

IACAC Board Meeting
June 15, 2012
University of Chicago

Board Members Present: Beth Arey, Nate Bargar, Ziggy Blackwell, Todd Burrell, Anita Carpenter, Meghan Cooley, Kevin Coy, Laura Docherty, Mike Dunker, Allegra Giuletti-Schmitt, Linda Haffner, Annie Kremer, Tony Minestra, Lianne Musser, Megan O'Rourke, Eric Ruiz, Carin Smith, Roberto Suarez, Patrick Walsh

Guests: David Bennett, Carin Smith, Donna Epton, Eliza Freedman, Zak George, Doris Groves, Maryanne Kelly, Matt Kirby, Abel Montoya, Robert Yerkan

Call to Order/Introductions: *Meeting called to order at 10:07 a.m. (T. Burrell, 2nd A. Carpenter)*

Explanation of opening of meeting and nametags. Thank you to University of Chicago for hosting the meeting on this beautiful summer day!

Welcome address by Jim Nondorf, University of Chicago VP for Enrollment and Student Advancement

Introductions of all members present, name, institution and role in IACAC

Approval of March Board Meeting Minutes: *(L. Docherty/2nd P. Walsh)*
Minutes from 3/14/12 were approved by board.

Treasurer's Report: (Patrick Walsh)

Quiet right now, 15 days into new fiscal year. Money coming in from Summer Institute, money going out for summer programs-Summer Institute (July 22-25), bus and plane trips (Plane O'Fun July 22-27) Micro Bus tour (June 19-21)

Patrick went to affiliate meeting at NACAC, and there was discussion of the executive assistant position and that person's technical role within organization
Linda is currently contracted, but there's potential to change her status to an employee of IACAC

Patrick and Linda had a meeting with the bank, we have the ability to change Linda's status from contracted to employee but there is a cost of \$100 per month, which Patrick foresees would come out of general part of budget.

They also looked into the use of QuickBooks, which is \$100 per month but would get one month free, can use for payroll deduction for Linda
Assistance is offered with the QuickBooks program and they will help get forms filled out and turned in appropriately, they also prepare 1099 form

Discussion that followed:

Could we use for contracts? Would have to change contracted to employees

Takes out less, requires contracts to report taxes

Can add more people as needed

Additional cost for other people? No, but would need to check criteria just to be sure

IACAC incur more costs if change from contract to employee

Contractors change to employee, must have worker's comp for them

NACAC said it's in our best interest to change executive assistant to employee
Potential change of status will be discussed under new business

Approve treasure report-(A. Kremer/2nd Nate Bargar)
Treasurer's report is approved by board

Membership report: (E. Freedman)

New rollover and new time-down in secondary school members, those individuals have to pay for their membership

This year, membership ended with the following:

IACAC was up 68 college members

Down 26 secondary members

Up 9 related educational services

Up 51 IACAC members

IACAC members who are also NACAC members are up 16

Region 2 is up, 1100 IACAC members

Region 1 ended around 244 IACAC members

Increase student members

Work with Southern and Western schools to up numbers in region 1

Post-secondary increase helped by NY Times fair and discount offered to IACAC members

Need to work on continuing work in increasing downstate membership

The membership chairs will be asking for help this upcoming year, as they would like to member with members of IACAC to discuss membership and its benefits.

Continue to market the benefits of IACAC membership to in-state and regional out-of-state counseling professionals in order to promote a healthier relationship between college admission personnel and high school counseling staff.

District seminar numbers are good, in relation to amount of central/southern IL IACAC members

Reality is that numbers don't support

ISAC gives presentations in downstate IL, would promote IACAC in those presentations

Region 2 DS coordinators-are they IACAC members...committees definitely aren't

Offer discount to those people who get involved with DS

Present new idea to board to address membership of committees and promotion of IACAC

Come up with proposal for September meeting; help to increase Region 2 membership

Chief Delegate update: (Todd Burrell)

Thanks to the four delegates serving their final year-Kevin, Dave, Julie and Roberto

Roberto will be chief delegate for upcoming year-congrats!

President-elect report: (Mike Dunker)

Met with Linda and Donna to start thinking about conference, thinking about theme/slogan

Potential idea: Strength through diversity, many voices one direction

Past President's report: (Laura Docherty)

NY Times fair is complete-thanks to everyone who volunteered! Company who organized said 7000 attendees, probably around 5000

First one wasn't perfect, but went well

Someone from NACAC was there- promoting September 29th for NACAC Chicago fair

Nominations and credentials committee-seeking volunteers

4 bids for Summer Institute-presentations to follow later in meeting

President's report: (Todd Burrell)

Thank for you for being a part of Connect 2012! Amazing conference committee that did a great job

IACAC is strength in numbers and strength in members, as witnessed by a very successful conference.

Revenue-conference ended up making approximately \$12,000; budget is not final-items are still coming in
866 members attended- making this conference a record number of attendees!

Conference is an investment-way to give back to the members. Conference is only supposed to bring in \$6,000.

Not raise fee to just raise fee, but give back and invest in our IACAC community.

Todd was able to connect with graduate students, great reception for them

Exhibitors-met with them

Alumni and past presidents-host alumni-have great ideas to implement for future, expand on meeting held at conference, great discussion and feedback can bring back to the board. Todd wants the membership committee to work to find ways to utilize alumni to benefit our association.

Todd also looked at the past president's advisory committee and wants to utilize that knowledge base-this committee used to exist, met twice a year. Now, we will bring back with new board structure. Presidents, in the past, would use the HS/College directors as way to get projects done. Now, the past president's council can be a replacement for that with new board structure. Many state and regional affiliates have past president's council, as the wealth of knowledge can be utilized by all the members.

Project Reach raised \$3600 this year. Thank you for contributing! Please think of ways to continue this project year-round, not just at conference time. Explore ways to expand this throughout the year- we all can definitely see the impact on schools that received donations.

NACAC LDI affiliates have scholarships for students we work with on a daily basis. Todd's challenge to IACAC is to create a scholarship to give to students. This would allow us to spread our name throughout the state to benefit students going on to our member colleges and universities.

Todd is excited for the new year and what we will accomplish- he wants to utilize people who want to volunteer and give back to IACAC. Here's a way we can help you out-utilize strengths of our IACAC members

Donated services- it's easy to forget to report what we are doing. This is a HUGE savings for our association. Please don't forget! Website for donated services is www.iacac.org under financial documents.

Committee chairs are still a work in progress. Todd wants to get others involved, have them chair a committee.

This meeting will also determine what council directors are liaisons to different committees. LDI is a working program. This is a transition year! Today, the plan is to work to shore up committee chairs and final organization of new board structure.

Please note that meetings are open to everyone, and required of elected members.

Unfinished business:

Other ideas for service in community –Chicago Cares, discussion during LDI

New business:

Summer Institute proposals-IACAC received four this year. They are:

Roosevelt University
Illinois College
University Illinois-Springfield
George Williams-Aurora University

Discussion of each presentation followed.

Motion to accept proposal from George Williams College/ Aurora University, P. Walsh/2nd L. Docherty

Motion was defeated by board.

Motion to accept proposal from University of Illinois Springfield, Eric Ruiz/2nd Anita Carpenter

Motion was approved by the board.

A. Kremer moves to explore meeting/option with George Williams College/Aurora University to lock in 2014 Summer Institute, M. Cooley seconded.

Motion carries to explore options with George Williams College/ Aurora University.

Human Relations movie: 1st generation film
Proposal to IACAC board to consider activity for Human Relations
Hosting a screening of 1st generation film
Show film at Niles North, September 5th at 7pm
850 people
90 minute film
30 minute discussion
No students, just higher education professionals

Take donation for first generation scholarship
Don't want to charge a fee, utilize donation for scholarship opportunity
Asking board to consider costs of \$145 for this event
Invite graduate students to attend

Motion-Roberto Suarez/2nd Anita Carpenter to approve use of \$145 from IACAC for this event.

Discussion followed.

Motion carried to approve use of \$145 for 1st generation filming.

Motion to approve the executive board support the organization incurring the approximate cost of \$1100 in the general board line of the budget to purchase payroll deduction for our employees. P. Walsh/2nd M. Cooley

Motion carried by the board

Professor at DePaul-president of ISCA

ISCA and IACAC work more directly together

Hard to attend both conferences (can offer some kind of discount?), work in better partnership throughout the year

IACAC member would be in attendance/exhibitor at ISCA conference

Nice opportunity for more collaboration

Committee Reports:

Ice committee:

*look at re-imburement 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, with the likelihood of one more.

*continue to work with NIU on a spring ICE program at their venue

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

Human Relations:

- Update HRC website to list more resources for IACAC members including books and links to on-line resources
- Gain Exposure and develop outreach efforts to upper and mid-level administrators in regards to the NACAC Step by Step and FCCT Guides
- Explore partnerships with the "Latino's of Skokie," and other community groups.
- Explore HRC Scholarship Options
- HRC Name Change to Inclusion, Access and Success
- Research and educate on issues related to LGTB students and the "It Gets Better Videos", Muslim Women, Rural students, and veterans.
- Continue to update and expand College Advising Guide for Undocumented Students
- Continue to Publicize FCCT and Step by Step Guides and train additional counselors on usage; possibly expand exposure to rural areas.

Plane O’Fun:

Committee Goals:

To transition to new leadership as smoothly as possible.
To coordinate Plane/Bus O’Fun with Micro-tour and Summer Institute.

Committee Timeline:

June-July: Put final touches on 2012 trip to NJ/New York.
August-December: Begin planning for 2013 Bus O’Fun trip

Work in progress/upcoming activities:

Final preparations for upcoming trip.
July 13th- Binder assembly

Summer institute:

First Committee Meeting: November 8th, 2011
Second Committee Meeting: January 24th, 2012
Third “Unofficial” Meeting: During IACAC Conference

Schedule is set. Budget is set. On-Campus rooms are booked. Nearly all of the presenters are confirmed. Evening/Social Activities are booked and deposited. Logo is created and all over the web. Gifts/Give aways have been ordered and paid for. Registration is open on the web. Mailed out a letter (attached) to Deans/Directors on 6/1/12. Email to Deans/Directors to follow up on 6/22/12. Detailed email to go out to our confirmed presenters on 6/15/12.

We should be all set. We have been very proactive and forward-thinking as a committee from the beginning. Michelle and I are grateful to the AWESOME committee for all their work up through now, and we are excited to for our team to show off just how AWESOME they are in July!

As with every year, we rely on positive word-of-mouth marketing from within institutions and from around the greater IACAC community to spread the word and build our roster of attendees. If you know of a newer counselor (from either side of the desk) that might benefit from SI 2012, don’t hesitate to get them in touch with Frankie or myself, or straight to the IACAC/SI website.

SI mixer for previous attendees of SI.

College Awareness and Preparation Committee/CAP:

40 students attending Camp College in July along with more CAP events during the fall or spring.

Committee Timeline: (we will work with in our LDI on June 15th)

December 16	CAP Meeting	DePaul University
January 20:	CAP Chair	IACAC Exec Meeting/Save the Date Notification
January 23:	IACAC Website Liaison	Update Website page with Dates & Application
February 3:	CAP Chair	CAP Meeting
February 17:	Application Coordinator	Application Available Notification
March 14:	CAP Chair	IACAC Exec Meeting
April 13:	Application Coordinator	Application/Nomination Due

April 27	CAP Meeting	Roosevelt University
May 3:	CAP Chair	IACAC Exec Meeting
May 4:	Adm Review Coordinator	Selection Committee Review at IACAC Conf
May 25:	Adm Review Coordinator	Mail Acceptance Notification/Mentor Follow Up
June 14	CAP Meeting	Oakbrook, Illinois
June 17:	App/Adm Rev Coordinator	RSVP/Mentor Follow Up (Transportation set up)
July 1 st :	Mentor Coordinator	Mentor Follow Up (What to Bring)
July 9 – 11:	Camp College	Camp College
July 15:	IACAC Website Liaison	Update Website with Photos
August 1 st :	Mentor Coordinator	Mentor Follow Up/Creating of Facebook page
September 1 st :	Mentor Coordinator	Mentor Follow Up (College Applications)
September:	CAP Chair	IACAC Exec Meeting
October 1 st :	Mentor Coordinator	Mentor Follow Up (College Applications)
November 1 st :	Mentor Coordinator	Mentor Follow Up (College Applications)
December 1 st :	Mentor Coordinator	Mentor Follow Up (College Applications)
January 1 st :	Mentor Coordinator	Mentor Follow Up (FAFSA)
February 1 st :	Mentor Coordinator	Mentor Follow Up (FAFSA)
March 1 st :	Mentor Coordinator	Mentor Follow Up (FAFSA)
April 1 st :	Mentor Coordinator	Mentor Follow Up (Financial Aid Award Packets)
May 1 st :	Mentor Coordinator	Mentor Follow Up (Decision Follow Up)

We are still planning 2012 Camp College and plan to complete the matriculation report for the students who attended 2011 Camp College.

Though we don't need additional volunteers we are always happy to welcome new members to the committee.

Miscellaneous:

This year we saw a dramatic increase in Camp College applications. In 2011 we received 52 applications and had 29 students attend. In 2012 we received 109 **complete** applications and hope to have 40 students attend, which was our targeted goal.

Due to the increased interest in Camp College and anticipated rising cost to host the program at a university, we might need to explore a larger budget or increased fundraising. The final bill won't be available until early August.

Discussion of costs and IACAC's ability to provide more financial support of Camp College-try to resemble Summer Institute and really be able to get college to bid to host Camp College

Fundraising option on IACAC website?

Fund students to attend-companies or organizations assist with cost

Limit to 2 students per high school, gender balance-minimum of 20 high schools represented

Challenge in getting downstate students to sign up

Excited to have a great pool of students and have reached goal of 40 attendees

Pretty confident Camp College will not be at Bradley next year

Will see Illinois State University on the way back

3rd year of Camp College-great reputation, program has been successful for the three years it's been around

Government Relations:

Committee Goals:

- Continue to run the board meeting in conjunction with the Springfield Advocacy Day
- Continue to do what we can to boost participation in the Springfield Advocacy Day
- Secure a place on a number of state wide committees to contribute a voice to decisions being made at the state-level.
- Send out Government Relations update on a quarterly basis to keep members informed of state and federal issues facing our students
- Would like to continue to do what we can to bolster our relationships with government representatives - especially those with the power to appoint members of IACAC to some of these education committees
- Do some additional research on how the MAP grant keeps universities running. We'd like to shift the conversation with legislators to focus on universities as "mini economies" and how the MAP grant makes it possible for students to attend (no matter how small) thus providing jobs to many people within these college towns.

Committee Timeline:

Work in progress/upcoming activities:

- Securing a place on the Governor's P-20 Council (as well as others if possible). Likely committee members = Bill Morrison, Laura Docherty, and Jon Bockenstedt
- Building a schedule for sending Gov. Rel. updates to the IACAC community
- Continue to try and boost participation for Springfield's Advocacy Day
- We would love to add volunteers to this committee. Typically people are nervous about joining this committee because they think you already need to be well informed or passionate about politics. While this is certainly encouraged, we also welcome anyone who just wants to know more about how you can advocate for students through being educated about legislation. Even if we keep our committee size the same, we would love to get more IACAC members to Springfield for the Advocacy Day.

Mentorship:

Fair M&M distribution

- a. District Seminars presentations
 - i. Rend Lake- March 2- Jason Swann
 - ii. Augustana-March 2- Meghan Cooley
 - iii. Bradley-March 9-Angie Cooksy
 - iv. Lewis- March 9-Rob Walton
 - v. West Central (McKendree), March 16- Julie Nelson

- vi. Oakton CC-March 16- Danielle Cargo or Michelle Brown
 - vii. NIU- March 16- Sarah Goldman
 - b. T-Shirt Exchange
 - i. **District 214 Fair- Tuesday, April 4, 2012 @ Harper CC**
 - 1. Flyers were included in confirmation packet
 - 2. Distribute quarters sheets to committee to be placed on tables at fair
 - ii. Ram on Milwaukee and Lake Cook Rd
 - 1. Nate Bargar- update on arrangements
 - iii. **Downstate T-shirt exchange- Sunday, February 26, 2012 @ Metro East Fair**
 - 1. Susan Deppe- Metro East College Fair this Sunday, February 26th @ 12:30pm
 - a. Promoted on IACAC and DIAC Listserve
 - b. She is also coordinating a lunch t-shirt exchange after the SUIC ICE Fair in Carbondale on March 1st (fair is from 10-12:00pm)
2. Social Activities
- i. **Dave & Busters, Addison, IL- Friday, March 16, 4:30pm**
 - 1. Rob- report on logistics
 - 2. ListServe, website, CARR, announce at IACAC meeting- spread the word!
 - 3. \$ and budget: donation \$10 at the door (\$5 towards Camp College)
 - 4. Camp College item donation follow-up (Ziggy)
 - a. Bring college gear for First-Timers luncheon instead?
 - ii. *Follow up—*
 - 1. *Event went very well*
 - a. *25 attendees*
 - b. *Raised \$100 for silent auction at conference with prize won through ‘tickets’ and games*
 - c. *Not a large budget concern*
3. IACAC Conference
- a. First Timers Luncheon
 - i. Buffet style
 - ii. Table assignment on reverse side of nametag
 - 1. Being conscious of largest Summer Institute- mix it up
 - iii. Additional symbols for ‘musical tables’
 - iv. Ideas for table conversation/activity
 - v. Opening/keynote speaker suggestions
 - b. Scavenger Hunt
 - c. Mentorship Table
 - d. Balloon Table for each meal
 - e. Wednesday Night Dinner- Ram 6:30pm
 - i. Transportation
 - ii. Flyer insert in first-timers registration packet or at first-timers luncheon?
 - f. Mentorship Table
 - g. ‘Balloon Table’ at each meal--RW
 - h. Wednesday night Mentorship dinner off-site
 - i. Ram- 6:30pm
4. Mentor/Mentee matches

Do you need more volunteers or assistance with anything?—Not yet!

ISAC:

The Transcript Exchange helps send final high school transcripts electronically to the schools in which students will be matriculating. We currently have over 250 high schools including Chicago Public Schools signed up in the program.

Work in progress/upcoming activities:

- ISAC will be hosting the annual College Changes Everything conference on July 12, 2012, at the Tinley Park Convention Center. This one day conference focuses on effective practices and showcases resources available to help with college access and increasing college completion. Lt. Governor Sheila Simon will give the welcome and Lumina President will be the keynote speaker. Space is still available. Registration is free: <http://www.collegechangeseverything.org/events/2012-college-changes-everything-conference.html>.
- ISAC will be facilitating Illinois College Application Week November 12 – 16. Twenty-one high schools, with significant populations of low-income and/or first-generation college students, throughout the state will be identified and asked to participate in the initiative.
- Corps members are working with schools throughout the state to sign up rising high school freshmen for the program set up by College Planning Act passed by the Illinois General Assembly. First generation and/or low-income students completing 8th grade can sign up for the program. As part of the College Planning program, a Corps member work with the student one-on-one on a variety of topics related to preparing and paying for college.

We are open to recommendations of high schools that would be ideal places in which to conduct Illinois College Application Week activities.

District Seminars/Professional Development:

- Determine new structure and distribution of responsibilities
- Keep overall statistics for district seminars to compare year to year
- Determine an overall marketing strategy
- Re-work registration process: registration form, processing registration, payment
 - Redo registration form to include necessary info only
- Discuss sponsorship/budget

Work in progress/upcoming activities:

- By August 1: determine structure and responsibilities
- By September 1: begin real work
- By May 1: celebrate successful seminars

We need help understanding the vision of the new structure.
Are we a committee? What's our name?
What are the goals and responsibilities that fall in our committee's jurisdiction?
What is the expected turn-over of the committee chairs?
Who do we report to on the board?

Middle Management Institute/MMI:

The 2nd IACAC Middle Management Institute took place June 7-8, 2012 at DePaul University. 28 participants took part in the professional development program that included six learning sessions as well as a networking happy hour on Thursday evening. The first day included DiSC Assessment, Leadership and Communication Strategies, and a panel of Deans/Directors that included IACAC President and Director of Admissions at SIU-E, Todd Burrell, Dean of Admissions at DePaul University, Carlene Klass, Director of Admissions at Elmhurst College, Stephanie Levenson, and Vice President for Enrollment Management/Acting President of Augustana College, Kent Barnds. Friday's sessions were Enrollment Management- What is it?, Taking the Next Step, and Resumes & Interviews. Presenters included professionals not only from all over Illinois, but Ohio and Pennsylvania as well. The Committee will reconvene in the coming weeks to plan for MMI 2013.

Admission Practices:

Committee Goals:

1. Meet on a quarterly basis to discuss ethical issues that have been brought to our attention pertinent to the Statement of Principles of Good Practice.
2. Educate members about the ethical standards governing the admission profession and the importance of compliance with mandatory and best admission practices.
3. Through communication and collaboration, serve as the primary resource for secondary and post-secondary admission professionals in the state of Illinois to confidentially report on or inquire about ethical admission practices.

Committee Timeline:

Work is ongoing with three meetings scheduled per year

Work in progress/upcoming activities:

- The committee presented a session entitled "Embracing the Future or Bracing for the Future: Ethical Challenges in Admissions" at the recent IACAC conference.
- Several Admissions Practices cases continue to be under review.
- A meeting of outgoing and incoming chairs will take place this summer.

Do you need more volunteers or assistance with anything?

We will look forward to receiving the names of individuals who expressed an interest in joining the Admissions Practices committee.

Media Communications:

The next issue of The Admission Essay will be published in the next few days. Thanks to all that contributed to the newsletter.

Upcoming Committee Work:

Next meeting will be held this summer.

Other items to share with the Board/Questions:

Job Postings

Please be sure to delete job postings on the IACAC website that have been filled.

Facebook Use

The Media Communication committee would like to send a friendly reminder/notice regarding the use of Facebook pages for individual committees. If you have the need to create a Facebook group, we ask that you use the main IACAC Facebook site. By doing so, you not only communicate with a larger audience, but you don't have to spend a lot of time setting up the page or recruiting members to your page. Plus, with dozens of events IACAC puts on each year, we found it is easiest if all events were streamed through one medium, as opposed to one Facebook site for each event.

When you post updates on the IACAC page, Dan will then repost it so it comes from the IACAC Icon and distributed all subscribed members.

Website Updates

Please send to updates and revisions to Kevin Coy.

Admission Essay Newsletter

Please submit requests for event publications to Megan O'Rourke.

As always, please contact Megan, Julie, Dave, or Kevin with questions. Thank you in advance and keep up all the great work!

Get list of interested volunteers to send out to committee chairs

Swearing in of new board:

Installed at 1:05pm

Adjourn:

Motion to adjourn meeting-Anne Kremer/ 2nd Roberto Suarez