



Executive Board Meeting  
Wednesday, August 27th 2025  
Knox College  
9:00 am - 1:00 pm

**Board Members Present:** G. Covarrubias, E. Hoover, A. Crowley, E. Murphy, R. Johnson, K. Luster, L. Yates, M. Suerte, M. Brown, C. Grotzke, A. Braden, E. Murphy, A. Brown, R. Robinson, N. DeFalco, T. Brewer, K. Moody, A. Rusk, S. Williams, C. Dailey

S. Williams, C. Grotzke, K. Moody, S. Wochner, S. Carlson, K. Hankamp, M. Chrum, P. Welsh, A. Crowley, R. Johnson, K. Luster, C. Dailey, M. Brown, E. Murphy, A. Rusk, E. Wilson, E. Murphy, T. Brewer,

**Board Members Not Present:**

**Guests:** A. Thompson, S. Hernandez, M. Ford, S. Daugherty

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Call to Order Chrissy Grotzke, Meeting called to order at 9:38 am

**Approval of 6/9/25 Executive Board Meeting Minutes:** *(Gracie Covarrubias)*

*G. Covarrubias motioned to approve the 6/9/25 executive board meeting minutes. L. Yates seconded. Motion carried.*

**Membership Report** (Sylvia Hernandez)

- [Membership Report](#)
- We are up this month. S. Hernandez will be connecting with M. Ford to work on communications and drip campaigns for membership with the launch of our new membership portal.

**Executive Director Report** (Erin Hoover)


- Our association management firm just required strategic planning consultations. They are putting together a proposal to help us track our strategic plan progress.
- LDI took place on 8/26/25; anyone who did not attend can connect with Erin to set up a time to cover key updates.
- Higher Logic will turn on next week and our old CRM will be sunsetted.
- E. Hoover and M. Ford will develop training materials for committee chairs in their committee onboarding to the new platform.
- We have access to our old platform through the end of September to help folks offboard themselves from that CRM space.

- This new system's comms will allow us to engage with members in new and exciting ways; including additions for future years (i.e. a mentorship platform).

#### **Treasurer-elect Report (Mikaela Brown)**

- [Donated Services Report](#)
  - [Donated Services Log](#)
- Professional Development Grants Report
  - For NACAC we had 7 applications come through, we awarded 3, 2 accepted and 1 declined
  - We have received one for the IACAC conference already
- Record Donated Services at <https://www.iacac.org/donated/>


#### **Treasurer Report (Rebecca Johnson)**

-  Full History of Treasurer's Report - IACAC owned
- [Treasurer Report](#)
- [Fiscal Policy review](#)

#### **President-elect Report (Sharon Williams)**

- No report

#### **President Report (Chrissy Grotzke)**

- Working on filling committee chair vacancies and liaison assignments:
  -  Committee Chairs & Data 25-26
- Working on dates/locations for our meetings:  2025-2026 Board Meetings

#### **Past President's Report (Annette Braden)**

- [Credentials Committee Meeting Notes](#)
  - C. Grotzke was offered the opportunity to be Director of Financial Aid at Michigan Tech. C. Grotzke assumed this would not allow her to continue in her presidency.
  - Per IACAC bylaws, as a university administrator of a member institution, the bylaws allow C. Grotzke to maintain the presidency.
  - The presidential trio connected with the credentials committee to discuss the bylaw and determine the appropriate interpretation. The group concluded that Chrissy is eligible for voting membership and therefore can remain in the president's seat.
  - The bylaws will be revisited and have further discussion about how they were written moving forward to help determine what is best for our organization at this point in time in this situation.
  - We will vote on any forthcoming changes in Spring 2026. It is very clear that no matter how the bylaws change in the future, C. Grotzke is still eligible and it benefits the organization to not make a change in leadership at this time.
  - This has highlighted a need to review some language in our bylaws to aid us in future interpretations.
- Membership Social @ NACAC - Thursday, September 18th, 2025
  - We are not hosting a membership meeting, this year instead we are doing a social to provide a reception for members.

- Social to be hosted at Galla Park Social, Columbus, OH
  - No fee for space - food & beverage cost only
  - One drink & appetizers provided
- Bridging the Bluegrass Reception Invitation from Stephanie Dickerson, KYACAC
- Nominating and Credentials Committee meetings to be scheduled, dates forthcoming.

### Old Business

- No old business

### New Business

- [Fiscal Policy Changes](#)
  - The fiscal policy was reviewed by R. Johnson to ensure that we remain good stewards of organizational resources.
    - **Minutes** - One proposed change is that we shift from the Secretary needing to be present to any member of the Secretary team be present at the Finance Committee meetings to take minutes. This will ensure that we remain in compliance with the policy.
    - **Reserve Fund** - We maintain a 3-year average of the annual operating expenses; they have added the language to the extent possible to not limit ourselves in our ability to address organizational needs.
    - **Transparent Fund Report** - The Treasurer will complete a Transparent Fund report to help us better understand the current financial status of the organization. This will have the combined total of the funds, rather than having the move funds back and forth to aggregate the correct numbers.
    - **Innovation Fund** - This was a fund we had when we had a lot of surplus funds and needed to spend the money down. We no longer have the funds in an innovation fund but the language has shifted to help us elect to have an innovation fund if we have the excess funds, rather than having us stipulate that we need one.
    - **Bidding process** - Because of how expensive things are we did increase the threshold for getting multiple bids from getting \$2k up to \$5k. This will help committees save time in their bid process for locations; this will streamline the process. This is for those not included in the yearly budget, if something is already in yearly budget that's fine.
    - **Contracts** - All contracts we have will be reviewed every three years, This is an industry standard practice.
    - **Executive Director** - The changes authorized the executive director to sign; previously the policy stated a joint signing but this is often not feasible when the contracts are presented.
    - **Authorized Expenses** - Significant purchases over \$2k need to be made with IACAC payment. For programs not directly related to IACAC conference, if it requires an overnight stay, we will require an agenda of events based on that travel so that we know up front what the estimated costs are going to be. This will protect the organization and help us remain fiscally responsible.
    - **Reimbursement Requests** - Any requests that do not follow policy or were not budgeted for may be subject to denial for reimbursement. Additional documentation may be requested before something is approved to protect the institution.
    - **Travel** - Travel should be a direct route with the most cost effective option to maximize organizational funds. This will ensure that the most economical forms of travel (airfare, mileage, etc.) are utilized to remain good stewards of organizational dollars.
    - **Reimbursable events** - NACAC Next participants will have their professional development costs reimbursable for this conference.
    - **IACAC Conference** - Onsite chairs, up to 3, will have their conference registration waived since onsite chairs are not able to benefit from the conference itself since their primary

role is volunteering and serving as leaders in the conference planning. For President, Past-President and Conference Chair will have the conference registration discounted at 50%.

- **Executive Board Meetings** - Executive Board members who attend Executive Board meetings (excluding IACAC or NACAC Annual Conferences) at a distance in excess of 150 miles one-way, may be reimbursed for standard room reasonable lodging expenses. Reimbursement may be approved for standard room expenses if within a committee budget and traveler is required to travel a distance in excess of 150 miles one way
- **Mileage Reimbursement** - Mileage reimbursement requests under \$10 will not be approved.
- **Airfare** - Travel by commercial airlines is to be booked at a fare that includes the cost of a carry-on and a seat assignment. TSA precheck and upgrades to first-class or business class are considered a personal preference and will not be reimbursed.
- **Gift cards** - Gift cards for speakers or participation must be pre-approved through committee budgets. Members of the organization are not eligible to receive gift cards for payment for presenting or participation. All gift cards must be purchased through IACAC payment.
- **Recognition** - Historically, gifts were given to the Past President and President. They have removed the language of the President from the bylaw.
- **External Funding** - The new policy allows for the Executive Director to sign contracts.
- **Contact Lists** - Will only accept these requests via email moving forward.
- **Revenue Generation** - Several events were required to generate a surplus of revenue and this unfairly targeted the events these committees were putting on to help level the playing ground with everyone.
- **Committee Budget Proposals** - Have moved up deadlines on when committee reports need to be submitted. The new deadline proposed will be February 1st so that there is enough time to evaluate the reports.
- **Zero Based Budgeting** - This statement was removed.
- **Budget Approval** - Treasurers will be responsible for presenting the budget for approval offering another set of eyes before it goes to the whole executive board for approval.
- **General Board Account** - Elements added Board meeting meals NACAC registrations, Executive Director professional memberships and professional development, Exhibitor fees at ISCA and/or ILASFAA
- **Annual Financial Report** - Following IRS non-profit audit requirements, the organization will participate in a 3-year audit cycle. For the years when an audit is not performed, the organization will undergo a fiscal financial review. This change is pending approval from IRS tax law.

*G. Covarrubias motioned to adopt the fiscal policy changes as proposed in the draft. R. Robinson seconded. Motion carried.*

- [Event RFP](#)
  - This will help us source sites in an efficient, fair way that takes the onus off of committee chairs and centralize the options available to host the conference.
  - This form will be for the new fiscal year of 2026-2027.
  - Added notes from feedback offered including hotels nearby, WiFi, food, etc. The form will be used to create a database of locations

*T. Brewer motioned to approve the 2026-2027 IACAC event host site proposal. L. Yates seconded. Motion carried.*

- [IACAC Vision Statement](#)
  - Leading the way in transforming the landscape of college admissions through fostering a collaborative community of knowledgeable professionals who inspire and support students throughout Illinois in exploring their post-secondary options.

*L. Yates motioned to accept the IACAC vision statement as presented. A. Brown seconded. Motion carried.*

## Committee Reports

- **SIGs**
  - R. Robinson shared that we are exploring the idea of creating a SIG for people who work in community college space but no transfer SIG.
  - We will look at the NCI groups from the past couple of years to review population volunteer engagement trajectories. The goal is to utilize NCI as a springboard into the IACAC space and SIGs are a small enough ask to create a sustainable pipeline into the organization.
  - Members are encouraged to connect with the SIGs that resonate the most with them.
- **Education and Ethics**
  - A. Rusk has joined as the new liaison and the B. Mouser from Grant High School has stepped into the role as the 3rd co-chair.
  - Other community members have been helping with MMI and New Counselor Institute to keep the ethics sessions going at IACAC events.
  - The Compass will be the newsletter that showcases education and ethics. This will be shared with larger membership this Fall.
  - Meeting this Friday, August 29th to go over additional speaking sessions. The committee is being utilized to offer educational sessions to offer for high schools.
- **IAS**
  - Launching new college resource databases for students/administrators/counselors
  - LGBTQIA+
  - Accessibility and Accommodations on the College Campus
  - Planning educational and professional development opportunities for committee members and the rest of IACAC by potential partnerships with other committees as well as a reading/resource library
  - Goal is to plan the book/Audiobook PD (during travel season) and have a follow up session surrounding what was learned to bring to the collective- this could lead to a conference session.
  - Entry level discussions on potential topics for IACAC Conference Session
- **NCI**
  - On August 7 & 8 we hosted NCI at Elmhurst University. Our programming included sessions on Financial Aid from ISAC, Ethics in Education from our Education & Ethics committee, involvement in IACAC, travel planning, and more. Thank you to all of our presenters and committee members for helping us plan a successful event!
  - We are currently working on sending out feedback surveys as well as connecting our participants with committees that they may be interested in joining.
- **Summer Tours**
  - We are planning on doing a Micro Bus Tour for summer 2026. This will be a 3-day, 2-night trip. We have not begun planning for this year, though currently we are thinking of visiting schools in Illinois and Indiana.

- **Transfer Summit**
  - Finalizing a 3rd co-chair
  - Determining our committee for the upcoming year and scheduling recurring meetings
  - Date and location have been set for the 2026 Transfer Summit - February 20 at Moraine Valley Community College
  - Restructuring our committee. In the past, each co-chair has focused on a specific area (scholarship, Transfer Summit, and networking). Without the scholarship, we are determining on how to structure our focus moving forward. This is a great opportunity for us to collaborate with other committees though!
- **Illinois National College Fair**
  - NACAC Fair Chicago is September 13!
    - NACAC is requesting additional presence of IACAC membership at the NACAC fair, including supporting the registration table.
  - INCF date has been set for March 7th at Moraine Valley Community College
- **Mentorship**
  - Shoutout to Alia and her efforts to help restructure the mentorship program.
  - If you know anyone on the high school side that would be a good mentor, please direct them to the Mentorship committee; they are in need of members.

*M. Brown motioned to adjourn. T. Brewer seconded. Motion carried. Meeting adjourned at 10:48 am.*

*Respectfully submitted by Gracie Covarrubias IACAC Secretary*