



IACAC Executive Board Meeting
Tuesday, March 14, 2017
Sacred Heart - Griffin High School, Springfield

Board Members Present: Michelle Rogers, Roberto Suarez, Todd Burrell, Kathy Major, Chrissy Grotzke, Courtney Wallace, Sarah Daugherty, Nate Bargar, Amy Belstra, Jill Diaz, Traci Flowers, Allegra Giulietti-Schmitt, Brian Hodges, Megan O'Rourke, Eric Ruiz, Jamie Simon, Stephanie Szczepanski, Kim Wiley

Board Members Not Present: Mike Ford, Linda Haffner, Emily Schubert

Guests: Rachel Brewster, Zak George, Carlene Klaas, Julie Marlatt, Mike Melinder, Rebecca Popelka, Kenya Taylor, Patrick Walsh, Josephine West, Shawn Wochner

Call to Order/Introductions: (M. Rogers) Meeting called to order at 11:05am.

Welcome by Theresa Duffin, Coordinator of College Counseling at Sacred Heart – Griffin HS.

Approval of January Board Meeting Minutes

M. O'Rourke motioned to approve the January board meeting minutes. S. Szczepanski seconded.

Discussion

Motion carried.

Treasurer's Report (K. Major)

	2017	2016
Checking Account	\$358,588.82	\$407,627.97
Investment Account	\$192,448.73	\$159,803.79
Total Net Worth	\$640,070.04	\$656,338.60

Total Assets and Net Income are up over this time last year. Income side is nearly the same, but expense side is quite a bit less. Committees are doing a great job of staying within budget and being mindful of expenses this year.

Misc Accounts: 'Other Cash Available' is attributed to Transfer Summit, and 'Next Year Activity' is the Bus Tour.

Budget Proposals: All committees have been notified of the Finance Committee's decisions and the new budgets.

2017-2018 Proposed Budget presented – see New Business.

Membership Report: (M. Melinder)

Membership is up 92 members overall. Up 113 in College, down 16 in Secondary, down 5 in Related Educational Service. Have contacted the Articulation attendees from fall, encouraging them to attend Annual Conference. Some replied to say they had applied for grants, and some stated they were retiring this year. The committee will also contact the District Seminar attendees who are non-members. Clearing up confusion of who is actually an individual member vs institutional member.

Chief Delegate Report: (S. Szczepanski)

1. NACAC submitted our two motions to the AP Committee to continue to review and work on them.
2. NACAC sent an email asking our membership to complete a survey and review the SPGP. Please make sure you complete that survey.
3. Thank you to all of the liaisons for working with the committee chairs on the Strategic Plan review.
4. The next part of the Strategic Plan review will be for the new chief delegate and Stephanie to work on compiling information from the annual reports submitted by the committee chairs.

President-Elect Report: (R. Suarez)

Conference Update: Amazing work by the Conference committees!

- Finalizing Sponsors et al. - Would like to increase sponsors, advertisers, and exhibitors.
 - Sponsors: Currently at \$19,500 out of \$25,500 goal (75% of goal met)
 - 3 more sponsor spots left: 2 First Timer Luncheon co-sponsor spots and 1 beer/wine tasting spot for Project Reach left.
 - Advertisers: Currently at \$2,050 out of \$3,000 goal (68% of goal met)
 - Exhibitors: Currently at \$5,500 out of \$12,000 goal (45% of goal met)
 - Down in exhibitors, which is occurring across the nation. Send ideas to sponsorship committee.
- Marketing conference with mailings and electronic communication
 - Goal of increasing registrations. 250 registrations so far, which is similar to previous years.
 - Register for Conference if you have not done so already.
- Collaborating with each conference committee to begin finalizing conference plans
- Finalizing Conference App
 - Free Conference app made available by Western Michigan University sponsorship.
- Secured entertainment DJ and activities
 - Entertainment Committee providing interactive experience with a DJ and Adult Jenga.
- Finalized conference program and posted to website
 - 64 sessions being offered out of approximately 100 submitted
 - Established collaboration effort with CPS by offering relevant sessions, working with Manuel French and CPS College Counseling District Office
- Secured featured speakers:
 - Wednesday Opening Speaker: Dr. Michael Sorrell, President of Paul Quinn
 - Thursday Luncheon Speaker: Michael Frerichs, Illinois State Treasurer
 - Friday Endnote Speaker: Dr. Joyce V. Brown, Counseling Consultant
 - Not everyone attends all 3 days of Conference, so each day has a big speaker, no matter what day people attend. Thank you to GRC.
- NACAC representation at Annual Conference:
 - Jayne Fonash, Director of School Counseling at Loudoun Academy of Science (VA)
 - Deputy Chief Executive Officer John McGrath
 - SPGP session on Friday morning if you have questions or wish to give feedback.

Past-President Report: (T. Burrell)

Credentials Committee – The committee prepared the following proposed changes to the IACAC by-laws, to be voted upon by the membership at the Annual Conference. These proposed changes to the by-laws were presented to the Executive Board with an opportunity to discuss. There was no discussion, so the Credentials Committee will proceed with sharing the proposed changes with the membership 4 weeks in advance of the Annual Conference membership meeting.

By-Law Changes

Article I – Membership

Section 2 – Nonvoting Membership

New Language:

- 1) Any individual currently enrolled in or recently graduated from a postsecondary, graduate, or professional program at an accredited two- or four-year college, university, or other not-for-profit postsecondary educational institution, and who, in the opinion of the Executive Board, is in accord with the purposes of IACAC and does not qualify for membership under Section 1 of Article 1.

Rationale:

This statement is being updated to accurately reflect reference to Article 1.

Article I – Membership

Section 2 – Nonvoting Membership

New Language:

- 2) Any individual who provides teaching and/or training to professionals who work with students in the transition to postsecondary education, and who is currently employed in a postsecondary, graduate, or professional program at an accredited two- or four-year college, university, or other not-for-profit postsecondary educational institution, and who, in the opinion of the Executive Board, is in accord with the purposes of IACAC and does not qualify for membership under Section 1 of Article 1.

Rationale:

This statement is being added to create greater awareness within these postgraduate programs and to make professional opportunities and resources available to this group of individuals as well in concert with the NACAC bylaws. This also allows us to build upon the IACAC Strategic plan.

Article V – Council Teams and Committees

Section 2 – Standing Committees

New Language:

- Q. Professional **Connections** Committee

The Professional **Connections** Committee shall be responsible for communicating and coordinating IACAC services with like organizations, who offer expertise to individuals throughout the State of Illinois seeking counseling and information regarding postsecondary admission and financial aid. Examples of such organizations would be ISAC, ISCA, CPS, etc.

Rationale:

This committee used to consist of one person, hence the term liaison was more appropriate. The committee now has multiple members, and the name is being changed to reflect a more intimate involvement. Liaison refers to being a middle person to connect two separate entities. The committee wishes to establish relationships and make connections that can continue to flourish in the future.

Article V – Council Teams and Committees

Section 2 – Standing Committees

New Language:

- R. **Scholarship** Committee

The **Scholarship** Committee shall work to solicit, evaluate and select high-achieving students for an annual scholarship. We will promote this scholarship opportunity through IACAC member high schools with the goal of representing the diversity of Illinois students.

Rationale:

This addition will add in the Scholarship Committee as an official IACAC Committee as approved by the Executive Board at the March 2017 meeting.

Article V – Council Teams and Committees

Section 2 – Standing Committees

New Language:

- U. **Transfer Advisory** Committee

The **Transfer Advisory** Committee shall ensure that the voice and interest of transfer students and professionals working with transfer students are brought forward and heard throughout all levels of IACAC. This committee provides transfer specific professional development opportunities that serve transfer students. Membership should have some carry-over from year to year.

Rationale:

This addition will add in the Transfer Advisory Committee as an official IACAC Committee as approved by the Executive Board at the March 2017 meeting.

Nominations Committee – See Slate of Candidates in New Business.

Todd must share the proposed changes to the by-laws, the nominations, and a proxy vote with Sheri Hall and Media Communications by March 21st to then announce to the membership by March 28th. Candidates and proposed changes to the by-laws need to be shared so members can vote by proxy if they are not attending Conference.

Past Presidents Committee – 12 attendees at the Feb 22 meeting at Fenwick HS, hosted by Laura Docherty.

President's Report: (*M. Rogers*)

Summer Institute – proposals at Exec Board meetings not needed anymore. Last year, it was in this year's budget and Michelle ended up reviewing it. This year, it is already done. Chrissy Grotzke created a form for the universities to complete online. Will have decision/info for June meeting, so chosen location staff can attend this year's SI. Encourage schools to submit proposals. This year the bus is going to SI, next year it is not, so location can be anywhere.

Advertising – Update from Dan: no takers from NACAC that wanted to advertise. We gave him the right to run the process, and we simply benefit from it. We don't get to set prices. Universities set budget in July, so he will ask in May to see if budget is left and also again in July. He will also ask companies again. If anyone has any suggestions for companies, send them to people on the Exec Board. Contract is 3 years and is of no cost to IACAC.

Past Presidents Meeting – Great meeting/lunch at Fenwick HS. There were a number of past presidents in attendance and one of the positive things that came out of it was their willingness to be an advisory board to this association. If any committee would like help or guidance please know they are a great resource.

Transfer Summit – Had such an overwhelming amount of people at all different levels. Almost 200 people attended from all parts of the transfer experience. With such a successful event for the second year in a row, it brings a powerful message to our transfer professionals with the way our organization is moving forward. Our Transfer Advisory Committee was also selected to do a presentation at NACAC for unleashing opportunities for our transfer students. Thank you for representing IL in all that you have done well.

District Seminars – Total number: over 360 people attended six programs across the state. Board representation were at a good number of the events. Members and non-members were able to get quality professional development across the state. There are two left on this Friday at Northern Illinois and West Central. Good luck and amazing job to all.

NACAC Winter LDI – Roberto and Michelle attended the Winter LDI for NACAC. It started with a presentation on learning to build our racial competency. It was a very interesting discussion and experience to share our own racial identities and learn how to speak about race. This is how we teach the next generation. The more competent we are, the less fear we have.

We had time to work and talk about IACAC initiatives, Roberto got ideas about a summer LDI, we learned about the SPGP which you will hear from at our conference, and we had time with our Presidents classes to compare what all the affiliates are doing. Overall, it is an experience for the Presidents to get ideas and initiatives, see what NACAC is working on and how that relates to IACAC. We learned a lot and then went into a day of training with our GRC team.

NACAC Advocacy Day – Our Government Relations committee led our 23 affiliates with a great number of appointments this year. Completed 8 appointments and many drop-ins. This year had a different tone. Many returning visits, with networking rather than interning, and asking for our help in one of them. It was such a powerful thing to watch our informed leaders work for students. Michelle sent out the storify link this week and IACAC dominated it. NICE JOB!

Media Communications Committee – Michelle met with the MC Committee for clarification on this year and would like everyone to know about the great work they are doing trying to manage the transition of the MC budget to our individual budgets. We are coming up with a plan to better train our committees on what to expect so plan to see some of this at the summer LDI.

IACAC Advocacy day and reception this evening – We have our reception March 14 at the Arlington from 5-7 and our advocacy day March 15. Michelle thanks all of you that are staying for this and learning how to advocate to our students. You will see it is just discussions, as many of these people already know of IACAC.

Professional Grants – We received a grant from NACAC for public school counselors so they can do work in and out of the state. It goes to Chrissy, the new Treasurer-Elect, and the PG committee so please encourage any public school counselor to apply for it. It can be used for the Conference, NACAC, or any IACAC professional development that is needed.

NACAC, Imagine Grant – IACAC received three awards. First, to the Transfer committee for their transfer summit. IACAC is proud of this work, and we are thrilled NACAC saw how important it is, too. Two individuals who are IACAC members also received the Imagine Grant for conferences they wanted to attend.

If anyone knows of anyone retiring at the end of the year, please give those names to Linda Haffner.

Unfinished Business:

New Business:

Candidates for IACAC Executive Board (T. Burrell)

President-Elect (elect one)

Patrick Walsh, Illinois State University

Treasurer-Elect (elect one)

Rachel O'Connell, Missouri University of Science & Technology

Stephanie Szczepanski, Saint Louis University

Post-secondary Delegate Director (elect two)

Ziggy Blackwell, Illinois College

Zak George, DePauw University

Carlene Klaas, DePaul University

Shawn Wochner, College of DuPage

Secondary Council Team Director (elect one)

Bill Morrison, Highland Park High School

Natalie Rubino, Glenbard West High School

Post-secondary Council Team Director (elect one)

Rachel Brewster, Southern Illinois University Carbondale

Kenya Taylor, University of Arizona

Josephine West, The Ohio State University

T. Burrell motioned to accept the slate of candidates for the 2017 IACAC Executive Board. C. Grotzke seconded.

Discussion

Motion carried.

(No approval needed, but we wished to keep a collaborative effort.)

Approval of the Budget (K. Major)

Kathy Major presented the 2017-2018 Proposed IACAC Budget, as well as the rationale behind each of the Finance Committee's decisions.

Expense side:

Membership – This committee requested the same as last year and has been trying some new initiatives to increase membership. Approved \$4200.

College Awareness Preparation (CAP) – Committee requested \$17,000. Approved \$16,000 because we have already made a significant investment in insurance coverage for programs. Asked the committee to be more mindful on gift expenses.

Directory – Fewer members are asking for the directory, decreased to \$8000.

General Board –

- HSCPD - \$1000 requested and approved for live-streaming set-up at Annual Conference.
- Scholarship – \$250 Media Comm and \$5000 IACAC scholarships approved.
- Gifts/Awards – remaining at \$1000 because we have depleted our previous ‘stockpile’ of gifts.
- Media Comm – decreased to \$6,000, reimagining some areas.
- Transfer Advisory Ad Hoc – Requested increase to \$3700 to host a meal/social at Annual Conference. This committee is providing more professional development opportunities in transfer population area.

Mentorship – approved increase to \$950 based on popularity of meet-ups, importance of events for new members.

Media Comm – did not approve full amount but did increase to \$15,000. Asked them to consider other more economical measures for teleconferencing and to reimagine some of the current publications. Encouraged all other committees to use Media Comm first as much as possible. Most of Media Comm’s budget was moved to the individual committees’ budgets, which explains the decrease over the years. What remains in their budget now is reserved for whole-IACAC items vs individual committee items.

Credentials – approved increase to \$850 due to Media Comm needs.

IAS – moved to Income account.

Admission Practices – committee requested an increase for travel expenses, but Travel fund covers those costs.

GRC – approved increase to \$5200 based on strong plan for IACAC connections and frugal use of funds.

Travel – approved \$19,000 knowing NACAC Conference travel this year in Boston will be expensive.

Office Operations – increased to \$44,000 due to normal rise in cost of doing business and purchasing supplies.

Nominations – approved \$1000, almost entire budget is Media Comm. Candidate Slate must be shared through Betadec instead of Listserv in case members have opted out of Listserv and still wish to vote.

Grants – approved the same amount. Reminder that applications may be for any professional development event. We are not required to stay within IACAC and NACAC.

Insurance – increased to \$7,100 due to added insurance coverage for Camp College and Motivate Me programs.

Bank Charges – remaining consistent, approved \$120.

LDI – approved \$3000 again.

NACAC Imagine – approved \$1500 again, due to how strongly the membership spoke of this area.

Administrative Fees – approved \$15,000 on the expense side. This is also shown on the Income side, although IACAC does not make money here, simply covering our costs.

New Budget Proposal – Professional Connections – requested \$1000.

Proposed Expense Budget \$184,720.00

Income side:

Advertising – approved increase to \$2,000 because of higher advertising costs.

NACAC College Fair – increased to \$15,500 due to discussions of adding an additional spring fair or a STEM fair.

Air/Bus/Micro Tours and MMI – expected to break even. Discussed the importance of providing our members with professional development programs vs generating large amount of income.

IRCF – approved \$75,000 again. Some questions about dropping/adding a few fairs yet.

IAS – moved to Income budget because of Sharing the Dream Conference. Approved a \$2000 deficit, but asking the committee to break even.

Proposed Income Budget \$184,100.00

We do not require a balanced budget and are not concerned about operating at a slight deficit. We are financially stronger this year than we were last year. We continue to work through many financial decisions to remain fiscally responsible and maintain that we are *investing* money, not losing money.

M. O’Rourke noted SI probably would not need that much Media Comm money, since those costs have already been paid in this fiscal year.

K. Major motioned to approve the proposed 2017-2018 budget to be prepared for the Membership meeting, C. Wallace seconded.

Discussion

Motion carried.

Scholarship Committee Proposal (S. Szczepanski)

Handout can be found on the Google Drive under IACAC Exec>Board Proposals/Handouts>2016-2017>March 2017. For each of the past four 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 three co-chairs and forty plus committee members, develops the structure and process to review approximately 250-300 applications and then recognizes five scholarships offered during the annual IACAC conference.

ACCOMPLISHMENTS/ACTIVITIES AS AN AD-HOC COMMITTEE:

- Over the past four years, twenty students have been awarded \$1,000 scholarships.
- The scholarship has resulted in increased IACAC membership of ten to twenty new high school counselors.
- The review process has engaged thirty to forty IACAC members per year.
- The program has generated goodwill for financially assisting students to attend college.
- The program fulfills IACAC's strategic plan key goals, including Goal 1: Membership and Goal 4: Outreach.

S. Szczepanski motioned to approve the Scholarship proposal to become a standing committee as proposed, K. Major seconded.

Discussion

Review of decisions made at the March 2016 Exec Board meeting regarding the proposal for other uses of funds such as summer program registrations. Based on the Exec Board's vote of no last year, Committee focused on becoming a standing committee first and may submit a similar proposal to the Board again once they are a standing committee.

Motion carried.

Transfer Advisory Committee Proposal (S. Wochner, J. Marlatt, R. Popelka)

Handout can be found on the Google Drive under IACAC Exec>Board Proposals/Handouts>2016-2017>March 2017. The IACAC Transfer Advisory Ad-Hoc Committee is seeking to become an IACAC Standing Committee. This request comes after 3 years of formulating what the standing committee will accomplish. In May 2015, a task force was formed through the direction of then President, Anne Kremer, which consisted of members from both the 2-year and 4-year institutions who worked with both incoming and transferring students. After evaluating the transfer professionals' needs, clear priorities were formed and the ad-hoc committee was charged with the task of engaging members and non-members of IACAC. The past two years have been a success in regards to being a voice for the transfer student population and the committee is seeking to be permanently infused within the association. We, as an association, have the ability to be the advocate for these students and ensure that their issues are brought to the forefront of both our affiliate organization and national association as well.

Past Successes: Transfer Summit, Transfer Scholarship, NACAC Transfer Grant, NACAC Imagine Grant, IACAC Conference Program, Committee Size

Future Goals

- Survey IACAC members to better understand their professional development needs regarding community college and transfer, with a particular focus on high school counselor needs.
- Continue to work with the IACAC Annual Conference Program Committee to further develop and enhance the Community College and Transfer Tracks at the Annual Conference.
- Work with the IACAC Annual Conference On-Site Committee and President-Elect to create a more formal meeting time/space for transfer professionals during the annual conference; funding for which we received for the 2017-18 budget year.
- At the encouragement of NACAC, we have submitted a session proposal for the 2017 NACAC Annual Conference about the work we have done for transfer students and professionals in Illinois.
- To allow for greater participation from IACAC members across the state, offer a transfer-related webinar as a new professional development opportunity.
- Work to ensure funding for the IACAC Transfer Scholarship with the possibility of funding a second scholarship through vendor participation at the Transfer Summit.

- Review Transfer Summit feedback from the last two years and continue to make improvements to the program to maintain interest and attendance.

J. Diaz motioned to approve the Transfer Advisory proposal to become a standing committee as proposed, E. Ruiz seconded.

Discussion

Neither Membership nor Conference registration have a place to indicate transfer status. We can change Membership right away, but Conference may need to wait until next year.

Motion carried.

Professional Liaison Committee Proposal (K. Wiley)

Historically, the Professional Liaison was a single person who worked to establish connections and create relationships for IACAC with outside organizations, such as ASCA, ISCA, and ISAC. This continues to be the main goal. Now an entire committee exists to assist in making connections to create lasting relationships. This name change will more accurately describe what exists now as the committee.

Other responsibilities:

- Develop and maintain relationships with other organizations dealing with the educational/college process
- Speaker’s Bureau
- Expand geographic footprint of organization and increase involvement. Lunch and Learns at District Seminars.
- Collaborate with graduate school counseling programs in Illinois to introduce and explain the benefits of being an IACAC member, specifically with DePaul University and Northern Illinois University. IACAC graduate school members may apply for grants.

K. Wiley motioned to approve the Professional Liaison proposal to change the name to Professional Connections Committee as proposed, (pending membership approval of the proposed changes to the by-laws,) N. Bargar seconded.

Discussion

Professional Liaison is a common name among other ACACs, although we also have “professional liaisons” to NACAC who are voting members. We are trying to distinguish from that and relate the name to the work the committee is doing. N. Bargar recommended sharing connections and suggested contributing funds to help graduate students receive a membership. R. Suarez suggested contacting UCLA, who has an extension online program that was partially built by the WACAC president at the time. A. Giulietti-Schmitt suggested adding a question to membership application to ask people what other organizational memberships they have.

Motion carried.

Committee Reports:

Admission Practices:

College Awareness and Preparation (CAP): Participating in Shamrock Shuffle on April 2nd. Brian Hodges will send donation link to Exec Listserv.

Conference: See President-Elect’s report.

Credentials: See Past-President’s report.

District Seminars: More than half of the Rend Lake attendees were not IACAC members. Good potential for IAS session proposals. Sending letter to attendees on behalf of IACAC to encourage memberships.

Finance: see Treasurer’s report.

Government Relations: J. Simon attended a CA conference, and their attendees were very impressed by IACAC.

High School Counselor Professional Development Ad-hoc: Creating Google hangout groups after Conference sessions to involve those who could not attend and to increase geographic diversity.

Illinois College Fair: Set calendar, hoping to publish by the end of March. Still working on a couple regional fairs.

Inclusion, Access, and Success (IAS): Sharing the Dream Conference May 17th. 70 people registered, hoping for 200. Encouraged membership committee to look at list for non-members. New logo (students prefer ‘undocumented’ not ‘dreamer’), butterfly image created by Aurora University student.

Media Communications: As always, please give MC a 3-wk notice for anything that needs Betadec.

Membership: see Membership report.

Mentorship: Held several very successful meetups after District Seminars and college fairs this spring.

Middle Management Institute: Securing speakers for this summer. Encourage your institutions to send people. Looking for a DiSC facilitator (ideally in Chicagoland area.)

National College Fair: Possible spring fair, still discussing 100 Black Men fair to limit overlap.

Nominations: See Past-President's report.

Professional Development Grants: Received extra funding for CPS. Currently have 20 apps for grants. Still have opportunities for non-Annual Conference events. Reminder that requests do not have to be for IACAC or NACAC events.

Professional Connections: Made connection with Illinois Association for Student Financial Aid Administrators (ILASFAA), and Gwen Kanelos will present at their conference as an IACAC Past-President.

Retirees (part of Membership):

Scholarship: Official now.

Strategic Plan Ad-hoc:

Summer Institute: Discussed connection between SI and ST, ideas about better integrating. Have plans to integrate groups as much as possible, and schedule is set. Contacting speakers and have a theme and logo.

Summer Tours:

Transfer Advisory: Official now.

S. Szczepanski motioned to adjourn, E. Ruiz seconded.

Motion carried.

Meeting adjourned at 2:06 pm.

Respectfully submitted by Sarah Daugherty, IACAC Secretary.