carpenter for R. Suarez)*

Big item discussed at conference: Waitlist change-under best practices  
Schools should give 72 hours for students to decide/make their choice

Chief Delegate meeting was very short

Proposals should be submitted prior to meeting of delegates

Recommended that NACAC fund a public school counselor from each affiliate so that they can attend: GWI, Critical Components and NACAC

Todd, Laura and Mike will probably hear more in March about proposals presented in Denver

Cadre program-Sandie Gilbert

Still under directors-having problems coordinating with schools and getting details set

Conversation to continue? Help out but maybe not have official program

When toolkit goes online, something can be listed within to give more information-needs to have central person it goes to

Thank you for attending various breakouts! Jerry Pope was elected during NACAC

Laura-so proud of IACAC delegation!

**President Elect Report:** *(M. Dunker)*

Mike sent out proposed budget

Keynote speaker is set up and ready to go-Jackie Camacho-Ruiz, first generation, cancer survivor, written two books-will sign books and \$5 per book sold will be donated to Project REACH

Governor's office representatives for Government Relations update

First Generation film shown Friday morning-Will Johnson from NACAC will be on hand to moderate

Wednesday night-really cool ideas-slight increase for entertainment

Slight increase for speakers

Cutting back on Dan for conference

Marilyn Scholl put together a lot of pieces for conference-work was done in board account

Looking into shifting some of Dan's work into board account

Budget keeps increasing because costs keep going up, fees will go up as well this year

Will be voted on in New Business

University of Cincinnati will sponsor 5K at conference.

Project REACH will be a yearlong committee, as revenue keeps increasing each year with donations.

**Past President Report:** *(L. Docherty)*

Thanks to Anita and Roberto for joining Nominations committee

Please nominate candidates for open positions:

Treasurer

4 delegate positions

Please talk to person before nominating!

Credentials-shift of board structure will be reviewed by committee

Email to Laura about potential by-law changes

Ask committees about chairs and how that rotation process should work-get feedback by

November 21<sup>st</sup> for term limits

Finance committee meeting-treasurer elect, treasurer and past treasurer-will be included in credentials

**President's Report:** *(T. Burrell)*

Alumni luncheons-held in October last week and two weeks ago

14 alumni at Chicago event at Champps in Schaumburg

Follow up from meeting at conference

Alumni event in Decatur was smaller but still great event to meet alumni and make connections

Scholarship info was chatted about at alumni luncheon

IACAC scholarship-alumni helped create this info:  
One page about reasoning including procedures and eligibility  
One page application

This is a way to give back to the students we serve. Scholarships are a marketing opportunity and reach new populations It helps IACAC become more recognizable

Right now, fund is sitting at about \$800.

Scholarship is not need-based because we aren't asking for financial information.

Should criteria include ACT score? Should minimum GPA just be considered? Will essay be the major factor in deciding who receives award? Check will go to student directly. Should we ask for verification of where student will attend school that fall?

How should scholarship be publicized? Is this just for students at IACAC member institutions? Or is this a way to branch out and reach schools to motivate to become members?

Way to promote IACAC at award nights at high schools-ways for high schools to see that IACAC is an organization that school counselors are members of and they are giving back through awarding money to students

Discussion of whether or not HS student should be at IACAC member institution

Project REACH-find a way to make year round, make a year-round committee.

### **Unfinished Business: (T. Burrell)**

Anyone can submit for 2014 Summer Institute but deadline to apply will be moved up to March instead of May

Todd will work with Dan to get form updated and promoted for March

### **New Business: (T. Burrell)**

Fiscal policy proposed amendments

**Article III. Financial Operations and Investment Policy, Section C. Donated Services, #3:** Change donated services clusters from "officers, directors, delegates, committees" to "cabinet, council, committee."

**Rationale:** Updates language to reflect the new executive board structure.

**Article IV. Authorized expenses, Section A. Registration Fees, #4:** Change language from "President Elect will have conference fees paid for" to "President Elect, Executive Assistant, and Event Coordinator will have Annual Conference registration and full hotel fees paid for."

**Rationale:** To update the FP to reflect the most recent past and current practice of paying for the Executive Assistant and Event Coordinators expenses. Identify which conference

**Article IV. Authorized expenses, Section A. Registration Fees, #5:** Remove the current language. **Rationale:** This is not the current or past practice for on-site co-chairs

**Article IV, Section B. Travel expenses, #9:** Add the following language. “Annual Conference hotel costs (1/2 the cost of a room, up to three nights) will be included in the conference budget for on-site co-chairs (up to three), to the extent they are not covered by the members’ institution.”

**Rationale:** This is the current practice and has been for the last several years.

**Article V. Service recognition, Section B. Recognition, #4:** Add “Molly K. Arnold President’s Service Recognition Award”

**Rationale:** Update to reflect change in the name of the award.

**Article VII. Setting Fees for Services and Activities, Section A. Membership Contact**

**Information:** Remove the entire section of “Mailing Labels” to “Membership Contact Information” and language to:

A. MEMBERSHIP CONTACT INFORMATION

Requests for the Illinois ACAC membership contact information list will be considered from individuals, organizations, agencies, institutions or groups if such requests are educationally related and are in accordance with the mission of the Association. Name, Title, Institution/School, and mailing address will be included for each member within the list. E-mail addresses of members are not included in the list.

1. A letter/e-mail from the requester must be sent to the Executive Assistant or Treasurer for approval. This letter/e-mail must state the mission of the requesting organization and the intended use of the list and how the project is educationally related and in accordance with the mission of Illinois ACAC.

2. The cost for electronic list is \$75 for nonmembers and free for members. Usage is restricted to one time per request which the Treasurer will monitor to ensure the integrity of this policy. (BA 3-3-05)

**Rationale:** This change is in response to requests to receive membership contact information in electronic form as opposed to mailing labels. This information is directory information that is available to IACAC members on the IACAC website. The Finance Committee thought e-mail addresses should not be included to prevent members from being inundated with e-mails. The committee felt that this should be a member benefit because it is inexpensive to provide this information electronically and members can access it on the IACAC site. The recommended cost for nonmembers was reduced to \$75 from \$150 since the Association would not incur a cost of printing or mailing the list.

**Article VII. Setting Fees for Services and Activities, Section E. E-mail to IACAC**

**Membership:** Add the following language:

E. E-MAILS TO IACAC MEMBERSHIP

Individuals, organizations, agencies, institutions, or groups can request IACAC to send an e-mail on their behalf to the IACAC membership if such requests are educationally related and in accordance with the mission of the Association. IACAC will send the e-mail one time as it is received. IACAC will not enhance and/or update the e-mail before sending.

1. A letter or e-mail stating the mission of the requesting organization and the intended use of the e-mail and how the project is educationally related and in accordance with the mission of Illinois ACAC must be sent to the Executive Assistant or Treasurer for approval. The requester must attach or include the e-mail to be sent to the membership for review.

2. The cost for sending a one-time e-mail to the IACAC membership is \$100 for members and \$200 for nonmembers.

**Rationale:** This addition is in response to continual requests for the ability to reach the membership via e-mail and reflects the way in which NACAC allows vendors to reach out to members surrounding the NACAC Conference. This practice allows the Association to monitor the content and the amount of times the members are e-mailed. The e-mails that are approved will not be enhanced or updated, just sent through IACAC's e-mail system. The costs are in line with the maximum amount of time it would take to send the e-mail. The Finance Committee will work to add a section on the Membership Application where members can opt out of receiving e-mails in the future.

**Article VII. Setting Fees for Services and Activities, Section F. Lack of Payment:**

Add "Lack of payment to IACAC for services rendered by an individual or organization will result in suspension of member benefits."

**Rationale:** States explicitly the course of action that will be taken if payment for services is not received.

**Article VIII. Volunteer Services, Consultants, and Staff, Section D. Staff:** Add the following language:

**D. STAFF**

IACAC Staff consists of one employee, the Executive Assistant, and three independent contractors: Event Coordinator, ICE Coordinator, and Publication Specialist. All staff contracts are reviewed annually with job descriptions at the spring Finance Committee meeting and signed by the Treasurer prior to the start of the fiscal year for which the contract applies and.

**Rationale:** The Finance Committee added this language to make clear the IACAC staff positions that are under contract. This outlines who reviews contracts and job descriptions and the general timeline of the process. Makes transparent who signs the contracts and when they should be signed.

*P. Walsh motion that the executive board accepts revisions to fiscal policy as put forth in document presented.*

*M. Cooley seconded. Approved.*

Discussion:

First time to charge to send email out

Allow individuals/agencies/vendors/organization to send email in line with mission, educational

Pertains to conference-vendors want emails, but they will send exactly what they want sent and IACAC send as is

There is a charge every time to send email

There are a lot of people who want electronic information of members

You can still get mailing addresses of members

**Membership application will have opt-out statement to receive third party emails**

*Voted, motion carried*

Conference budget:

Registration fees will be kept the same

Vendor fees go up \$25-\$525 will include one email

*M. Dunker to approve conference budget as listed in document presented.*

A. Kremer seconded

Discussion followed:

Friendly amendment-conference fees stay the same except for exhibitors, which will increase fee \$25

M. Dunker/A. Kremer 2<sup>nd</sup>

Motion carries.

M. Cooley -Motion to approve IACAC scholarship fund with details to be ironed out but will cover up to two \$1000 scholarships if necessary

E. Ruiz seconded

Discussion followed.

Motion carries.

Detailed information about future conference from D. Epton  
Changes in location-why just up in Chicago area? Number of members who do not attend greatly exceeds number of members who will because location is downstate

Outside of downtown Chicago-hotels cannot accommodate the space we need except for Westin Itasca

If it hits May 1 or AP tests, it doesn't really affect attendance

Change in date to another time of year?

2015-2017 dates have the potential to be negotiated with hotel depending on potential change in testing for high schools

Based on information provided, D. Epton is advising that we look at future conference dates:

4/29-5/1 in 2015

During AP 5/4-5/6 in 2016

4/26-4/28 in 2017

Anita Carpenter motion to approve dates presented for 4/29-5/1, 2015, 5/4-5/6, 2016, 4/26-2/28, 2017 for IACAC annual conference at the Westin Hotel in Itasca.

L. Musser seconded.

Motion carries.

Membership committee- move forward with exploring creation of membership brochure.

ILCADA-no new news since email in July.

Meeting scheduled for January-if there is a chance of snow or inclement weather. Todd will make call on Tuesday whether or not meeting will be held. Phone call meeting would be held instead. Determination will be made at a later date.

Should board pursue using web based conference meeting-not as concerned because we can have meetings over the phone, so long as we have quorum.



Freeconferencecall.com-District seminar uses for meetings. Can be recorded for someone to listen to later.

Project REACH will be discussed at Credentials meeting in January.  
Anything that the Credentials committee proposes has to be approved by the board at the March meeting to move forward for the meeting in May.

Counselor brought to Allegra the idea that there should be a national venue for counseling trends to be discussed.

Something in the works through NACAC that each affiliate works to create a current/future trends committee-this would be a standing, year-to-year committee.

Ask other affiliates for information regarding this committee.

Links section to NACAC, ISAC, ISCA, College Board, ACT, Common App?? On the website as "Other Resources"

### **COMMITTEE REPORTS:**

#### **Admission Practices (D. Bennett)**

New chair is Tony Bankston along with David Bennett

First meeting was last week

How we can get people to understand what happens with SPGP

AP minute in newsletter/listserv

IACAC Admission Practices Committee Meeting

Hinsdale Central

October 29, 2012

#### ***Committee Minutes***

1. Intro of new and old members (David)
  - a. Tony Bankston – Co-Chair, Dean of Admission, Illinois Wesleyan University
  - b. David Bennett – Co-Chair, Director of Admissions, Lake Forest College
  - c. Amy Belstra – (new member) Counselor, Libertyville High School
  - d. Anita Carpenter, Counselor, Downers Grove South - IACAC committee liaison
  - e. Debbie Micheline – Assistant Director, College of Lake County
  - f. Margaret Miranda, (new member) Counselor, Saint Ignatius High School
  - g. Gwen Kanelos – Assistant VP for enrollment, Concordia University
  - h. Carlene Klass (phoned-in) (new member) Dean of Undergraduate Admissions, DePaul University
  - i. Tom Shorrock, Counselor, New Trier High School
  - j. Michelle Schlack, Counselor, Niles North High School
  - k. Lisa Micele, Director of College Counseling, University Lab School
  
2. Review of Committee Structure, terms, choosing co-chair (David)
  - a. Discussed three year commitment and renewal
  - b. New Co-Chair – Tony Bankston – 1-year term

3. Review of the new IACAC committee/board structure (David/Anita)
  - a. AP is now under Member Relations Committee
  - b. The liaison to IACAC Board is Anita Carpenter from Downers Grove South
  - c. Our liaison becomes our conduit to the cabinet
4. Review changes to SPGP at NACAC conference (Tony/Anita)
  - a. Discussion about waitlist – issue was how long to give students to reply with acceptance of a spot: 24 verses 72 hours – no decisions made.
  - b. The study about international recruitment through commission based agents continues – plan is to roll something out at next National conference
5. Discuss process of managing possible violations: in-state and out-of-state (Tom)
  - a. What is our process? How are we handling cases?
  - b. Tom provided this summary:
    - i. Cases begin with an inquiry – usually from in Illinois. Inquiry may be in an email or phone call not only inquiry form. We then send an email to the committee – for input...if it seems to be an violation we would like an actual inquiry form...occasionally the complainant is not comfortable moving forward so one of us takes over. When complaint regards an in-state institution one of the committee members is assigned to communicate with that institution – usually in the form of phone calls and follow up letters. When complaint is about an out-of-state institution – we would forward the inquiry to the institution’s home affiliation.
6. Review of old AP issues (All)
7. Address new AP issues (All)
8. Discuss spring IACAC session (Gwen)
9. Discuss our outreach and educational mission to the members (All)
  - a. How do we educate the community about what we do? – We have our sessions at IACAC but what else is there?
    - i. IACAC news brief? Blog? Reminders about time sensitive AP concerns
    - ii. Summer Institute has an AP session every year – great from college side.... maybe we could also get involved in the middle management conference as well?
    - iii. Welcome info to new members that would include info about AP and SPGP
    - iv. Are there high school level audiences that we could talk about SPGP?
    - v. IACAC Listserv newslog– create something like “*The AP Minute*” - quick reminder of relevant points
      1. Oct – Oct 15 application deadline
      2. Nov – early decision (Tony)
      3. Dec – acceptance issues (Amy)
      4. January – financial aid info (David and Carlene)
      5. Feb – housing (Michelle)
      6. March – scholarship (Deb)
      7. April – May 1 deadline issues (Gwen)
      8. May – Wait list issues (Tom)

10. Any other concerns and set date for next meeting (All)
  - a. Anita will give overview of meeting at IACAC Board Meeting Nov 2, 2012
  - b. David will email us some options closer to January

### **Credentials (L. Docherty)**

First Meeting January 10<sup>th</sup>, subsequent meetings as needed.

Once we have met we will be reporting to the Executive Board in March for approval of any changes to then be submitted to the membership at the meeting in May. We will also be reviewing committee descriptions in light of the recent board restructuring. We will likely be reaching out to the council for their input.

### **C.A.P. (Z. Blackwell)**

Young Men's conference-first spring event that CAP will host  
Sophomore males-locking down location and date  
November 16<sup>th</sup> at DePaul-CAP meeting

The committee has confirmed all meeting dates and our first meeting will be November 16.

### **CAP Committee Meetings (Location TBD):**

November 16 (DePaul University)

January 18

March 1

May 10

June 14

July 19 (Debriefing Meeting)

### **Work in progress/upcoming activities:**

During our upcoming meeting we will begin the planning process for the Young Men's Conference and Camp College.

### **College Tours (M.Dunker/N. Rubino)**

Committee Goals:

- Compiling Institution Participation Form from potential colleges – due date to return form was October 26<sup>th</sup>. 15 letters have been sent – still awaiting 2 forms
- Updating registration form
- Creating bus tour itinerary of schools based on participation forms
- Secured graduate credit through Lewis University
- Finalize committee members and organizing first meeting
- Begin reserving bus, hotels, meals, etc.

### **District Seminar Report (M. Cooley)**

Explore idea of offering same price as membership fee as what they'd paid to attend district seminar

What would be lost in revenue but gained in membership/delegates

Committee trying to figure out options for sponsors, now that everyone is working together on all district seminar events

Is there a way to waive fee or request a grant to help cover portion of the difference in cost

For an extra \$25 bucks they can attend event and join IACAC

Raising district seminar fees-committee not in favor

Membership for 6 months- can look at this opportunity for investment

Charge everyone the same fee? Or based on level of where they are?

Is there a fee structure that could make it work?

We've done before-they get membership for remainder of year-NACAC grant CPS counselors were given membership for the next year if attended conference

Drawing for membership at district seminar-give away three memberships, two from grant, one from IACAC, for context secondary person is \$45 (as primary)

Could potentially grow membership by 20 people

Should continue year after year but ultimately, some people won't join membership regardless.

Committee Timeline:

### **August and September**

- Attend LDI (Leadership Development Institute)
- Connect with District Seminar Chairs
  - introduce yourself
  - discuss need for committee; also committee members registered IACAC members
  - remind them of the plan to provide session topics and descriptions by early December.
- Request District Seminar details
  - committee names, institutions, titles
  - location
  - dates
- Discuss any changes to the process: committee formation, district seminar format, pricing, registration, evaluation
- Discuss plan for fundraising/donations
- Provide Board contact with update by September board meeting

### **October**

- Send "Save the Date" to IACAC list serve
- Work on mailing list for non-IACAC members for each seminar
- Provide Board contact with update by early November board meeting

### **November**

- Get updates from committees.
- Attend Exec Board meeting – update on cadre and seminar development

- Touch base with committee about seminar text being completed. By now, you will have a specific date. That date needs to be respected in order to get the brochure out on time.

### **December**

- Receive seminar text and review carefully
- Provide to past-president, president and president-elect for changes
- Submit final write ups to publisher
- Submit final text to Webmaster
- Verify and tweak registration process
- Verify and tweak confirmation process
- Contact sponsors (ACT usually sponsors each year)

### **January**

- Review website
- Review proof of brochure. Review very carefully; this will go out to 2500 people.
- Verify District Seminar Coordinators are prepared to send confirmations
- Contact Media Relations to post to Facebook and also in the newsletter
- Discuss Project Reach outreach
- Discuss Membership outreach at Seminars
- Discuss budgets and reimbursement plan

### **February**

- Registrations start to arrive. Enter into spreadsheet, save hard copy and store checks in safe and secure location.
- Send registration lists to seminar chairs once/week, or as requested.
- I recommend sending confirmation via email only – Attach agenda, map and parking pass if needed.
- Send project reach reminders

### **March**

- Registrations continue to arrive, but slow down significantly.
- Send final lists
- Numerous correspondence with district chairs and participants who have questions about the program
- Consider evaluations
- Attend programs, seek input from chairs as to what time to arrive and what to bring
- Send Thank you notes to all District Seminar Coordinators

### **April**

- Submit Annual Report
- Wrap up any loose ends
- Plan District Seminar Coordinator get together at IACAC Conference?

### **May**

- Submit newsletter article.
- Continue wrapping up loose ends, etc.

### **Work in progress/upcoming activities:**

*In addition, please do share minutes from your last meeting if available.*

1. Sent an email to all district coordinators and respective host colleges
2. Find coordinators for East/North Central District – in conversation with Lincoln – Normal/Heartland College. *What if no one wants to host???*
3. Initiated discussion for consideration to change District Seminar fee:

>>consider increasing fees to membership fee – then, membership is included and the DS is a perk of being a member

>>consider a grant that will cover membership fee above and beyond the DS fee (this would increase membership and allow some non-members to be amazed by the advantages of being a member in the future)

>>concerns any fee increase will impact attendance

>>Lianne Musser will likely mention to board in Nov and then have a proposal after discussions at the Finance committee meeting in February, with a vote on any proposal at Conference in May.

4. Region 1 & Region 2 designation: There does not seem to be a clear reason to do this, so we may leave the designation off of our marketing as we don't think it actually means anything to anyone.
5. Session times and dates set

### **Southern District**

Friday, March 1, 2013

Rend Lake College, Ina

Annette Braden – Norris City–Omaha–Enfield High School

April Bauer - SIUE

### **West Central District**

Friday, March 1, 2013

Augustana College, Rock Island

Rachel Gustafson – Augustana College

Tammy Celus – Annawan High School

### **East & North Central District**

Still working on this

Most likely Lincoln College – Normal will host!

### **West Central**

Friday, March 15: 8am-1pm

McKendree University, Lebanon

Ali Willoughby – McKendree University

Rachel Macon – McKendree University

### **Chicago & South Suburban District**

March 8, 2013: 8:30-1pm

Lewis University, Romeoville

Lianne Musser – Lewis University

Julie Marlatt – College of Dupage

### **Northwest District**

Friday, March 15, 2013: 8am-2pm

Northern Illinois University, DeKalb

Colleen Murphy – NIU

### **West & North Suburban District**

Friday, March 15, 2013 from 8:00-1:00  
Oakton Community College, Des Plaines  
Dale Cohen – Oakton Community College

**Government Relations (B. Zigmund)**

Not much has changed for this committee since the last report. The first Government Relations Committee Meeting of the year will be on Wednesday, November 7<sup>th</sup>, 2012 at Saint Ignatius College Prep in Chicago at 12:00pm. This date is one day after Election Day so there will be plenty to discuss and much to plan for the year. At this November meeting we will also determine the date and location for our January committee meeting.

The Illinois Advocacy Day will coincide with the March 20-21 IACAC Board Meeting in Springfield, IL.

If the board hears of any new members that would like to participate in GRC, we welcome them! As you all know, one of the best ways to support the committee is attending the Advocacy Day so we would certainly encourage participation at this event even if they cannot attend meetings. Otherwise, we should be set to begin the year.

**Grants: (P. Walsh)**

Grant applications will be up soon. Please check website and tell members to apply.

**Human Relations (A. Gilbert)**

**Committee Goals:**

- 1) First Generation - Research ways to help reach out to first generation students and provide more college information for this group of students.
- 2) Beyond Chicago - Work on initiatives beyond the Chicago metro area
- 3) Step by Step - Investigate new ways to expose high school and college professionals to the Step by Step guides and provide more information on how to use the guides.
- 4) Undocumented students - Continue to update and expand resources in the College Advising Guide for Undocumented Students
- 5) LGBTQ - Review information available to the LGBT population and highlight ways universities can reach out to this population. Also, identify tools used by high school counselors to help LGBT students research colleges.
- 6) Change committee name to Inclusion, Access and Success (PROPOSED)

**Committee Timeline:** Next meeting is January 11 at 1pm at Oakton Community College, Skokie Campus

**Work in progress/upcoming activities**

- Assigned committee members to sub-committees as related to 2012-2013 goals.
- Proposed session for IACAC Annual Conference on assisting unaccompanied homeless and foster youth in the college search process
- Scheduling additional showing of First Generation Film to be held in Rockford area in January

- Proposing FCCT session for ISCA Annual Conference in Skokie, IL in April
- Facilitating showing of First Generation Film at IACAC Annual Conference on Friday, May 3. Secured Will Johnson, Chair of NACAC IAS Committee and Associate Dean of Students at Fairfield University to lead Q and A after the movie.
- Requesting information via the IACAC List serve regarding LGTBQ students and what tools are already available and what tools are needed to assist this population in the college search process.

**Do you need more volunteers or assistance with anything?** We always welcome interested parties, but we are not looking for additional volunteers.

**I.C.E. (C. Smith)**

Meeting next week, November 13<sup>th</sup>

Reimbursement schedule

Change in registration fees

NIU getting added but contact person left

Kishwaukee is still in discussion

\*look at reimbursement schedule and see if changes should be made

\*look at registration fee structure and see if changes should be made in light of the fact that we have added 2 new ICE programs for 2012-13, and we know that the Glenbrook's will also be a new program in 2013-14.

\*have spoken with NIU, Kishwaukee College about becoming new ICE sites. The primary supporter of NIU becoming an ICE site has left and so I suspect this will again become a moot point. We will follow-up with Kishwaukee.

**Committee Timeline:**

\*we hope to accomplish the above during this fiscal year, and in preparation for the 2013-14 IACAC budget discussions by the Finance Committee. First ICE/Calendar Committee meeting will take place on November 13 at Marist HS.

**ISAC (A. Montoya) Professional Liaison – report from Dave**

Press conference for financial aid awareness month-something ISAC could do but gets pushed down in priority list

Press release could include IACAC info and quote

**Media Communications (M. O'Rourke)**

**The Admissions Essay Newsletter**

Deadlines/Publications dates are posted on the IACAC website at

<http://newsletter.iacac.org/submit/>

The next deadline for submission will be November 12<sup>th</sup>, 2012 and the next edition of The Admissions Essay will be published November 26<sup>th</sup>, 2012.

Please continue to submit Member Spotlight nominations to Megan O'Rourke at [megan.orourke@marquette.edu](mailto:megan.orourke@marquette.edu)



### **Summer Programs Online Publication**

Julie recently reached out to Beth to see if we can get her database of information in order to start compiling information for the website.

### **Additional Items:**

#### **Job Postings**

Please delete job postings from the IACAC website as they are filled.

#### **Website Updates**

Please send committee updates and revisions to Mike Melinder at [mrmelind@iupui.edu](mailto:mrmelind@iupui.edu)

### **Admission Essay Newsletter**

Please submit requests for event publications to Megan O'Rourke

### **Photography**

Please continue to take photos at your events for the website and newsletter. If you have pictures to upload, please contact the committee (see contact info below) and we will provide you the link to do so.

As always, feel free to contact any member of the committee with questions! Thank you!

### **Contact Us:**

Mike Melinder- [mrmelind@iupui.edu](mailto:mrmelind@iupui.edu)

Megan O'Rourke- [megan.orourke@marquette.edu](mailto:megan.orourke@marquette.edu)

Sarah Steinhorst- [ssteinhorst@stfrancis.edu](mailto:ssteinhorst@stfrancis.edu)

### **Mentorship: (S. Wochner)**

What else can Mentorship do? Expand beyond M&Ms?

September 6<sup>th</sup>, 2012 – First committee meeting

November 20<sup>th</sup>, 2012 – Second committee meeting

Spring Meeting – TBD

May 1<sup>st</sup>, 2013 – Mentee/Mentor Reception

### **M&M's at College Fairs**

- Articulation Unplugged – September 10<sup>th</sup> (Completed by Zak George and Committee)
- Parkland College – September 19<sup>th</sup> (Completed)
- Macomb Area (WIU) – September 20<sup>th</sup> (Completed)
- Maine Township – September 27<sup>th</sup> (Completed)
- Rock Valley College – October 3<sup>rd</sup> (Completed)
- College of Dupage – October 16<sup>th</sup> (Completed)

- Whitney Young – October 25<sup>th</sup> (Completed)

#### T-Shirt Exchange

- Parkland College – September 19<sup>th</sup> (Completed with 11 Attendees)
- D214 Fair – April 2<sup>nd</sup> (Will work with D214 for a handout/ additional info as it gets closer)

#### Social Activities

- Happy Hour – September 28<sup>th</sup> – Rock Bottom Brewery, Chicago, IL (night before NACAC)

#### **Work in progress/upcoming activities:**

At our first meeting, we set the dates for items listed above. We also made the following mentee-mentor matches:

- 6 High School
- 12 Middle Management
- 29 College Admissions

Our next meeting will be in November, and there we will match those that submitted applications between September 9<sup>th</sup> and November 20<sup>th</sup>.

We will also discuss our budget (who pays for MMs, where our money comes from for Conference specifically)

Are MMs working? After 7 college fairs with MMs, we are looking at a possible 6 Mentees to match. How else can we get the word out there for pairings, non-IL reps, guidance counselors, etc?

#### **National College Fair (B. Gilfillan)**

Spring 2014 fair in Chicago which would be in suburban Chicago  
 Some cities that have two day fair or fall and spring fair  
 Chicago is one of the largest fairs-why not have suburban option  
 Having something at Rosemont or All State Arena  
 All students still invited but geared toward suburban Chicago  
 September 28<sup>th</sup>, 2013 Navy Pier

**The fair was held on Sept. 29, 2012 and after a month of decompressing, we are ready to start assessing and planning for next year! The co-chairs are planning on meeting later this month to discuss the possibility of a spring fair (for spring 2014) and start planning for next year's fall fair.**

Work in progress/upcoming activities:

*In addition, please do share minutes from your last meeting if available.*

**NCF Chicago 2012 in a nutshell:**

Great success! We were very happy with the fair! The fair included:

- 445 registered colleges (IACAC will get \$12,086.57 from the revenue sharing – this is the amount after committee expenses are subtracted)
- 5568 registered students (including 967 mobile registrations)
- 16 educational workshops (plus an ongoing session on “Tips and Tools for Navigating the Fair”)
- 21 speakers presented at the educational workshops (some even presented more than once!)
- 510 people attended the workshops (the highest attended was “Finding Your Fit” with 105 people!)
- 44 volunteers worked the counseling center, registration & info areas, were bus coordinators & floaters, helped coordinate sessions, and were all-around awesome in their bright yellow t-shirts!!

**NCF areas to improve on:**

- 11 volunteers were “no call, no shows” and 16 had to cancel within the last couple days
- Parking was a nightmare – Navy Pier closed one of their lots before the fair even started, and didn’t notify us. Families, volunteers, and colleges were forced to find parking elsewhere, often far away and much more expensive.
- The on-site computers were slow and often didn’t work, so registration on-site took up to an hour for some students.

**In Progress:**

NACAC has expressed an interest in having a spring suburban fair. The committee is open to this idea. Beth has talked with Greg and Jason at NACAC, Todd to get IACAC’s perspective, and Carin to get her perspective on the history of college fairs in Chicago as well as ICE fairs coordinator. Mike & Beth are going to survey some of the stakeholders (college reps, high school counselors) to gauge the level of interest and also figure out logistics (costs, location, timing, advertising, etc.). From there, we hope to talk to IACAC and NACAC to determine if this would be a smart and beneficial move for Chicago-area students.

**Nominations:** *(L. Docherty)*

To nominate a phenomenal slate of candidates for the 2013-14 Executive Board Cabinet & Council

Committee Timeline: The email/call for Nominations will go out by next week (November 5<sup>th</sup>). We will be meeting on January 10<sup>th</sup> to determine the slate of candidates.

Seeking out nominations for positions—due date, January 5<sup>th</sup>.

**Summer Institute:** *(B. Skorczewski) M.cooley*

Committee meeting December 7<sup>th</sup>

Summer Tours: musser

Everything on track working on getting everything lined up

Tour will go to MI but start in Springfield

Due to travel schedules, the first meeting was delayed, but work has progressed on the UIS campus coordinating with some of the relevant departments.

Meetings:     December 7th  
                  Late January/Early February  
                  Mid-April

July 14th-17th: Summer Institute 2013

**Work in progress/upcoming activities:**

The committee members showed great enthusiasm when approached about Summer Institute, and we look forward to continuing that enthusiasm to put on a great event.

Travel schedules necessitated the delay of the first meeting, but work has continued on campus reviewing the materials from previous years and beginning discussions with relevant campus departments, especially the Housing department.

We'd like to thank Shawn Wochner, previous Summer Institute Co-Chair, for agreeing to serve on the committee to offer his perspective after having already planned a Summer Institute.

We have a good mix of members for the committee (public and private, in-state and out-of-state, and Northern/Southern Illinois). At this point, we are not actively requesting more committee members, but if there is someone who wants to be involved we will certainly work to find an opportunity for them.

However, if anyone is interested in presenting at Summer Institute 2013, please let one of the co-chairs know and we put you down as a potential presenter.

*Anita Carpenter motioned, K. Coy seconded  
Meeting adjourned at 2:00 pm.*