



**IACAC Executive Board Meeting
Monday, September 25, 2017
Illinois State University**

Board Members Present: Roberto Suarez, Patrick Walsh, Michelle Rogers, Chrissy Grotzke, Stephanie Szczepanski, Kathy Major, Sarah Daugherty, Linda Haffner, Amy Belstra, Traci Flowers, Brian Hodges, Carlene Klaas, Megan O'Rourke, Natalie Rubino, Eric Ruiz, Jamie Simon, Kenya Taylor, Kim Wiley

Board Members Not Present: Nate Bargar, Ziggy Blackwell, Mike Ford

Guests: Emma Adebayo, Tara Brewer, Donna Epton, Zak George, Steve Landgraf, Mike Melinder, Julie Nelson, Rebecca Popelka, Josephine West

Call to Order/Introductions: *(R. Suarez) Meeting called to order at 1:45pm.*

Approval of June Board Meeting Minutes

B. Hodges motioned to approve the June board meeting minutes. J. Simon seconded.

Discussion

Motion carried.

Approval of August Board Meeting Minutes

N. Rubino motioned to approve the August board meeting minutes. S. Szczepanski seconded.

Discussion

Motion carried.

Treasurer's Report *(C. Grotzke)*

Our two checking accounts have a cash balance of \$409,437.21 compared to \$332,091.65 this time last year. Our four investment accounts (Spartan Market account and three CDs) have a combined balance of \$289,920.61, compared to \$265,018.88 this time last year. IACAC has a current net worth of \$699,357.82 compared to \$598,110.53 last year.

Topics discussed during Finance Committee meeting at NACAC

1. Audit suggestions:
 - a. Recommendation for a professional bookkeeper, but this is a great expense for what we would gain.
 - b. Coding issues in quickbooks that have been updated.
 - c. Treasurer's group will now receive monthly bank statements and will quarterly review the bank statements and quickbook entries. This is simply a double check measure.
2. A Conflict of Interest Statement is needed to align ourselves with other affiliates and NACAC's best practices. Hope to present this in March for Exec Board approval.
3. Spartan Market investment account review to determine if this is the best way to invest as a non-profit.
4. Fiscal and grant policy review and updates with goal of improving our best practices and transparency.

Next Finance Committee meeting is in February. Committee budget proposals for next year will be requested and a review of all employee and vendor contracts will take place prior to the meeting.

Reminder to submit donated services.

Membership Report: *(T. Flowers)*

As of 9/22/17, College/University up 14.7% at 1059, Secondary down 1.5% at 595, Related Educational Service Members up 3.7% at 222. Total IACAC Membership up 7.8% at 1876.

Attended the NACAC Membership Affiliate meeting for Membership Chairs and learned their ambassador program brought in 10-15% new members when launched. Refer-a-colleague has been added to our application. IACAC members to speak at the Articulation and District Seminar locations.

Chief Delegate Report: *(A. Belstra)*

Election Results from NACAC:

1. President-Elect: Stephanie Niles, VP for Enrollment Management at Dickinson College (PA)
2. Executive Board: Derek Dubose of The Ohio State University, Elise Rodriguez of the Dalton School in NY, Ffiona Rees of UCLA
3. David Burge assumed the presidency of NACAC
4. Sherri Geller, co-director of college counseling at Gann Academy (MA), will join the board for one year as a board director and coordinator of the NACAC Affiliate Presidents Council.
5. Jacques Steinberg, senior vice president for higher education and communications at Say Yes to Education (NY), will serve a three-year term on the board. He was appointed by NACAC's Board of Directors.

Assembly Results:

The assembly voted, almost unanimously, to accept the new Statement of Principles of Good Practice: NACAC's Code of Ethics and Professional Practices. It went into effect immediately, after the assembly voted to suspend the old SPGP. The next year will be one of education and implementation of the new features, specifically transfer and international recruitment. No longer have "best practices" as all policies are mandatory. Now includes a glossary of terms and policies for monitoring and procedures to report a violation.

New Motions:

1. Asking for evaluation and follow up on the proposal that institutions with preferential date admission limit the number of spaces in the entering class to a maximum of 1/3 the desired overall class size.
2. Asking to establish an ad hoc committee to examine and discuss meaningful and effective transcripts and school profiles.

The 2017 Strategic Plan Report was submitted to the IACAC Exec Board. This annual report looks at how each committee meets strategic plan goals.

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

Conference Budget and Committee Chairs available in Google Drive under IACAC Exec Board > Conference > Conference 2018.

The 2018 Conference will be at the Westin in Itasca April 25-27, and the theme is "Better Together: The Strength of Collaboration." Conference Committee Chairs and liaisons announced. Committee volunteers, keynote speaker ideas, session proposals, and feedback are encouraged.

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

Credentials 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. This committee will be looking at more than just the by-laws; also deals with membership questions that may arise.

Nominating Committee will develop the 2018 Candidate Slate: President-Elect (secondary), Treasurer-Elect, Secretary, 1 Delegate Director (secondary), 2 Delegate Director (post-secondary) *, Council Team Director (secondary), and Council Team Director (post-secondary).

*With Nate Bargar 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 or January.

Call for nominations will come out across the IACAC listserv beginning to mid-October.

Past Presidents' Meeting will be scheduled in January or February.

President's Report: (R. Suarez)

NACAC Update: Discussion of Prof. Shaun Harper, keynote speaker, and the value in different perspectives.

CPS Discussion: CPS thanks IACAC since they met their goal of colleges attending Highly Selective Fair. IACAC will continue support.

Ad Hoc Updates (Budget Surplus & Tech Needs): Met with both recently and will report as they make further progress. Both committees will be important as we align with our vision and mission and move forward with our strategic plan.

Unfinished Business:

New Business:

Gender and IACAC Practices (IAS) (M. O'Rourke/Z. George)

Statement shared on Exec Listserv and available on Google Drive at IACAC Exec Board > Board Proposals/Handouts > 2017-2018 > September 2017.

Exec Board discussion regarding updates to the information requested on IACAC applications and the possibility of a housing questionnaire upon registration for certain events. Credentials will discuss at January meeting for any Leadership Manual changes. Conference session on this topic encouraged.

Fiscal Policy Updates (C. Grotzke)

Chrissy Grotzke presented the following motions for adoption:

C. Grotzke motioned to insert a debit card policy in the IACAC Fiscal Policy as #3 under Routine Expenditures, changing the numbering of current items #3 - #6 to #4 - #7.

The new language is:

Section III Financial Operations and Investment Policy; A. Routine Expenditures; 3. Association Debit Card

- a. IACAC will maintain one debit card issued through the association's current banking institution. This card will be held by and under the name of the Executive Assistant.
- b. The debit card will be turned into the Treasurer and destroyed upon conclusion of employment.
- c. The use of the debit card must be in accordance with the IACAC mission and can only be used as a method of payment for authorized budgeted expenses.
- d. The association debit card may not be used for cash advance purposes.
- e. Documentation of debit card purchases will be maintained by the Executive Assistant.

S. Szczepanski seconded.

Discussion

This keeps us consistent with the NACAC financial policy.

Motion carried.

C. Grotzke motioned to amend Section IV Authorized Expenses in the IACAC Fiscal Policy.

The new language is:

B. TRAVEL EXPENSES (travel, meals, and lodging)

1. Delegates', Executive Board Officers' (President-Elect, Treasurer and Executive Board members who have official IACAC business meetings and/or responsibilities-the President and Past-President are included as Delegates), and the Executive Assistant expenses to attend the NACAC Annual Conference, which are not covered by the delegate's or officer's institution, will be reimbursed by Illinois ACAC up to a maximum of \$900. **Itemized** receipts for travel, lodging (at ½ of the double room rate), and meals are required for reimbursement. **If an itemized receipt cannot be obtained, reimbursement can be made with non-itemized receipt and a receipt itemization form.**

C. OTHER OPERATING EXPENSES

1. Committee member operating expenses incurred within the scope of the committee's function exclusive of travel, not donated by the institution, may be paid for from the committee's budget. Alcohol may only be reimbursed with prior approval from President and Treasurer. **Itemized** receipts are required for all reimbursements. **If an itemized receipt cannot be obtained, reimbursement can be made with non-itemized receipt and a receipt itemization form.**

2. Personal expenses of Executive Board members and committee chairpersons for postage, photocopying, printing, phone calls, food and supplies incurred while performing Association business, which were not covered by the committee's budget nor donated by the institution, require the President's approval and **itemized** receipts for reimbursements. **If an itemized receipt cannot be obtained, reimbursement can be made with non-itemized receipt and a receipt itemization form.**

J. Simon seconded.

Discussion

Receipt itemization form shared and available on Google Drive at IACAC Exec Board > Treasurer. These changes provide more transparency to the IACAC membership and abide with best practices of NACAC and other ACACs.

P. Walsh made a friendly amendment to use the specific wording of "the IACAC receipt itemization form." C. Grotzke, J. Simon approved.

Motion carried.

Transfer Summit Vendors (R. Popelka)

Exec Board notification is required for committees to solicit vendors and/or sponsors. Transfer Advisory will need to solicit vendors for Transfer Summit. The IACAC Fiscal Policy states in VI. External Funding that the Exec Board must be informed of proposals. All contracts must be signed by a representative of the external funding source, the IACAC President, and the appropriate committee chair. This is a good notification/reminder for all other committees.

"Bike O' Fun" Proposal to IACAC (N. Rubino)

Proposal shared on Exec Listserv and available on Google Drive at IACAC Exec Board > Board Proposals/Handouts > 2017-2018 > September 2017.

Exec Board discussed proposal, offered positive feedback, and requested additional research on other affiliates' programs and liability issues, a review of IACAC's insurance, and an exploration of what insurance/waivers would be required.

Committee Reports:

Admission Practices: Fall meeting is being planned now that the SPGP changes have taken place.

Budget Surplus: see President's Report

College Awareness and Preparation (CAP): Flyers passed out at ISU Articulation to improve counselor involvement.

Conference: See President-Elect's report.

Credentials: See Past-President's report.

District Seminars: Reminder of new location at DePaul University.

Finance: See Treasurer's report.

Government Relations: Guest from Rep. Jan Schakowsky's Office at committee meeting. Goal of 50 people at Advocacy Day in Springfield on March 7, 2018. University of St. Francis will offer bus transportation from Joliet again.

High School Counselor Professional Development Ad-hoc: Looking for a 3rd co-chair.

Illinois College Fair: Statement read regarding how their decisions are made concerning IACAC college fair calendar.

Inclusion, Access, and Success (IAS): See New Business.

Media Communications: Please continue to provide a 3-week notice if Betadec emails are required.

Membership: See Membership Report.

Mentorship: Need (mainly college) mentors from S and Central IL. First Mentorship Meet-up will be Oct 13th in Chicago before the National College Fair. Holiday events on Dec 7th in 3 locations throughout the state.

Middle Management Institute: Looking to host in Central IL for 2018 and including other ACACs. New ideas from AMMI.

National College Fair: Goal of 40 volunteers. Use #chicagoncf17 and #nacacairs to promote.

Nominating: See Past-President's report.

Professional Connections: Upcoming CPS events: admissions panel, scholarship workshop. Speakers Bureau updated.

Professional Development Grants: Committee formed, and app is being updated.

Retirees (part of Membership):

Scholarship: Working on using the additional \$5000 and looking for more volunteers.

Strategic Plan Ad-hoc: Committee forming, will request Exec Board approval for 2018-21 at June 2018 meeting.

Summer Institute: IL Wesleyan is 2018 site. Confirming dates, co-chairs, and volunteers.

Summer Tours: Plane and Micro for 2018.

Tech Needs Ad-Hoc: See President's report.

Transfer Advisory: Added a HS and a regional counselor. Presented at NACAC. Transfer Summit 2018 - Feb 2nd at Moraine Valley CC.

M. O'Rourke motioned to adjourn, E. Ruiz seconded.

Motion carried.

Meeting adjourned at 3:44pm.

Respectfully submitted by Sarah Daugherty, IACAC Secretary.