



IACAC Executive Board Meeting
Friday, January 15, 2016
Niles North High School

Board Members Present: Nate Bargar, Amy Belstra, DeVone Eurales, Beth Gilfillan, Allegra Giuliotti-Schmitt, Linda Haffner (non-voting), Erin Hoover, Brad Kain, Anne Kremer, Mike Melinder, DJ Menifee, Tony Minestra, Megan O'Rourke, Michelle Rogers, Emily Schubert, Stephanie Szczepanski, Amy Thompson, Courtney Wallace

Board Members Not Present: Jill Diaz, Kathy Major, Renee Koziol

Guests: David Bennett, Ben Wetherbee, Mike Espinoza, Mike Ford, Sarah Goldman, Kato Gupta, Dan Miller, Rosa Reiber, Kim Wiley, Dave Shafron, Dan Saavedra

Call to Order/Introductions: *(B. Gilfillan) Meeting called to order at 10:06 am.*

Welcome from Jerry Pope.

Thanks to Allegra and Niles North for hosting.

Approval of November Board Meeting Minutes

A. Thompson motioned to approve the November board meeting minutes. D. Eurales seconded.

Discussion

Motion carried.

Treasurer's Report *(C. Wallace)*

Handouts on Google Drive IACAC Exec>Treasurer>2015-2016. IACAC's overall net worth stands at \$597,486.51. This is a DECREASE of \$8,884.40 over last year at this time. Our two checking balances total: \$348,173.55. This is also a DECREASE of \$7,751.07 over last year at this time.

Our investments had held steady with an overall loss of \$1,133.33 BUT just this week the Spartan market dropped to \$150,495, \$15,000 less than last year at this time. Our current expenses are more than our revenue – very simply, we are spending more money than we are bringing in. Liken this to your personal checking account...you have to "borrow" from your savings account. This is what we are doing. Luckily we do have a healthy savings account or reserve fund and are fiscally sound.

Things to note for 2016 vs. 2015:

1. #005 – We have more expenses coming out of General Board than ever before.
 - a. Partly because of our larger number of Ad Hoc Committees (including MC charges that were not recorded in this way last year – currently \$4969)
 - b. But also one of our larger investments was just paid – Professional Pathways (approved for \$12,000 and we have paid out just over \$10,000)
 - c. Our Annual Audit is also listed this year (cost of \$4600) that wasn't paid until about March last year.
 - d. More prompt (and MORE requested) reimbursements from NACAC since the online reimbursement. We have also done a better job coding these charges correctly (registration fees vs travel expenses).
2. #009 – All MC charges used to come out of the MC budget. They are now built into individual committee budgets. The MC expenses this year to-date are \$10,000 less, that money is being spent, just in another line item.
3. #018 – travel is more and that is for 2 reasons: 1. Prompt submission of reimbursement paperwork and 2. Increase in reimbursement amount from \$900-\$1200. It also seems more people are submitting than in the past.
4. Grant expenses are higher – prompt reimbursement, we also increased the budget for the 2015-2016 FY.
5. Membership revenue is down \$2,745.07 and according to the most current membership report there is a decrease in college members.

6. IL Regional College Fairs - these have made \$8,600 less this year than last year. There have also been more expense paid this year than last year.

Summer Institute deposits should be \$22,772 and expenses should be \$20,484.15, profit of \$2287.

Budget proposals were due today! If you're the liaison for a committee make sure they've submitted their proposal.

Membership Report: *(K. Wiley)*

Membership numbers are up overall, 1375 total members as compared to 1340 from last year.

Large increase in secondary members: 436 to 511

Decrease in college members: 748 to 701

Thinking the decrease may be among public institutions, will look at the list Linda provided of who is missing and will call/follow up with those institutions/people.

Many of the public schools are going through major transitions. Linda commented that Eastern, Western, and Northern have quite a few members but not sure about UIUC and ISU.

DeVone commented that adding a third year to this report would be helpful so that three years are reported on.

Committee's first goal to accomplish by the end of this school year: communicate with new members to talk about the benefits of their membership. After seeing there are 287 new members, altered the original plan of making phone calls. Instead created a list of the "Top Ten Ways to Use Your IACAC Membership". Came up with a list of ten topics and the committee members created a blurb for each one. Will be filming a video of 10 board members read off ten topics. This video sent to new members along with links about the topics to find out more info; will also be posted on the website. After the video has been sent, developing a follow-up plan: phone calls in February right before the district seminars to advertise. Ten Topics: Professional Interaction with Colleagues, Membership Directory, Job Board, Mentorship Program, District Seminars, Middle Management Institute, IACAC Summer Institute, Bus and Plane of Fun, The Admission Essay (newsletter), Annual Spring Conference

This will fall into a communication flow in the future as well where this video will automatically go to new members and then a member of the new member group will follow up.

Comment about opting into the listserv as new members have to take the step to actually sign up for the listserv, wondered if the MC committee can change it so that all members are automatically opted in so that people have to opt-out instead.

Linda has to go in no matter what and remove people from the listserv when they don't renew so that doesn't really change what she does.

Wondered about creating a welcome packet for new members, committee is also working on that with pens and notepads.

Also wondered about having the board write notes to new members.

Committee's second goal: To propose a new membership fee structure. We want to come up with something that would benefit multiple individuals from the same institution, but still be cost effective for IACAC. This means we will be losing revenue for membership. The goal is to make it more affordable in order to attract more people. Are we ok with losing revenue to try and gain more members? Will be bringing a proposal to the March board meeting, hoping that although we may lose money, we'll gain additional members and hopefully more involvement. Check in with Kim or Allegra if you'd like additional information before March.

Chief Delegate Report: *(B. Kain)*

NACAC webinars have been announced. <http://www.nacacnet.org/events/Webinars/Pages/default.aspx>

EAP series is for younger professionals looking to learn more about things at the national level, attendees of an EAP session get a free NACAC membership for one year.

President-Elect Report: *(M. Rogers)*

Conference planning is going really well.

Had on-site and program meeting. Food testing and changes to the hotel. Only the hotel rooms will be changed this year and should be done by March. Then there will be changes to the lobby in the fall.

Program sessions have been chosen with some room for adjustment if needed (times, rooms slotted into, people asking to present). Have the hot topics covered.

Endnote speaker has committed, Rep. Kelly Burke, head of higher education committee in Springfield. GRC also secured two additional state legislators to attend our conference. May do a Q & A with all of them.
Entertainment has been chosen and just signed the contract for the DJ and photo booth.
Save the date cards went out in December. Postcards to register etc. will go out soon.
Meeting as a committee in two weeks to see progress for individual committees.
So far are on track in planning but things really start to pick up from here, less than 100 days away.
If any of you have ideas of doing something at Conference, make sure they reach out to Michelle.

Past-President Report: *(A. Kremer)*

Credentials

Notes are in the Credentials Committee Report that was sent to the board this week. Had an incredibly productive meeting and so fortunate to have so many knowledgeable members within our association pushing up necessary changes and areas for discussion. Will be notifying the board of the collective by-law changes and rationales at the March meeting. Following, Anne will send these to the membership two weeks prior to the Annual Membership Meeting.

Nominations

Notes from committee meeting can be found in the Nominating Committee Report that was sent to the board this week. This was another very productive and successful meeting with 40 nominations, doesn't include people who were asked and just said it wasn't the right time for them. Will be reaching out to our committee about the process for connecting with those selected as nominees this week. Individuals who were nominated will hear either way from our committee within the next two weeks about their candidacy.

President's Report: *(B. Gilfillan)*

Congrats to Jill Diaz on the birth of her daughter – Rocklyn Eve, born 12/21, 6lb 9oz, 20.5in, 100% adorable! 😊

Changes for March Board meeting - moving March 22 board meeting to Augustana's Lombard campus; changing the time to 10-3. (*Updated time.*) Beth will send email to Exec listserv. Slated candidates will meet before that at 9 am.

Moving Advocacy Day to April 13, 2016 (Springfield). GRC will send out further details to membership. Details from GRC: Approx 9am-10, welcome/training at Hoogland Center, 10am early lunch followed by legislator meetings, 11 or 12-2pm legislator meetings, 2 or 3pm debrief at Obed and Isaac's

Changed Advocacy Day since the ILGA announced that they would not be in session. Rather than spin our wheels talking to legislative staffers, moved the day to have real access to actual legislators. (Unlike W, DC, almost all of the Springfield meetings were with the real thing.) One of GRC's goals is to grow Advocacy Day by increasing collaboration with like-minded organizations. Instead of looking at this as an inconvenience, GRC is using this as an opportunity to meet some of their goals.

New Advocacy Day conflicts with multiple college fairs in the Chicago area; wondered about reaching out to previous board members encouraging them to attend.

Comment about if this happens again to make sure we maintain the balance of our board meetings in various locations. Beth did look into multiple locations and this is what was most feasible.

New board structure diagram - goal is now to have Secretary update this to reflect the coming year each summer. Question about whether there is a designated chair of all Ad-hoc committees as it looks that way on the diagram; there isn't, it was just the easiest way to make everything fit.

Advertising – still doing some investigating, Megan will offer an update at March meeting.

Professional Pathways update – Beth wrote article for the Admission Essay

(<https://www.iacac.org/2016/01/professional-pathways/>), feedback from counselors and presenters has been very positive, going through evaluations and data to adjust for next year

Liaison – Elected to serve as a representative to the membership, and our committees are a huge part of our membership and organization. Be an active committee member – go to meetings, ask them how the Board can support their initiatives, ask them if they're keeping to their budget, keep our mission & strategic plan in mind, etc. Bring info to them from the Exec Board meetings too. Seen some great improvements already, because of your work on this, sharing the information with them and with the Board. Help out with things like committee reports and budget requests.

Committee reports – starting with March meeting, committee chairs will send report to liaisons to look over first, then to exec board listserv, committee reports – should be thorough, so that someone looking back can see exactly what discussions were had, what worked, what didn't, etc. This way, you can help make sure they are executing the initiatives of the organization, including their strategic plan notes.

Should we consider an additional or different question on the committee reports each time; are we not asking the right questions each time? Ex: What has happened since last report?

Think of another way to offer that committee chairs can connect with their liaison

Completing the committee reports is somewhat laborious and repetitive

Purpose of committee reports is to evaluate progress on goals, in its current form it may not be the best it could be
Comment about the value of seeing the things going on in each committee through the report especially for Linda; need to preserve this history and some type of paper trail

Could customize the reports for the time of the year; first report could list all members and goals, second could be just add new members, what's different/changed and how committee is progressing toward goals/addressing strategic plan
Anne, Beth, and Michelle will look at how the March report can be better and then Michelle will look into bettering the process for next year

Check with committees to see that their committee members are all IACAC members – someone has to actually check the list versus the membership directory

Ad-hoc committee updates:

Not continuing after this year: Strategic Plan, Leadership Manual, Project Reach.

Project Reach decided not to continue as a standing committee just came to this conclusion this week, realizing that there are some great aspects that we want to continue – they're working on how best to do that. More to come in March.

Will still be selecting two schools at Conference this year but there will not be a Project Reach committee in 2016-2017. Need them to tell us the good pieces that should be kept and housed in a different place.

Scholarship will be proposing to be standing committee at the March meeting.

By-laws don't outline the process for ad-hoc or standing committee status, it's just a general recommendation that once ad-hocs reach their third year of existence they evaluate their place in the organization.

Committee discussions under "New Business" – keep discussions relevant to the topic, make sure everyone is heard, but ultimately, the committee chairs and liaisons will take the recommendations and thoughts back to their committees and share them as they plan for the future. Not voting on these, just want to keep board updated and use the collective wisdom of this group.

Summer Institute proposals for summer 2017 – Beth will be sending an email in the next few weeks.

IACAC Awards at Conference – Beth will be sending out an email call for these at the beginning of February.

THANK YOU again for all that you do for IACAC, for each other, for our members, and for the students! We have already accomplished some amazing things this year, and we're really only getting started! Join us afterwards at the Curragh if you can.

Unfinished Business:

Strategic Plan Update

Anne and Julie have been working hard with Brad, Beth, and Michelle to discuss the tracking of the strategic plan. After several conversations, decided that the tracking of the plan would include both council team directors and delegates as a part of their liaison roles on the board. Here are a few specific points outlining this process moving forward:

All liaisons will be responsible for assisting with the tracking of the strategic plan. Given the intimate work both groups are doing with each committee that this approach made more sense. Also allows for those that work most closely with these committees to provide a better understanding of how the work they are doing promotes the objectives of the plan. This work will be done through their current liaison roles regarding engagement with the committee as well as ensuring that committees are accurately filling out and updating the section of the committee report that asks how they the work of their committee is furthering the work of the strategic plan throughout the year.

The Chief Delegate will have a continued standing report on the agenda that highlights 3-5 things committees are doing to further the work of the strategic plan. The purpose of this is to help the board and committee leaders to keep the strategic plan at the forefront of the business throughout the year. More details regarding how this will work will be fleshed out during the meeting.

The Chief Delegate and Chief Delegate Elect (along with Anne and Julie) will be responsible for the annual report regarding the progress of the strategic plan. Anne will create a liaison audit form to send at the end of the year asking for them to fill out to assist with the putting together of the annual report. Each spring, moving forward, the Chief Delegate Elect will be notified earlier than the other committee chair positions (which at this time typically happens shortly after the spring conference). The purpose of this earlier notification would be for this individual to assist with the annual report (completed in May/June) allowing for cross training between the current Chief Delegate and Chief Delegate elect regarding how to track the strategic plan throughout the year.

In regards to a new strategic plan in 2018, the Chief Delegate, Chief Delegate Elect, Most Recent Active Past-President, and Julie and Anne will be responsible for its creation that summer. In 2021, this group will be the Chief Delegate, Chief Delegate Elect, Most Recent Active-Past President, and Anne.

Committees should do the best they can to be specific as it relates to their progress on the strategic plan in their committee report. Some good examples include: District Seminars, MMI and Finance. Some committees will report the same progress depending on the timeframe of their events/work.

New Business:

Mentorship Discussion

The mentorship committee has asked about our "philosophy" on making independent consultant matches. Have had a couple consultants request mentors, though don't have any independent consultants request to be a mentor. Think that is potentially because of a conflict of interest as "competitors." The committee has referred two people to Sandie Gilbert for more information/outreach, but wondering the board's suggestions about the best way to include consultants as part of the mentorship program.

Strong feeling that they should receive full benefits of the organization if they are paid members.

How can we serve them best? Match them with another independent or a seasoned high school counselor? Concern that high school counselors won't want to mentor them but many in the room said they would be willing to and would rather mentor them vs them not being mentored to ensure they are serving students well.

Have had experiences in the past when an independent consultant was paired with another independent consultant and it did not go well.

Distinction within membership structure between independent consultants and for-profit non-voting members.

Could reach out to the list of independent consultants and see if any are willing to mentor another independent consultant.

Could ask other affiliates what they're doing with independents or ask for other affiliates to help mentor (eliminates competition issue).

Could ask retirees to help by serving as mentors.

Concern about what the motivation is for independent consultants within our mentorship process, getting business savvy/training or a mentoring relationship.

Could add something on the mentorship form asking if people are willing to mentor independent consultants.

IECA has a mentorship program for those that are members of IECA. Don't want to send them away from IACAC though.

Summer Tours Discussion (K. Gupta & D. Miller)

Breakdown of trips as of 1/12/16:

- Plane (New England)--29/40 total participants registered
 - Public school counselors: 18 (6 are from the committee)
 - Private school counselors: 1
 - Independent consultants: 10
- Micro Bus (OH)--40/40 total participants registered
 - Public school counselors: 29
 - Private school counselors: 7
 - Independent consultants: 2
 - Interns: 2
 - Waitlist: 2

IEC issue:

Implementing a policy for independent consultants has been an ongoing discussion among past and current committee members as a result of the high number of consultants in attendance and the high school counselors being put on the waitlist, was not something that suddenly came up as a new idea.

Had originally limited the availability to 4 independent consultants and have since pulled back on that policy.

Intention is not to limit members from participating in professional development, but to provide spots more equitably to public high school counselors, a population NACAC and IACAC is committed to serving better and more frequently colleges on past trips, as well as colleges on this summer's tours, have requested that the attendees be from high schools, and recommended limiting or not allowing consultants. UMass-Amherst (and the rest of the 5 college consortium) do not allow any independent consultants on their fly-in program and UMass is one of the schools they will be visiting. UMass expressed disappointment when they heard the number of consultants on the trip last year. While this is an IACAC program, not a college's, need to consider the colleges' perspectives, especially since we ask them for financial support.

Thought that the fairest way to set limits would be to look at the membership of IACAC. At the end of last fiscal year, we had around 1700 members, 22 of which were independent consultants – this is 1.29% of our membership. Knowing that some consultants register as a retired member instead of as a consultant, so we also looked at the number of retired members – 61. If you add 22 and 61, that results in 4.88% of the membership. Thought that reserving 10% of the spots for independent consultants on the tours was an equitable representation given this membership data. Received negative feedback related to that.

Looking at the strategic plan, committee is committed to developing and engaging more of our current members. Seeing the membership breakdown of consultants to high school counselors, allowing more spots for high school counselors better aligns with current membership.

The trips are divided into 4 tour groups of 10 participants for touring campus. On the plane trip, right now they have almost one entire tour group consisting of independent consultants.

Southern ACAC and New Jersey ACAC both limit the number of independents on their similar program.

Important to think about what is best serving students--large caseload vs. small number of clients.

Potential ideas for new policy:

- Different registration dates/deadlines for different groups
- Allowing verbal commitment early on (to allow for financial planning with school or other funding resources) with later deposit submission (been a problem in the past)

Cost issue--affordability of plane trip:

Stark contrast in who is registering for plane vs. micro bus trips. Plane consists of mostly IEC's and north suburban high school counselors. Micro bus participants are drawing counselors from all over the state likely due to the affordability cost of this trip. With so much discussion of how to incorporate more high school counselors, especially those from outside of the Chicago area, how could we bring down cost of plane trip to bring in a wider variety of participants?

Should this committee really be a revenue generating committee? Has to be listed on the revenue generating side of the budget simply because they charge a fee, doesn't mean they have to make a profit.

Do we need to make profit off of a professional development opportunity for counselors, many of whom do not have travel budgets from their schools?

Possibility of getting more of a budget each year to put towards lowering the cost of the trip for participants. This might draw a more diverse crowd of counselors for the plane trip.

Colleges' budgets are tighter and they are providing less to subsidize the cost of the trips, committee has been begging the colleges to help bring the cost down just so they can break even...not even to help lower the cost of the trip.

Even with the Micro Tour profiting, they are about \$2,000 over budget currently-still in discussion with colleges about helping with cost to break even.

Could we allow people to put down a smaller deposit while they're waiting for approval to attend since we know that the approval process for public high school counselors is difficult and by the time they get approved to attend, they end up on the waitlist

Most of the independents who sign up are members

Comment about not being comfortable limiting/discriminating against independent counselors only if we're not also limiting the percentages for the other groups as well

The experience and interaction of all participants hasn't been as positive as it could be and there has been an "us vs. them" mentality.

Although the plane trip is more affordable than if an individual were to do the trip on their own, if we're having trouble filling the trip b/c of budgets, limiting anyone from attending may not be a good idea.

Don't want to discriminate against any member of IACAC so committee could set limits for each category, not just one.

Comment on the fact that counselors may register for the trip that best represents where their students go but if the plane trip were more affordable, would counselors be exposed to more options for their students.

Offering a plane tour is more expensive than a bus tour, obvious that planes cost more than driving and people understand that just costs more

The majority of the people signed up for the plane right now are public high school counselors

Would like to know the reasoning, purpose, and how other affiliates came to their decision not to allow independent consultants

Committee hasn't received a lot of negative feedback about the cost of the plane trip

Both tours receive a grant each so they've typically given it out however they like (2 half offs, 1 full, etc.) and it does get used; could we use two for the plane if we don't really need to give one to the micro tour? Could we also ask the colleges to scholarship an attendee/public high school counselor? Hard to ask that when the colleges are already providing resources.

Comment about setting limits for all categories up until a certain date and then opening it up.

Could we make the plane trip smaller and do more micro bus trips as some colleges would like to host every year but when they've done that in the past there weren't enough people

Scholarship Discussion (D. Bennett & D. Shafron)

Current program:

For each of the past three years IACAC has offered five \$1,000 scholarships to highly deserving graduating seniors from high schools from around Illinois. These one-time scholarships are designed to assist with educational expenses related to college attendance. The Scholarship Committee, made up of 3 co-chairs and 40+ committee members, develops the structure and process to review approximately 300 applications and then offers five scholarships during the annual IACAC conference.

Concerns with the current program:

The modest \$1,000 one-time scholarship award has minimal impact on college costs for most students.

There is a large amount of committee time spent organizing for modest impact.

IACAC competes for a limited amount of students' "scholarship applying time" among hundreds of similar scholarships.

The anecdotal feedback from scholarship recipients is that the award is nice, but not critical to college access.

There is no clear mandate about who is an ideal candidate to receive the scholarship.

Suggested program:

Beginning with the 2016-2017 school year the Scholarship Committee Chairs suggest a shift to a program that prepares sophomore and junior students for the realities of college through underwriting summer experiential learning opportunities on college campuses. IACAC, through the Scholarship Committee, would offer a more flexible number of scholarships, within the \$5,000 budget, to pay for all or portions of summer programs for five or more students. Each

scholarship would be up to \$1,000. Students would go through a similar application review process with a stronger emphasis on the relevance of the program they seek funding for to their future plans. Only students from IACAC member institutions can apply for the scholarship.

Rationale of new program:

Many students are challenged to get on to college campuses during the summer because of lack of knowledge about these programs or lack of funds.

Providing students with a summer learning experience goes toward building their college resumes, helping them discover career interests, and will likely help them acclimate to a college campus in more ways than a traditional campus visit.

This program addresses the Strategic Plan's Goal 4 (Outreach) and 5 (Brand).

This will encourage more counselors and students to look at available summer programs, including the [IACAC Summer Programs for High School Students](#) initiative.

This provides students with funding toward a specific experience that they may not otherwise be able to attend.

There is an opportunity to sustain an on-going mentorship/follow-up with students awarded into the senior year with additional college guidance.

This program would provide a unique offering in the scholarship world and differentiate IACAC's scholarship program.

Followed up with Todd Burrell who was the initiator of this committee and he supported the committee's efforts of making sure the money goes to students.

Concern that \$1,000 scholarship really does make a difference but this could also be considered a scholarship from IACAC that earns a student a better scholarship at the school they wanted to attend.

Also have to consider the other unique scholarships that we have for our programs.

Colleges don't usually offer grants/scholarships for their summer programs.

Could put out a plug at Conference asking colleges to match the scholarships.

Could also include an asterisk on the summer programs list highlighting the preferred IACAC scholarship programs

Have gained 12 members (especially in southern, central, and western areas of the state) over the past 4 years since the scholarship has been in existence. Not sure that we've sustained those members.

This is very similar to what CAP's purpose is in terms of preparing students for college.

Are the kids we want to take advantage of this, ones who wouldn't otherwise, going to learn about this and participate?

Some of the students we'd target are students that are very serious about their summer jobs

Could we move the scholarship so that it's open to students in different regions every year?

Students have a limited essay writing timeframe and writing essays for 5 \$1,000 scholarships isn't as tenable as larger scholarship odds elsewhere

Follow up with Scholarship Committee with other questions or ideas. Will be back in March with a formal proposal.

Summer Institute Discussion (M. Espinoza)

Spreadsheet handout located on Google Drive IACAC Exec Board>Board Proposals/Handouts>2015-2016.

High school track was implemented for the first time last year and would love to offer it again worried that doing so is not sustainable/feasible

Current committee/DePaul would really like to make it happen again and institutionalize the high school track for SI

There was funding that made it more possible last year that doesn't exist this year.

HS committee members will decrease to 5 instead of 10

College committee members can decrease as well, currently at 17 which is too many; in the past the committee members double as presenters and DePaul's group didn't consider that; will make some of the DePaul people just on-site help

DePaul had allocated \$3,908 (\$2,340 for housing, \$768 for meals, and \$800 for parking) for the micro bus but the dates do not exactly line up with the micro bus trip. The Summer Tours committee has asked for DePaul to keep this option allocated for the micro bus participants so that they can stay overnight at DePaul the night before (Monday night) the trip rather than getting up early that morning and fighting traffic. DePaul has said they would be willing to move that money to SI rather than use it for the micro bus. Summer Tours committee said having that money/housing for the micro bus would be convenient but it isn't an expectation. Seems like an easy thing to move that money to SI if the only reason for the micro bus to receive it is to beat traffic.

Also want DePaul to feel good about what they're spending their money on and if they want to provide the overnight experience/convenience, they should be able to decide where it goes.

Anne asked about how often colleges have paid for that when the summer tour didn't coincide with SI?

It has overlapped for quite a few years but there has been a time when it didn't recently.

The reason colleges host SI is to have high school counselors on their campuses, a HS SI track helps with that but colleges still like having the micro/plane people stop in too, Nate talked to Dan and Kato about finding out where the 2017 trip would like to start so that colleges in that area could be tapped to host SI rather than the other way around.

Slowly been moving the summer tours away from overlapping with SI because of planning and budgeting.

Is it ok for SI to break even or lose money?

Wondering if SI, with HS AND college people, can be offered and not be expected to bring in as much money as it typically has.

Historical Net Income

2011 - WIU	\$11,142.77
2012 - Elmhurst	\$5,129.80
2013 - UIS	\$5,690.25
2014 - Bradley	\$8,429.60
*2015 - Knox	\$3,295.00

*Knox's Net Income, when not including the HS track, was \$5,273.58

Received a \$2,500 NACAC grant to put towards the high school track. Unless we find some type of revenue stream to prop it up and subsidize it completely or we increase the registration fee to a point that the committee feels wouldn't be affordable for high school counselors, we may be in the red to fund it.

Committee brought info about other affiliates' SI programs (for example, PACAC charges high school attendees \$350 and college attendees \$450; NYACAC charges \$600 for high school and college attendees; PCACAC and NEACAC costs are TBD; SACAC's summer seminar for high school only is \$425).

What's our philosophy for the high school track, who do we want to attract?

Can we get 20 people on the high school side to pay what they are in the other affiliates (\$400-600)? Beth says the market research suggests no for the counselors that we're trying to attract (new to the profession, no training, limited/no PD – not the same people these other affiliates are looking to attract), until our brand and product is established. Won't always have the NACAC money for this so the cost will increase in the future. Need to build the program so that people are willing to pay more. The Academy did this and started low and are now charging \$325 (without board) to high school counselors.

Can we get 20 people on the high school side to pay \$150? If we charge \$150 and get 20 people, we'd gain \$1,000.

Did we tell NACAC we would only charge the high school attendees \$100?

Not totally established that \$100 is the registration fee for the high school track but don't feel right about charging \$350 with the NACAC grant which we have allocated to go towards registration.

What do we need to charge per person to break-even at DePaul?

Concerns about charging \$450 to college participants and \$100 to high school participants. NACAC charges different fees to public school counselors vs college people. Some high school can pay \$450, some can't. Some colleges can pay \$450, some colleges can't. Can be seen as very divisive and seems like the college side is subsidizing the event.

Post-Knox SI, they would have broken even if they had charged about \$275 per person.

Without the HS track, the committee would have to be cut down to 10 to ensure a profit around \$2,000 at the \$400 registration rate for colleges with 50 attendees (without the DePaul microbus re-allocation to SI).

If we don't institutionalize the high school track now, the conversation will come up every year.

DePaul's donation was originally for the microbus overall experience but they are willing to move that money to SI to contribute to the overall SI experience instead. DePaul wants money to go towards high school counselor experience.

It looks like we can't afford to have the high school track, even though we want to have it.

Already down \$8,000 as an organization to date, so we'll be down more if we allow SI to not bring in as much money as it historically has.

Have already given our support to having a high school track and we're receiving a NACAC grant to do so. For this year we have to find a way to make it work. Is there a way to figure out how to break even including the high school track?

Biggest difference between Knox and DePaul is the housing cost, Knox's program held at DePaul would have lost \$3,000-\$4,000. Maybe we need to consider making money every other year depending on location. Need to make the fee structure balanced/equitable but tell people there's a grant for the high school people. May not actually be sustainable for the group that we want to attract (no budgets, new to the profession). Could we eliminate housing? Connect with Mike, Elisabeth, Ben and Stephanie if you have any other thoughts.

Leadership Manual Discussion

Last year Mike, as our Past President, brought forth the newly compiled Leadership Manual for adoption and approval before the board during our transition board meeting in June of 2015. This item was recorded under "Unfinished Business" including the following notes in the minutes:

Leadership Manual (M. Dunker)

Mike emailed final copy to everyone. Will guide board positions and committee chairs through each year. Don't need approval to change it and would like for it to be a fluid document where individuals keep track of things that change. Between now and the Board Retreat/LDI in July, look at your position or committee chair pages and compare it to the by-laws noting all duplication and send Anne that information. We'd like to remove the duplications from the by-laws at the next Annual Membership meeting in May 2016. Follow up with Megan O'Rourke throughout the year with changes. Board vote is not required but he asked for a vote.

M. Dunker motioned to approve the Leadership Manual. S. Szczepanski seconded.

Discussion

Motion carried.

As is noted above, the vote was to adopt and approve the manual by the board, but the intention was for the manual to be a fluid document, not something that required changes to be brought forth before the board each time a change is made. However, as I was combing through the by-laws and the Leadership Manual in preparation for the Credentials meeting, under the Statement of Purpose, in the manual it states:

This manual is designed as a training manual and reference guide for IACAC's elected officials and committee chairs. The information contained herein will allow current and future members of IACAC to quickly assimilate to their roles within IACAC and embark on the road to fulfilling the mission of their committee. The information is established in accordance with IACAC bylaws. The goal of this manual is to educate, guide, motivate and otherwise provide the tools necessary for the committee members to successfully fulfill their role of meeting the needs of the IACAC membership as it pertains to their committee. This manual is designed to help facilitate communication within IACAC and to assist in the transition process. The manual is a working document. It may be revised and updated as needed. Any changes to this manual must be approved by the Executive Board. This manual is not the sole source of training for members but rather, a beginning. IACAC members, other college transition professionals and valued colleagues remain our best source of on-going education.

My proposal is to change this language to this:

This manual is designed as a training manual and reference guide for IACAC's elected officials and committee chairs. The information contained herein will allow current and future members of IACAC to quickly assimilate to their roles within IACAC and embark on the road to fulfilling the mission of their committee. The information is established in accordance with IACAC bylaws. The goal of this manual is to educate, guide, motivate and otherwise provide the tools necessary for the committee members to successfully fulfill their role of meeting the needs of the IACAC membership as it pertains to their committee. This manual is designed to help facilitate communication within IACAC and to assist in the transition process. The manual is a working document. It may be revised and updated as needed. Any changes to this manual must be approved by the Executive Board. sent to the Most Recent Active Past President for review and approval. The Most Recent Active Past President will then notify the appropriate parties for updating and documentation. This manual is not the sole source of training for members but rather, a beginning. IACAC members, other college transition professionals and valued colleagues remain our best source of on-going education.

This allows changes to be made more easily and keeps with the original intent behind this document to serve as a fluid resource for the board. We do not need to vote on this as it was voted in correctly, but wanted to offer transparency in the process of changing this statement from the manual.

Committee Reports:

Admission Practices:

College Awareness and Preparation (CAP):

Conference: See President-Elect's report.

Conference Exploration Ad-hoc:

Credentials: See Past-President's report.

District Seminars: Register.

Finance: Send in budget proposal if you haven't.

Government Relations: Change in Advocacy Day to April 13.

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

Illinois College Fair: Working on scanner for college fairs. Vetted 3 vendors in the past that don't meet the needs of college fairs. Working with Dan to create something that is specific for college fairs. Hoping to run a pilot trial at North Central College fair, meeting with them next week to demo it. Any other college fair could also work with Dan to contract with regarding using scanners. As of now this wouldn't cost us anything, the cost would be on the colleges that choose to use the scanners. Dan is working on this outside of IACAC, all of the R & D and investment is on him. Concern over how much this will cost the colleges. Dan would love feedback on what colleges could pay for this and what the logistical concerns are. What's helpful for our CRM's, what information do we need from students, etc. Goal is to have something totally electronic where a student could walk into the fair and register right there or they could register in advance.

Inclusion, Access, and Success (IAS):

Leadership Manual Ad-hoc: See unfinished business.

Media Communications: Working on a way to better streamline web update requests, looking to create a form where the requests can be made easily. Make sure you take photos at events.

Membership: See membership report.

Mentorship: See new business.

Middle Management Institute: June 14-15 at Butler U, Zak and Angie are presenting at Indiana's Spring Congress

National College Fair:

Nominations: See Past-President's report.

Professional Development Grants:

Professional Liaison:

Project Reach Ad-hoc:

Retirees (part of Membership):

Scholarship Ad-hoc: See new business.

Strategic Plan Ad-hoc: See unfinished business.

Summer Institute: See new business.

Summer Tours: See new business.

Transfer Advisory Ad-hoc: Working on scholarship process, send suggestions to Shawn Wochner or Julie Marlatt; 108 (95 from IL, 5 from MI, 5 from WI) registered for the summit.

S. Szczepanski motioned to adjourn, N. Bargar seconded.

Motion carried.

Meeting adjourned at 2:18 pm.

Respectfully submitted by Erin Hoover, IACAC Secretary.