



**IACAC Executive Board Meeting
Monday, September 12, 2016
Illinois State University**

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

Board Members Not Present: Stephanie Szczepanski

Guests: Emma Adebayo, Tara Brewer, Donna Epton, Mike Espinoza, Zak George, Sarah Goldman, Erin Hoover, George Kazlusky, Maryanne Kelly, Mike Melinder, Julie Nelson, Laura Schutt, Carin Smith

Call to Order/Introductions: *(M. Rogers) Meeting called to order at 1:46 pm.*

Approval of June Board Meeting Minutes

M. O'Rourke motioned to approve the June board meeting minutes. E. Ruiz seconded.

Discussion

Motion carried.

Approval of July Board Meeting Minutes

J. Diaz motioned to approve the July board meeting minutes. A. Belstra seconded.

Discussion

Motion carried.

Treasurer's Report *(K. Major)*

Treasurer's Report previously showed checking and investments together. These two areas have now been separated to give a more accurate picture of financial status. This year's checking balance of \$332,091.65 is 8% lower than last year's \$362,944.73. Checking started higher to begin with last year, and we rearranged where we put money. Regarding investment accounts, Spartan Market Index up \$19,842 or 13% from this time last year. CDs are all about the same. Total net worth is down 2%, but total profit/loss sheet shows we are up 4%. Overall, solid.

C. Grotzke addressed donated services, \$1830.80 donated so far, mostly from June transition meeting and LDI. Please remember to bring this up in your meetings, since it helps IACAC prove the cost of our business and our status as an organization.

Membership Report: *(M. Melinder)*

Renew your membership, since the year expires at the end of this month. Calling campaign coming with each member of the Membership committee seeking 4-5 people to help. If interested, let the committee know. Copycat of the NACAC Ambassador program, collecting the names of those who refer the most people for possible rewards. Chair meeting will be at Chicago National Fair for details. Reached out to leadership from U of IL and EIU to get entire staff signed up. T. Flowers stated Membership should not just be the responsibility of the committee, reminded that we are ALL ambassadors. She is presenting to a NIU grad school program, hoping more grad schools will be open to IACAC members promoting our organization to them. L. Haffner shared that we are up 2 from where we were last year.

Chief Delegate Report: *(R. Suarez on behalf of S. Szczepanski)*

S. Szczepanski was on an International Recruitment Trip for SLU in Latin America.

The Delegates have been working hard to prepare to represent IACAC at NACAC. We are the only affiliate to submit motions to change the SPGP.

Our two motions are:

1. Motion from Stephanie Szczepanski, Illinois ACAC, seconded by Emmy Stoecklein, Wisconsin ACAC:

I move, on behalf of Illinois ACAC, to recommend that the NACAC Board of Directors review the SPGP for post-secondary institutions regarding working with institutions' senior administrators and financial aid offices to not include the parent

plus loan as part of the original financial aid package. I recommend that NACAC work with NASFAA to create a policy that members of both organizations can follow.

Rationale Provided:

We have seen an increasing number of institutions include the parent plus loan as part of the original equation and offer of financial aid to the student. The parent plus loan is one of the options to pay the remaining balance and is not aid within a student's control. The parents of the student have the option to apply and IF they qualify they can use that towards the student's college education. We should not be offering it as part of an initial package.

2. Motion from Stephanie Szczepanski, Illinois ACAC, seconded by Matthew Moody, Indiana ACAC:

I move, on behalf of Illinois ACAC, to recommend that the NACAC Board of Directors provide secondary and post-secondary institutions and counseling professionals with a comprehensive timeline that encompasses the admission cycle from the opening of the application process through May 1st. This timeline should offer the earliest an application can open, the earliest application deadline, the earliest a decision can be released and the earliest financial aid deadline, as part of the admission cycle.

Rationale Provided:

In light of PPY date moving to October 1st, the growing concern of admission creep and recognizing that high schools and colleges are trying to meet the demands and needs of their institutions and students, while still adhering to the SPGP, we feel it would be helpful for NACAC to recommend timelines that we can all utilize, especially an application opening date keeping in mind the application process is geared for rising seniors.

The delegates are meeting after this meeting to prepare for assembly and the candidate speed dating. A big part of what the delegates do at NACAC is elect new members to the board of directors. Delegates will have the opportunity to meet every candidate and ask them specific questions. If anyone has any questions or suggestions, please give them to one of the delegates.

President-Elect Report: (R. Suarez)

Conference Report - Committee members have been selected and are posted to the website. Goal is to plan a successful conference which will sustain or grow numbers in membership and attendance. September planning meeting will have all committee co-chairs begin the process of planning the conference. Looking at a speaker who will challenge some things. Any feedback/questions, please contact Roberto.

Past-President Report: (T. Burrell)

Credentials Committee - Credentials Committee has been formed. This committee will have two phone meetings in the fall and one in-person meeting in January. Working on any updates and what they hear from NACAC.

Nominating Committee - Nominating Committee has also been formed. This committee meets once a year in January and has various follow up via email and phone calls. Responsibilities include development of the Candidate Slate: President-Elect (post-secondary), Treasurer-Elect, Delegate Director (post-secondary), Delegate Director (post-secondary) *, Council Team Director (secondary), and Council Team Director (post-secondary).

**With M. Ford moving to the secondary side, we would have 2 from post-secondary; however, this will depend on count from NACAC, which we will know in December.*

Call for nominations will typically come out across the IACAC listserv mid-October. Michelle Rogers asked liaisons to encourage committees to identify/nominate people for positions and awards when the call comes out.

President Report: (M. Rogers)

Thanks to Illinois State University for allowing IACAC to meet on campus, and thanks to Exec Board and committee chairs for all the work over the summer and preparing for this year.

IACAC Updates:

- Michelle Rogers and Roberto Suarez attended the NACAC LDI. Gwen Kanelos, Julie Marlatt, DJ Menifee were also there for their work with NACAC. A lot of information came out of this, and IACAC is leading a lot of what we do!
- Delegates are meeting today to prepare for NACAC next week. We respect and appreciate the time, energy and efforts the delegates have all done on behalf of IACAC.

- Summer Institute went well with 40+ College and 20+ High School professionals.
- MMI did well at Butler; one objective was to broaden scope within the Midwest and that was accomplished.
- Camp College was a big success with 40 students and many more apps than that.
- Plane Tour and Micro Bus Tour went well.
- 55 schools are listed in the College Admission Update, which is more than last year.
- IRC Fairs have been going strong. Look for the hashtags and new StriveScan opportunity to make it easier to retrieve student data. There are 34 IRCF sites this year.

Liaisons: Good job on the first submissions for Committee Reports. They look great.

1. If website for each committee is not updated, please have that done.
2. Some committees have a carryover from last year which is fantastic, but just make sure those are confirmed and any other volunteers have been contacted.
3. After OCT 15th, please check on the website in the membership directory to make sure they are current members. Could check now, but membership starts over Oct 1st.
4. Please ask the committees to be complete and specific in reports and on website. This is the professional documentation of their goals and accomplishments for the year, and we need an identifiable track from year to year. If their programs are in the summer, please have the NEXT one show their accomplishments. If you have any questions, let M. Rogers know.

Coming Up:

Membership meeting at NACAC on Thursday, September 22, 2016. Columbus Convention Center, E160-E162

Finance Committee will also be meeting at NACAC. Send questions to K. Major.

Please attend Membership meeting on Saturday of NACAC. IACAC is often recognized and it would be nice if we are well-represented.

National College Fair Committee is getting ready for the National College Fair on October 1st from 11-3 at McCormick Place. THEY NEED MORE THAN 40 VOLUNTEERS.

Summer Institute has chosen a site for Summer 2017. We had three submissions to host: Northern Illinois University, Southern Illinois University Edwardsville, and University of Illinois Urbana-Champaign. The 2017 spot will be University of Illinois Urbana-Champaign. We are excited to have this chosen and are getting it started soon. Thanks to all of the people who worked to get SI 2017 happening. The process changed this year and took much longer than planned but we had three GREAT options and are so grateful to everyone who submitted and took the time to look at all of the benefits of all sites. April Ponte, Jamie Simon, and Mike Espinoza are the new committee chairs.

Summer Institute Committee will update their part of the leadership manual to include the high school tract. They will be rewriting the proposal form for universities so it is a more complete picture now that the HS track is a component. They have their first meeting scheduled to do that this week.

DJ Menifee has decided to withdraw from the process of running for a NACAC Board Director. Strong decisions are not easy and we wish him well. NACAC will keep the 5 people they have now for 3 positions.

Unfinished Business:

Advertising Update (M. Rogers)

In March, the Exec Board voted to entertain a contract with Betadec. Michelle was presented with a contract for advertising from Betadec, which is consistent with the presentation to the Board in March. She will be signing it this week. There will be a few months for set up and then changes will be seen on the website. We will have to pay taxes if our portion exceeds \$1000, which we are prepared to do.

Conference Exploration Ad-Hoc questions/discussion (M. Rogers)

C. Grotzke motioned to adopt the IACAC Conference Committee Structure presented by the Conference Ad Hoc Committee as part of the IACAC Leadership Manual, and to be implemented beginning with the 2018 IACAC Conference, J. Diaz seconded.

Rationale:

- The structure delegates conference roles, while providing consistency of leadership and reinforcement of knowledge, thus making yearly transition smoother and a contingency plan already in place should any leader not be able to fulfill his/her duties.

- President-elect remains overall chair, however there is a division of labor between the President-elect, IACAC Event Planner, Logistics Chairs, and Fundraising Chairs to aid the President-elect. Past and current presidents serve in an advisory role.
- Retaining at least one experienced chair at all times for each sub-committee will ensure carry-over of knowledge from year to year.
- This provides a structure that mirrors the current IACAC board structure.
- The additional development of an oversight committee for checks and balances increases transparency of all aspects of conference to our membership and Executive Board.
- Structure is consistent with the IACAC Strategic Plan:
 - Membership: Nurture current members and develop strategies to encourage new membership across the constituency.
 - Fiduciary Responsibility: Maintain best practices and build on the goals of transparency, oversight, shared responsibility, inclusivity, and role specification in the budgeting process.
 - Educational Opportunities: Continue to serve our membership and others seeking professional development with quality programs such as the Annual Conference.
 - Educational Opportunities: Design and develop innovative and relevant programs that seek to cultivate the leadership skills of our membership, and respond to future trends and issues.

Discussion

Comment made that the structure formalizes the communication and transparency all 3 presidents working together in the planning of Conference. Hope is to give talented IACAC members avenues to move forward and to see shared leadership and decision-making.

C. Wallace confirmed that Committee is asking for this to be part of the Leadership Manual, which means the structure could be altered in the future.

R. Suarez asked if (only) one year is the most professional way to move forward?

C. Smith spoke to difficulties President-Elect encounters, stated this structure makes life easier.

M. Rogers stated our current structure was solid, maybe new one will improve, but a lot to ask someone to take on position AND a new structure.

M. O'Rourke made a friendly amendment to implement over 2 years with the idea of getting logistics and fundraising person in place first. Changed wording to 'fully implemented by the 2019 IACAC Conference.' Friendly amendment accepted. C. Grotzke, J. Diaz accepted.

C. Wallace asked that we have flexibility as Board to make adjustments as needed. C. Grotzke confirmed this will be just like anything else in the Leadership Manual.

Motion carried.

T. Flowers motioned that the IACAC Annual Conference be held outside IACAC Region 2 (Northern region) every 4 years. (The first Conference to be held outside of Region 2 would not be until 2019, allowing for ample time to communicate with members and non-members outside the Chicagoland area.) E. Schubert seconded.

Rationale:

- It has been 15 years since IACAC held the annual conference outside of the Chicagoland area (2002 – Springfield). Diversifying the location of the conference addresses inclusivity, a long-standing IACAC tenant.
- Moving the conference around the state (outside of Chicago) – directly addresses the following tenants of the IACAC Strategic Plan:
 - Membership: Deliberately identify leadership in IACAC that reflects the diversity of IACAC membership including, but not limited to, ethnic diversity, geographic diversity, diversity of experience (high school/college/independent), and institutional diversity (public/private).
 - Membership: Nurture current members and develop strategies to encourage new membership across the constituency.
 - Membership: Expand the geographic footprint of our membership across the state.
 - Fiduciary Responsibility: Develop a plan to reinvest our financial resources back into membership and Illinois ACAC services in meaningful and impactful ways.
 - Educational Opportunities: IACAC will continue to evaluate and strengthen current programs, explore new opportunities to meet the needs of our diverse membership, and seek opportunities to collaborate with other organizations to foster collaboration, community, and growth.

- Outreach: Expand delivery of association services and opportunities to members in all geographic regions of Illinois.
- Brand: Seek opportunities and develop outlets to share our knowledge with colleagues, parents, students, government officials, and the media.

Discussion

R. Suarez concerned that even NACAC is losing money, so IACAC Conference should be a revenue-generator.

T. Burrell concerned about space required, since Peoria and B/N are in Region 2. In his MOACAC President experience, people didn't travel. Thinks District Seminars are the way to reach this area.

J. Nelson feels regional reps will go anywhere for a conference; reminded us that we are an organization for the entire state.

Z. George stated MMI moved to Butler, knowing numbers might fall but with the mission of outreach in mind; Conference is only area that has remained unchanged.

K. Major and L. Haffner attended Treasurer Development in Washington, other ACACs come to us for Conference advice because we are so successful; TX, WACAC numbers are all down, even in states where they move Conference around.

E. Ruiz asked that we remember this is every 4th year, not every other year; more people probably attended San Diego NACAC than Columbus; lot more technology now, 2 1/2 years for us to promote a location move.

A. Belstra stated we need to educate ourselves about the needs of people in areas outside of Chicago and involve them in planning.

Concern that people who currently drive in to Conference in Chicagoland will have to spend more money to travel to a different location. C. Grotzke suggested Professional Development Grants committee could allow more people to come to Conference with grants.

T. Flowers stated this will provide access and inclusivity to entire state.

N. Bargar made a friendly amendment to specify outside of the West & North Suburban District and outside of Chicago & South Suburban District. T. Flowers, E. Schubert accepted.

Motion carried.

R. Suarez motioned that we extend the contract to the (Itasca) Westin for the 2018 Conference, K. Major seconded.

Discussion

D. Epton explained the Westin offered us the exact same contract that we have had for the last 3 years, with the exception of the room rate going up \$2. Would like to start looking at 2020, 2021, and 2022 in the near future.

Motion carried.

Further discussion regarding formulating a committee to continue this work. Ad-Hoc Conference Committee has accomplished their assignment, so M. Rogers, T. Burrell, and R. Suarez will decide who will move forward. We have 2 1/2 years to promote this change in location, and as Exec Board, it is our responsibility to share this.

New Business:

Background checks/insurance (M. Rogers)

In the mission of IACAC and NACAC, our mission is to serve counselors that serve students. Some of our affiliates (including us) provide programs that serve students. If we are going to directly serve students, NACAC has informed us that we must have appropriate protection for individuals volunteering at a 1-day or multi-day program for students. We now need to add a rider to our insurance policy for sexual molestation, and not many companies cover this. M. Rogers and L. Haffner researched a background check company, which would do state, regional, and national name checks for our Camp College and Motivate Me volunteers. This would cost \$39/person, about \$2000 for IACAC to pay. (High school counselors who have already done background checks would need to do them again for IACAC.) Regarding insurance, we currently pay \$4000/yr. If we add these required policies on to our insurance, it will be an additional \$6-10,000 per yr. We will discuss in November and vote to decide if 2017 and on will move forward, since still talking to insurance company now. Review IACAC's mission and strategic plan and decide if that additional \$12,000 per year in insurance and background checks on top of what we are already paying for these programs is something we will continue. Either we pay it and continue with programs, or we stop doing programs. (NACAC didn't do it, but other affiliates did.) Email M. Rogers and L. Haffner with questions or comments before November.

List Serv (discussion) (R. Suarez)

Currently, we offer the IACAC listserv as a membership benefit, but R. Suarez has been asked if we could provide access to it for everyone like NACAC and ISCA do. Z. George explained IAS part; ways to push info on Conference, IACAC in

general. L. Haffner concerned with spam; Wild Apricot (Membership server) got shut down recently since someone was overloading it. T. Flowers stated that NACAC's model is open, but you still have to be a verified employee. S. Goldman commented that info is already getting out through Admission Essay, Media Comm. C. Grotzke stated that currently, no one is approving posts to IACAC listserv; if we open it up, we may need someone to do that. E. Hoover suggested Media Comm would look into the discussion further and bring information back to the Board.

Committee Reports:

Committee Chairs – be sure to use the current board report template that the President sends out as there may be different questions on it than ones used previously.

Admission Practices:

College Awareness and Preparation (CAP):

Conference: See President-Elect's report.

Credentials: See Past-President's report.

District Seminars:

Finance: See Treasurer's Report.

Government Relations: MAP discussion. Advocate at local offices, instead of just DC and Springfield. Email and call officials over 2-3 years, keeping them in the loop of what's happening.

High School Professional Development Ad-hoc: SI went well, moving forward, this year's Professional Pathways location is East Aurora. Some discussion since a location outside the Chicago area had been requested (last year was Waukegan). Would like to explore other school districts outside Chicago. Executive Board will want to see data driven information along with outcomes for the year. We have also asked if schools outside the Chicagoland area were contacted and who those are. We would like this information yearly before the EB is presented with a 3rd year. Please give N. Bargar suggestions for future school districts.

Illinois College Fair:

Inclusion, Access, and Success (IAS):

Leadership Manual Ad-hoc:

Media Communications:

Membership: See Membership Report.

Mentorship:

Middle Management Institute: College of DuPage agreed to host for 2017.

National College Fair: October 1st; always need more volunteers, providing buses for schools; at MCCORMICK PLACE – please don't go to Navy Pier. Be honest on the evaluation to determine if we stay at McCormick Place.

Nominations: See Past-President's report.

Professional Development Grants: reviewing policy in November; if you have ideas for grants, send to C. Grotzke.

Professional Liaison:

Project Reach Ad-hoc:

Retirees (part of Membership): retirees are volunteering at large IACAC events: Conference Stuffing Party, ISU Articulation, Chicago NACAC Fair, etc. If you have a larger event, contact the Retirees co-chairs.

Scholarship:

Strategic Plan Ad-hoc: Won't be an active committee again until next fall when they begin 2018-2021 manual. Strategic Plan question will be on the next committee reports.

Summer Institute: Thanks to Exec Board and L. Haffner for all help, 65 members this year; looking forward to next year at U of IL Urbana-Champaign.

Summer Tours: settled on location - KY, TN; in process of reaching out to schools

Transfer Advisory Ad-hoc: preparing Transfer Summit Feb 17th at COD, submitting proposals for Conference

E. Ruiz motioned to adjourn, C. Grotzke seconded.

Motion carried.

Meeting adjourned at 4:26pm.

Respectfully submitted by Sarah Daugherty, IACAC Secretary.