



IACAC Executive Board Meeting
Friday, June 19, 2015
Woodlands Academy

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

Guests: Rene Gomez, Liz Hannon, Traci Flowers, Kenya Taylor, Lianne Musser, Ashlee Mishler, Drew Eder, Mike Dunker, Carl Krause, Chris Kawakita, Sarah Goldman, George Kazlusky, Kim Wiley, Sandie Gilbert, Emily Johnson, Brian Hodges, Rob Walton, Emma Adebayo

Call to Order/Introductions: *(B. Gilfillan)* Meeting called to order at 11:09 am.
Welcome from Head of Woodlands Academy.

Swearing In of New Executive Board Officers

Approval of March Board Meeting Minutes

A. Thompson motioned to approve the March board meeting minutes. A. Giuliatti-Schmitt seconded.
Discussion
Motion carried.

Treasurer's Report (C. Wallace)

Handed out copies of the June 2014 and June 2015 Treasurer's Report, can be found within Member's Only section of IACAC website as well as on the Google Drive in the IACAC Exec Board>Treasurer>2015-2016 folder. 2014 was created about 10 days later than the current report.

Note checking balances along with \$13,505.95 increase over the last year for our Spartan Account along with some very small growth (\$233.31) over the last year in our 12 and 6 month CDs. No report information available for our 60-month CD as of now. Net worth from last year to this year increased \$28,635.72.

As we finish up the 2014-2015 FY, you will see both expenses and deposits at the bottom in Misc Account #301 (prior Year – 2014-2015). These amounts reflect expenses for the Motivate Me Young Men's Conference that took place before the end of the Fiscal Year. Account #303 (prior year forward – 2015-2016) Deposits came in the prior fiscal year for the current fiscal year. For example – registration fees for MMI.

Handed out copies of the 2015-2016 APPROVED Budget. The money paid to Sharing the Dream was not reflected on the Approved 2015-2016 IACAC Budget. Within the Increase/Decrease in Net Assets row and the Actual 2014-2015 column the number should be \$47,562.22. This does not affect any committee's budget. Courtney will update this and send it out.

As explained at the May Membership meeting all Media Communications charges will now be accounted for within committee budgets. This is in effort to make all committees more mindful and responsible for their own budget. Handed out the Media Communication Budgets for 2015-2016. Betadac is now "tagging" each job with a committee so we are able to keep track. When a committee approaches or gets close to going over budget, Dan Saavedra will be emailing Linda, Sarah Goldman (MC Chair) and I to connect with the committee. It doesn't mean the project or job cannot be

funded over the amount, just a way to be more mindful. Gathering this “real” data this year will allow us to be even more accurate next year.

I will present a Budget Workshop at the Board Retreat/LDI at Bradley next month. Always Remember: Our Fiscal Year runs June 1st 2015 – May 31st 2016. NEVER hesitate to Call Linda, Courtney, DeVone or Kathy with any questions.

We made some serious progress this year with Donated Services. PLEASE make sure at all your meetings you elect one person of your committee to be the designated Donated Services Point Person. It’s SUPER quick and Easy and VERY important for IACAC.

NACAC Reimbursement

Fiscal policy states that NACAC delegates are reimbursed up to \$900 for travel (additionally NACAC covers their registration fee). Fiscal policy also states that Executive Board members with official business at the National Conference are reimbursed for their registration fees and up to \$900 for travel.

C. Wallace motioned to temporarily increase the NACAC travel budget for NACAC delegates and Executive Board members with official business at the National Conference to \$1,200 for the upcoming budget year, D. Eurales seconded.

Discussion.

Professional Development Grants already increased from \$900 to \$1,200.

NACAC attempts to alternate locations for affordability, next year is in Ohio.

Unable to determine the total amount this will end up costing IACAC as it depends on the reimbursement policies of each individual’s institution.

Finance Committee can review fiscal policy and evaluate whether a permanent change should be proposed at a future meeting.

Motion carried.

Membership Report: *(C. Kawakita)*

Down about 120 in total membership. Committee’s focus will be on customer service, want to make new members feel welcome and will work with Media Communications to make sure there is a plan in place. Will work on plan for membership brochures.

Chief Delegate Report: *(B. Kain)*

Excited and honored to be selected as the chief delegate for the 2015 NACAC conference. Delegate training will take place after September 21st board meeting. This year delegates will meet on Tuesday, September 29th evening in San Diego to discuss questions and topics that we will ask the candidates running for executive board positions. On Wednesday, we will have the opportunity to attend the Assembly Preview and the Meet and Greet with the nominees. Thursday afternoon we will have our affiliate meeting. We will conclude the week with the annual elected officials Assembly meeting followed by the General Assembly which is open to the entire NACAC membership. Hot topics that we may be discussing at the Assembly Meeting include the Common Application question of cross applications and Prior-Prior Year (PPY) FAFSA and its impact. If you have any suggestions or questions do not hesitate to reach out to one of the delegates.

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

Met with Beth a few weeks ago to talk about planning, organization, and received a great outline.

Met with Linda and Donna to go over roles, planning, and the year ahead.

Have all committees with at least one/two chairs. I need to get about 6-7 more people and hope to have that in the next two weeks. Looking at a meeting date for Conference planning the first week of September.

Past-President Report: (A. Kremer)

Credentials and Nominations Committees

Will be working on finalizing nominations and credentials committee, goal to have those in place by the Board Retreat/LDI. Will send an email asking for volunteers to serve on that committee.

President's Report: (B. Gilfillan)

I'm really excited for this year and for the possibilities we have before us! I know that we have an amazing group of people who have great ideas and are eager to get to work.

Executive Board Members

Displayed board structure, can be found on Google Drive in IACAC Exec Board>President folder. The Cabinet is made up of President, President-Elect, Past-President, Treasurer, Treasurer-Elect, Past-Treasurer, Secretary, and Executive Assistant. The Council consists of Delegates and Council Team Directors broken up into 4 categories: Media, Member Relations, Professional Development, Student and Family Outreach. Committee chairs are not members of the Executive Board; not required to attend meetings but are welcome to attend; can contribute to discussion during the meeting but are not eligible to vote if attending a board meeting. Committee Chairs are required to submit a report prior to each board meeting.

Expectations of all board members: should be at every exec board meeting; as liaison, should be a member of the committee (active and supportive). You should be reading the committee reports as soon as they're written – not the night before. At board meetings, you're their advocate and you're responsible for sharing info between the committee and the board. Great way to get involved with the organization, learn more about the different committees. I'll ask you the same thing I asked the conference committee chairs last year – dream big! Imagine the possibilities. There's no harm in trying something new or thinking outside the box.

Conference Recap

There were 836 attendees. Highlights were Conference app; \$5,000 awarded in scholarships; 2 Project Reach schools, plus \$1,000 in scholarships to each school's students, they also raised \$3,625 in sponsorships, \$2,013 for the 5K, and \$521 from the dinners; \$5,668 from raffle; \$18,895 in exhibitor fees; \$20,850 in sponsorships; \$3,250 in advertising. Drew commented on the First-Timer's track being so successful at Conference, kudos to Traci Flowers, Sylvia Hernandez, and Patrick Harker.

Board Retreat/Leadership Development Institute

Bradley University July 27-28 – RSVP form will go out to everyone. Board members and committee chairs are strongly encouraged to attend. Will be 1:00 pm start on Monday and go until lunch on Tuesday. Will be staying in residence halls.

Future board meeting dates/locations: September 21 at ISU, November 13 at Loyola Academy, January 15 at Niles North, *tentatively* March 22 at UIS.

Goals

Continue focus on increasing PD opportunities and support for high school counselors.

District Directions/Professional Pathways – get this off the ground and have this happen this year! Look at the connection with Project Reach

Summer Institute – run a great high school track, determine if this is something we should do each year

Continue looking at membership structure – maybe institutional for high schools

Social times – more opportunities for us all to get together informally

Unfinished Business:

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.

Strategic Plan (A. Kremer)

Completed first draft of the Strategic Plan. Committee plans to review the plan with all committee chairs and board members at the summer Board Retreat/LDI in July. Hope to gather feedback to make another round of edits before submitting to the board for approval at the September board meeting.

Want this to be a living, breathing document, and something that is referenced often. Utilized NACAC as well as plans from the other ACACs to guide what we want to have for a strategic plan. Don't want it to be over-prescribed.

Updated mission statement. Developed Inclusionary Community Statement.

Goals: Membership, Fiduciary Responsibility, Educational Opportunities, Outreach, and Brand.

Will send this out so everyone can read it and provide comments before the Board Retreat/LDI.

Planning on how to make organization accountable to this, will ask Chief Delegate and one Council Team Director to take the lead on that in the future.

Sharing the Dream Follow-up (T. Flowers)

Distributed follow-up report, saved to Google Drive in IACAC Exec Board>Board Proposals/Handouts>2015-2016 folder. Thank you to everyone who attended the event, 328 attended. Cost was \$20; received an \$800 NACAC Imagine Grant and \$2,000 from IACAC. Were able to make a \$500 donation to the IL Dream Fund. Fantastic feedback: 97% responded that it exceeded or met their expectations, 100% wanted IACAC to continue to offer PD opportunities on undocumented students and college access. Based on their evaluation results, the committee recommended that IACAC continue to offer this program. Unsure where that should fall within our organization; perhaps as a sub-committee of IAS committee and also continually collaborates with IL Dream Fund, presenting at District Seminars. Loyola has already expressed interest in hosting in the future. The current committee members are interested in staying involved. Would need to bring a budget proposal to the board to secure future funding.

Project Reach/CAP Scholarships (C. Wallace)

C. Wallace motioned to approve \$4,000 to be used for scholarships for students during the 2015-2016 fiscal year to be broken down as \$2,000 for Project Reach schools, \$1,000 each for Motivate Me and Camp College participants. M. O'Rourke seconded.

Discussion

The Board discussed this during the January Board meeting but the information was not included in Project Reach or CAP's budget requests to the Finance Committee for the 2015-2016 budget. There was some miscommunication regarding what was decided at the January Board meeting and \$2,000 in scholarships was given out by Project Reach within the 2014-2015 Fiscal Year. That \$2,000 was paid and this motion would allow us to be current with our 2015-2016 budget rather than always waiting until the new fiscal year rolls over to pay Project Reach scholarships and being in the hole. It also allows for the extra scholarships to be awarded to Motivate Me and Camp College.

Motion carried.

Membership for Project Reach Schools (B. Gilfillan)

Within the same discussion during the January Board meeting, Project Reach asked the Board for input on providing memberships to 1 counselor at the Project Reach recipient schools. Some Project Reach recipient schools have asked if more than one counselor could receive free membership. Offering memberships for high school counselors who were not going to be members anyway doesn't make us lose money on membership but would make us possibly lose money on our other activities that they might have participated in at the non-member rate. Courtney and Linda ran some numbers and said that it could be between \$2,000-\$3,000 lost on those people attending events at the member rate

rather than the non-member rate. Probable that these counselors wouldn't actually have attended as non-members so it's not really money lost.

Additional question about offering 3 years of free membership to PR counselors. Linda indicated that, as far as she can recall, those who have been offered free membership have not pursued additional membership years beyond the free one. Michelle asked whether there has been outreach done with these schools, starting to do so with the Speaker's Bureau. Also encouraged Board to think about putting a max number on the counselors who can receive this as there are many schools with 10+ counselors; let administration at school decide who receives the membership.

Membership Committee has been working on trying to re-structure our membership fees to be able to attract more counselors like this. Amy B. commented on providing professional development to these recipients which Project Reach is doing. Drew encouraged Project Reach committee to explore District Seminar attendance benefits.

The proposal discussion that occurred in January wasn't voted on because it needed to go through the Finance Committee for the 2015-2016 budget. What was approved within the 2015-2016 budget for Project Reach was \$3,000 which they can spend at their discretion.

The topic on the table is whether we can offer more than one membership to the counselors at the Project Reach schools. Is free membership counted against their \$3,000 or not? Anne says it doesn't and we approved just one membership.

Allegra proposed that we table this discussion until the Membership Committee has a chance to evaluate how we may re-structure fees for the 2015-2016 Membership Year which would need to be finalized before October. Beth can share that information with East Aurora.

District Directions...Professional Pathways (D. Eder)

Anne and Beth attended WACAC's District Directions program, handed out fact sheet of their program and shared a presentation for their plan; both are saved on the Google Drive in IACAC Exec Board>High School Professional Development Ad-Hoc>2015-2016 folder.

Opportunity to provide professional development to under-resourced counseling departments as a group
One-year program that includes:

- IACAC membership for all district's counselors and administrator
- Initial meeting with committee and district counselors to look at current data, establish priorities, plan for the retreat
- 36 hour intensive retreat that focuses on the use of data in high school counseling – this focus on data-driven decision making is what makes the program unique and hyper-focused
- Follow-up meeting at District Seminar – all counselors attend the same District Seminar, hold a meeting with committee and counselors there
- Committee works with high school all year, checking in on progress, answering questions, etc.
- Several of the district's counselors are offered grants to the 2016 IACAC conference (maybe 2)
- One counselor is offered a grant to attend the 2016 NACAC conference
- Structure of program is based on specific needs of the district that is chosen and program coordinators collaborate with participants prior to the start.
- Program will be based on the work of WACAC's District Directions

Timeline

- Summer – reaching out to WACAC program leaders, Trish Hatch, counselor educators – gathering resources, making connections, sharing ideas; goal is to offer a program for 2015-2016 year
- First order of business is to choose a district – initial thought is to ask Waukegan
- Future collaboration with WACAC to mentor committee in initial stages
- Once participant is established, a location for the retreat will be determined

Considerations for IACAC Exec Board

- Cost of Program (\$25,000 for WACAC), believe it can be done for half of these costs due to size, extent of travel, and level of luxury provided
- Connection with Project Reach? Marsha Hubbuch attended our planning meeting – mission and philosophy seem to be aligned – TBD how they will interact, but it is on committee's minds
- Effects on membership – aiming to work with schools where there is a slight IACAC connection, but long term goal is for this service to result in increased memberships and involvement
- Representatives from the college side will be approached to speak, present, and mentor participants at the retreat

Currently, will be “housed” under HSCPD with Drew Eder as Chair

Other members – trying to keep it small at first, in the planning stages, then will reach out to others as needed/interested, and will also ask for college representatives once they know needs (see above): Amy Belstra, Beth Gilfillan, Kato Gupta, Chris Merle

Plan is to firm up a location and then propose a budget.

Nate asked about whether this can be applied to several school districts at once. This program is geared toward doing intense data analysis on one district with one administration but committee discussed potential for merging data and expanding this to Southern, Central, and Western Illinois areas in the future.

Stephanie commented on whether the committee is planning to come to the Board with a budget request after they already have a school district signed on. Wondering how the money will be raised for this program. Could ask ISCA to team up with us to help with costs. WACAC participants have seen a high ROI. Can always re-evaluate our programming year to year and pull back on anything necessary. Sandie and Kaz commented on how financially healthy IACAC is. Courtney commented on asking NACAC for Imagine Grant and on using our NACAC counselor grant towards this.

New Business:

Transfer Task Force (A. Kremer)

As mentioned at the March board meeting, Anne created this task force and they're trying to find ways to more intentionally include the voice of those that work with transfer students. Group did some follow up with other affiliates to find out how they intentionally include/provide professional development/recruit/support those that work with transfer students as well as brainstorm ideas as to what IACAC could build in or add to what we currently do to support these professionals.

In May, they met to discuss findings and created a description for this now ad-hoc committee:

IACAC's Community College and Transfer Ad-Hoc Committee serves all members of the transfer process: Community College Admissions, Transfer Center Coordinators and Directors as well as the four-year institution Transfer Admission Counselors/Transfer Coordinators. This committee is committed to working diligently to ensure that the voice and interests of transfer students is brought forward and heard throughout all levels of IACAC, including through committee work as well as at the meetings of the Board of Directors. This committee provides transfer-specific professional development opportunities and supports special projects and initiatives that serve transfer students.

Shawn Wochner and Julie Marlatt have agreed to chair this committee and are currently recruiting committee members. One of their first orders of business will be beefing up our professional development opportunities internally. These items may include a District Seminar focused on those working with transfer students, creating a transfer scholarship, creating set tracks during conference and Summer Institute to focus on serving transfer students and professionals that work with transfer students, working with the Membership Committee to more intentionally market/recruit these professionals, as well as have a section within the Admissions Essay to talk about hot topics, trends, etc. Julie is using the NACAC transfer grant to attend the AACRAO conference in a few weeks. Also hope to send another committee member to NACAC in the fall.

Anne has commissioned them from a task force to an official ad-hoc committee now until they get things up and running. They will submit a report as well as attend the Board Retreat/LDI this summer. Looking for continued board support as they determine the best structure for this committee.

Summer Institute Location Bids (*T. Minestra and S. Szczepanski*)

Suggestion to allow the three Presidents, the Board Liaison, and the Treasurer to work with the SI Committee Chairs to vet the proposals in a way they determine best (e.g. video conference, etc.). Those people will then determine the location rather than asking the Executive Board to approve it during the March Board meeting. Everyone was in favor of this procedural change. No official vote needed.

Reassign Board Liaisons

Submit liaison preferences to Beth.

Committee Reports:

Admission Practices:

College Awareness and Preparation (CAP): Camp College needs a few more volunteers, July 7-11, especially need help July 7-8 at UIS. Contact Emma Adebayo if you can help.

Conference: See President-Elect's report.

Credentials: See Past-President's report.

District Seminars:

Finance:

Government Relations: Endorsed Michigan ACAC legislation promoting a course requirement for college counseling within counselor licensing programs.

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

Illinois College Fair:

Inclusion, Access, and Success (IAS):

Leadership Manual Ad-hoc: See Unfinished Business.

Media Communications:

Membership:

Mentorship:

Middle Management Institute:

National College Fair: Drew will be taking over the Counselor Help Desk at NCF from Lianne Musser. Fair takes place Saturday, September 26.

Nominations: See Past-President's report.

Professional Development Grants:

Professional Liaison: Working on making this a committee.

Project Reach Ad-hoc:

Retirees (part of Membership): 50 volunteers for Speaker's Bureau, had 3 requests fulfilled 2, working on fulfilling the other (request is 504/special ed). Will send out another blast to listserv this fall. Reaching out to Project Reach nominees and winners.

Scholarship: Passed out thank you notes from Scholarship recipients.

Strategic Plan Ad-hoc: See Unfinished Business.

Summer Institute: Session on committee speed dating. Committee Chairs should respond to Sarah Goldman's email.

Summer Tours:

Transfer Ad-hoc:

D. Eurales motioned to adjourn, S. Szczepanski seconded.

Motion carried.

Meeting adjourned at 2:29 pm.

Respectfully submitted by Erin Hoover, IACAC Secretary.