



IACAC Executive Board Meeting
Friday, January 19, 2018
Prairie State College

Board Members Present: Roberto Suarez, Patrick Walsh, Michelle Rogers, Kathy Major, Chrissy Grotzke, Sarah Daugherty, Linda Haffner, Nate Bargar, Amy Belstra, Ziggy Blackwell, Traci Flowers, Mike Ford, Brian Hodges, Carlene Klaas, Natalie Rubino, Eric Ruiz, Jamie Simon, Kenya Taylor, Kim Wiley

Board Members Not Present: Stephanie Szczepanski, Megan O'Rourke

Guests: Jessica Avila-Cuevas, Annette Braden, Angie Cooksy, Patrick Correia-Harker, Donna Epton, Joe Freeman, Mayra Lagunas, Steve Landgraf, Mike Melinder, April Ponte, Josephine West

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

Welcome by Prairie State College.

Approval of November Board Meeting Minutes

K. Major motioned to approve the November board meeting minutes. E. Ruiz seconded.

Discussion

Motion carried.

Treasurer's Report *(C. Grotzke)*

IACAC is fiscally sound with a total net worth of \$782,430.27 and a checking balance of \$468,254.07. The Treasurer's Report was updated from what was originally shared to show Membership Expenses as \$976.06.

Finance Committee will meet in early February to prepare the budget, review contracts, update the fiscal policies, and review the audit. Budget Surplus information will be used when the budget is reviewed and will be discussed at the March Board meeting.

Membership Report: *(T. Flowers)*

IACAC has increased in all membership categories: up 4.3% in College/University, 3.4% in Secondary, 5.1% in Related Educational Service Members, and 4.1% total IACAC Membership.

Calling campaign has continued from last year because roughly 600 members do not renew membership each year. Outreach to this group is very helpful, and 154 contacts have already been made. Exec Board members are asked to make at least 10 calls. Goal is to contact all 600 listed on Membership's shared Google document.

Update to original shared Membership Report: total IACAC membership is 1557 (from 1522) as of today.

IACAC is on CPS scholarship list now, so Linda Haffner has received many inquiries from high school counselors for membership. Suggestion to contact administration as well as counselors, and a list of superintendents is being compiled to help further this outreach.

Request made to research the long-term history of population changes in the different membership category groups.

Chief Delegate Report: *(A. Belstra)*

Amy wrote an article for the January "Admission Essay." The AP Committee is educating our community and IACAC membership through presentations at the District Seminars, and Amy has asked our delegates to write four short articles to deconstruct the new Statement of Principles of Good Practice (SPGP)/Code of Ethics and Professional Practices (CEPP.) These articles will cover each of the four sections of the document, along this timeline:

Section I: The Ethical Core of College Admission (February 1)

Section II: The Responsible Practice of College Admission (March 1)

Section III: Definitions of Procedures & Glossary (April 2)

Section IV: Education, Monitoring, and Compliance Procedures (May 1 - after Conference, before summer)

Delegates will help the AP Committee cover the District Seminars. Kim Wiley and Eric Ruiz will cover the NIU District Seminar. Need a couple others to help with some of the southern seminars.

Affiliate Presidents and the AP Committee were notified that the Department of Justice is investigating NACAC regarding the new CEPP. We are waiting on news from our national leadership on how this may affect us as affiliates. The Exec Board will be notified when we know more information, and this inquiry could go on for months or years. It is strongly suggested that we stop any discussion of the inquiry. The Presidents will meet in February at the Winter NACAC LDI.

More to come on the Statement of Practices and Courtesies update.

President-Elect Report: (*P. Walsh*)

Work in progress/upcoming activities for Annual Conference: Updating the Conference registration form, confirming closing speaker, working on Conference program, adding sessions to Conference website, and collaborating with Conference Committee Chairs to finalize plans.

Since November, reviewed 100 Conference session proposals and selected 64 sessions. Four session tracks available: Guiding the Way to Inclusion, First Timers, Middle/Upper Management, and Transfer. Keynote speaker will be Dr. Terrell Strayhorn of Do Good Work Educational Consulting. He is a published American scholar who will speak on college student success and issues with equity and diversity. Conference Save the Date postcard has been mailed.

Still need more exhibitors, sponsors, advertisers, and raffle items.

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

Credentials Update – Committee met Jan 18. Updating the words “Statement of Principles of Good Practice (SPGP)” to “Code of Ethics and Professional Practices (CEPP)” where they appear in the IACAC By-Laws. The next couple of years after this year will most likely have more changes to the By-Laws as we address the CEPP changes.

Nominating Update – Committee met Jan 18. Received many nominations this year. This is never an easy decision, but we have a wonderful slate prepared. Calls will be going out next week to those selected as candidates. Official announcement in March at the Exec Board meeting and then online.

Leadership Manual – Committee updates to the Leadership Manual need to be to Michelle by the first week of February. If there is no update, please let Michelle know.

Past Presidents Update – Past Presidents Pre-Conference Meeting on February 21 and Past Presidents Dinner at the Annual Conference.

President’s Report: (*R. Suarez*)

Budget Surplus Ad-Hoc Update – Second survey was sent to the membership and results will be shared with Finance Committee. This will help us use our surplus strategically and connect to the mission and vision of organization.

Tech Needs Ad-Hoc Update – Zak George has stepped down as co-chair due to a conflict of interest with his new position at StriveScan. Mike Ford will continue to be chair, and the committee will add more members. Will send out survey and ask co-chairs they have completed yet on the March Committee Report. More than one committee chair is encouraged to fill it out. Feedback will be reported to Exec Board.

IACAC Chicago District Seminar/CPS – This is a collaboration between IACAC, DePaul University, Chicago Public Schools, and University of Chicago which will emphasize the dynamics of high school settings where counselors are completely responsible for their caseloads. Goal of educating college representatives on CPS info and developing trust in community. Flyer will be shared with CARR. DePaul college fair that evening. In the spirit of collaboration and partnership, we must try to impact at least one student/family each day and make the world better.

Illinois General Assembly Higher Education Working Group & March 7 Advocacy Day – IL General Assembly Higher Ed Working Group invited IACAC to speak to them regarding how to retain students in the state of IL. Roberto will share a

report with Exec Board regarding what took place at the meeting. He invited them to our next Exec Board meeting at University of Illinois at Springfield and Advocacy Day on March 7. IACAC does not align with any particular political party. Our goal is to continue providing the group with information and working together in the future.

Unfinished Business:

Continued Discussion on 2019 Conference (T. Flowers)

Discussion included:

- IACAC needs a commitment from the entire state to promote our change in location for the 2019 Conference. Waiting for the new President-Elect to take office in April to start promoting could be too late. Patrick Walsh and Donna Epton have already started this process by considering the Conference structure and thinking ahead while planning for 2018.
- Membership or another committee could advertise with subgroups at District Seminars.
- Reach those who will not attend 2018 Annual Conference. Professional Connections has already promoted at Eureka College. Good reception to announcement of Normal location but unfamiliar with IACAC.
- Increase membership numbers in the area before trying a bus up to 2018 Conference. Maybe a train from Chicago to Normal in 2019.
- Price of the train from Chicago to Normal is decent, but schedule might not be convenient.
- Concern regarding finding speakers for new location.
- Agreement that this definitely needs to be housed in a particular committee, but all committees are responsible.
- District Seminars in Region 1 are full of people who are not IACAC members yet. Incentivize in this area.
- Promotion flyer for April 13 and April 20 ISCA Conferences, as well as 2018 Annual Conference.
- Targeted grants for particular geographic locations.
- Consider trains coming up to Normal from the southern part of IL, area that needs increased membership. Check with groups getting together in this area and ask for their help.

Committee formed for outreach efforts with members from both high school and college sides. Will work with Professional Connections.

2020 Conference (D. Epton)

Handout shared describing hotels reviewed and site options for future Annual Conference dates.

Upcoming Annual Conferences dates:

April 22 - 24, 2020

April 21 - 23, 2021

April 27 - 29, 2022

Donna Epton, Event Coordinator, presented options for the location of the 2020 Annual Conference and beyond. Nine venues were contacted, with only two providing proposals. Those not offering a proposal were unable or unwilling to provide the necessary sleeping rooms and/or meeting rooms to meet the IACAC Conference needs. Final proposals were received from the Lincolnshire Marriott for 2020 only and the current venue, Westin Chicago Northwest in Itasca, for 2020, 2021, and 2022. The Exec Board considered the best fiscal choice, most logistical set-up, and best method of serving members and non-members.

N. Rubino motioned to accept the Westin Itasca 3-year contract. N. Bargar seconded.

Discussion

Donna explained this is the 4th multi-year contract with the Westin. Multi-year contracts are the standard in event planning and are a fiscally responsible choice for IACAC. Planning this far in advance also helps the new President-elects, because the Conference location has already been set.

Motion carried.

New Business:

Professional Connections – Membership Offers (K. Wiley)

Board Proposal shared and on the Google Drive under IACAC Exec>Board Proposals/Handouts>2017-2018>January 2018.

Professional Connections requested IACAC waive membership fees for up to ten new members each cycle year starting in the 2018-2019 membership year. Goals are to increase membership, explain the value of membership, expand membership throughout the state, and help new members create professional networks.

K. Wiley motioned to waive membership fees for up to ten new members each cycle year who have never been members before, focusing on colleagues from geographically underrepresented areas in which the IACAC members who nominate new members become their mentor for the year, A. Belstra seconded.

Discussion

This is a fee waiver, not a loss of income. This does not need to be addressed at Annual Membership Meeting since the Membership will vote on it when the new budget is approved.

Motion carried.

National College Fair Date and Location (P. Correia-Harker)

Handout shared and on the Google Drive under IACAC Exec>Board Proposals/Handouts>2017-2018>January 2018.

A discussion with the Exec Board was necessary regarding the planning of the fall 2018 National College Fair. Navy Pier will be under construction fall of 2018. McCormick Place has availability but dates either conflict with NACAC Conference in Utah and November deadlines or would cost IACAC more. Patrick and the NCF Committee considered survey responses and initially believed the North Building at McCormick Place for Nov 2-3 to be the best cost decision, despite timeline concerns. NACAC is agreeable to having a 2018 fall fair and a 2019 spring fair to help us generate any lost revenue.

Discussion included:

- A spring fair would be proactive with early college admission process. This move requires NACAC approval.
- Fall fair at McCormick Place West building for CPS students and spring fair in Rosemont for suburban students.
- Revenue loss not as much of an issue with our surplus. Main goal should be providing access to students.
- Concern that November dates are too late to promote FAFSA, MAP grant, etc.
- Chicago changes affect Milwaukee. Spring fair could also affect attendance at our local spring college fairs.
- Colleges will staff the fair with someone not attending NACAC Conference. Concern that the many volunteers needed for fair will be at NACAC.
- Walking distance at McCormick Place should not be a deterrent for working or attending the fair.
- College reps could leave the NACAC Conference early to attend this Saturday fair.

Ultimately, the Exec Board suggested NCF base its decision on the best student experience rather than the best cost. The Exec Board will support NCF Committee with whatever decision they make.

IACAC Membership Diversity Discussion (M. Lagunas, D. Marcial – via video conference)

Mayra and Dave addressed IACAC's new strategic plan concerning the goal to "continue to grow and to diversify its membership in recognition that membership is the backbone of our commitment to professional growth, development, education and service." After reviewing the membership application, they were unable to find information pertaining to the collection of racial and ethnic demographics and asked if the data is available, when the organization last assessed the information, and how we can determine success within this goal.

Discussion included:

- This question only appears on the new member application, not on the renewal. May need an email notifying people this is available.
- If unable to change membership form at this time, offer survey option so we can include data in Annual Report.
- Need a policy shift rather than a survey to insure data is collected and assessed.
- NACAC's form includes this optional question.
- Notify renewal people they can update their profile, especially if form is completed by someone else in their office. Registration has a laptop at Conference for people to update profiles.
- Linda will continue discussion with IAS and update Exec Board.

Overseas ACAC & Guangsing (China) Professional Development Discussion (A. Belstra)

Amy was contacted by an IL Wesleyan grad working with administrators in China. Their goal is to try to increase the number of high school college counselors in their country and to collaborate with IACAC for professional development

opportunities. Families are sending their children to schools in the US instead of staying in China. Group is willing to fly people from US to China to train their counselors and to send their people to US. They are associated with International ACAC. Exec Board is in support of assisting them. Amy will gather info and share with Exec Board.

Committee Reports:

Admission Practices: presenting at Transfer Summit.

Budget Surplus Ad-hoc: See President's Report

College Awareness and Preparation (CAP): Will have some website updates.

Conference: See President-Elect's report.

Credentials: See Past-President's report.

District Seminars: Most dates, locations, and session titles are confirmed.

Finance:

Government Relations: Let GRC know if interested in Winter NACAC/Day on the Hill on Feb 26. Exec Board expected to attend Springfield Advocacy Day on Mar 7.

High School Counselor Professional Development Ad-hoc: Next meeting Feb 9, creating mini-District Seminars, PD session on letters of rec, and using technology to engage HS counselors from entire state. Will continue as an Ad-Hoc until next year to allow Credentials time to prepare for 2019 Annual Membership Meeting.

Illinois College Fair:

Inclusion, Access, and Success (IAS): Sharing the Dream Conference in May. Please share with organizations. Looking for other site hosts for the future and for presenters to speak on undocumented students.

Media Communications:

Membership: See Membership Report.

Mentorship: Meetups - Chicago/non-Chicago, Transfer, after District Seminars, CAP collaboration after DePaul fair, and Dist 214 T-shirt exchange. Matched largest amount of mentees with mentors ever. Conference session is approved.

January is Mentorship Month, promoting on Facebook.

Middle Management Institute: Parkland Community College on June 20 – 21. First time in Central IL.

National College Fair: See New Business.

Nominating: See Past-President's report.

Professional Development Grants: Transfer Summit and NACAC Advocacy Day applicants will be reviewed next week.

Professional Connections: ISCA partnerships, CPS liaison, HSPCD sessions, interactive Conference session with Elmhurst.

Retirees (part of Membership):

Scholarship: Need people to help read the applications. Please contact Scholarship if interested.

Strategic Plan Ad-hoc:

Summer Institute: Meeting next week to finalize program details. Registration and promotion ready before Conference.

Summer Tours: Registration went live for all 3 tours. Bike o' Fun has 10 registrations. Micro Tour has 36. Plane o' Fun sold out in 4 hours with 40 registered and 26 on the waitlist.

Tech Needs Ad-hoc:

Transfer Advisory: Transfer Summit is Feb 2. Donations requested for presenters.

K. Major motioned to adjourn, M. Ford seconded.

Motion carried.

Meeting adjourned at 2:11 pm.

Respectfully submitted by Sarah Daugherty, IACAC Secretary.