



**IACAC Executive Board Meeting
Tuesday, March 6, 2018
University of Illinois Springfield**

Board Members Present: Roberto Suarez, Patrick Walsh, Michelle Rogers, Kathy Major, Chrissy Grotzke, Sarah Daugherty, Nate Bargar, Ziggy Blackwell, Mike Ford, Brian Hodges, Carlene Klaas, Megan O'Rourke, Eric Ruiz, Kenya Taylor, Kim Wiley

Board Members Not Present: Amy Belstra, Traci Flowers, Linda Haffner, Natalie Rubino, Jamie Simon, Stephanie Szczepanski

Guests: Emma Adebayo, Jessica Avila-Cuevas, Angie Cooksy, Frank DuBois, Drew Eder, Joe Freeman, Sylvia Hernandez, Chester Hood, Luke Kerber, Renee Koziol, Mayra Lagunas, Mike Melinder, Dan Miller, Jenn Paar-Gross, April Ponte, Tom Shorrock, Gretchen Snape, Amy Thompson, Erin Updegraff

Call to Order/Introductions: (*R. Suarez*) Meeting called to order at 11:07 a.m.

Welcome by University of Illinois Springfield. General reminder that discussion is encouraged from everyone in attendance but when calling for a vote, only board members may take part.

Approval of January Board Meeting Minutes

B. Hodges motioned to approve the January board meeting minutes. M. O'Rourke seconded.

Discussion

Motion carried.

Treasurer's Report (*C. Grotzke*)

Checking Balance is \$491,902.15, and total net worth with investments is \$806,119.16.

"Miscellaneous Accounts, #206 Other Cash Available" refers to Transfer Summit and "#302 Next Year Activity" is Professional Connections. Since these were originally ad-hoc committees, which then became standing committees, they are not listed specifically on this year's form but will be next year. They appear outside the General Board fund on the Treasurer's Report to allow easier visibility for planning purposes.

2018-2019 Proposed IACAC Budget

Chrissy presented the 2018-2019 Proposed IACAC Budget, as well as the rationale behind each of the Finance Committee's decisions where significant changes were proposed.

Income side:

Membership Dues: Proposed \$72,000, which is an increase of \$2,000 to reflect what we anticipate receiving. To date, we are near that amount at \$71,015.

Advertising: We have had a good year with advertising in part due to the addition of four ads on our website. Since this is still a new initiative with many variables, we want to be cautious in our increase. Proposed \$2,800, up from \$2,000.

Administrative Fees: Proposed \$15,000. This refers to the \$5 charge that is added to registration. This amount will help cover the credit card fee costs on the Expense side, which is why they are the same number. We expect roughly the same amount of transactions this year so we have not changed the amount.

Summer Institute: The SI committee prepared a great estimation tool, and we based their budget on 20 HS and 40 College attendees. We realize reaching these numbers can be difficult, but we are confident they can meet their goal.

Annual Conference: We predict Conference will produce revenue but with it outside the Chicago-area this year, we understand it might not be as predictable as the years it is at the Westin. Our wish is for the new President-Elect to have the available funds to make this event successful, so we have decided the Conference's goal should be to break even.

ICRF/Calendar: We increased the expected income to \$85,000, which more closely reflects what we consistently earn.

MMI: Due to this year's location outside of Chicago and the anticipated venue costs, we are investing \$1800 into MMI. Holding it outside of the Chicago area is worth the \$1800 if more members will be able to access it.

IAS: IAS has some great ideas for programming regarding Professionals of Color and meeting the needs of homeless and unaccompanied youth. We have asked them to bring formal proposals to the Board as early as the June meeting, a practice which has been the precedent with large event programming. We anticipate that upon the Board's approval, their budget may increase to support these new initiatives.

Transfer Advisory: This committee has been operating under the General Board as an Ad-Hoc committee, so this is the first year that it is a stand-alone. They shared a detailed estimate of their costs and needs for this year based on past events, and we anticipate investing \$2400 in their initiatives with a large amount designated for Transfer Summit.

Expense side:

General Board:

HSCPD – This committee will be trying lunch and learn events that they hope to webcast in order to reach members who are unable to leave their desks. The Finance Committee is looking at vendors that would give us the ability to broadcast these webinars. We hope by the June meeting to bring them to the Board for approval before moving forward with their contract. The funding for the webinars would be added to Media Comm, as it is something we anticipate multiple committees utilizing. The expected increase will be \$2,000 and will depend on Board vote.

Scholarship – We put the scholarship dollars for the transfer students in this fund to protect them as needed in case the Transfer Summit would ever cease to exist. We have added an additional scholarship, hence the increase to \$2,000, because they want to be able to award a scholarship for one student entering in the fall semester and one entering in the spring semester since students transfer at different times.

AP Committee: With the SPGP-CEPP transition, we anticipate a need for more communication with our members regarding this implementation, so we have increased their budget to \$200.

Travel: Returned to our original budget of \$19,000. We increased this last year because Boston was so expensive for NACAC travel, but we anticipate that Salt Lake will be less so.

Office Operations: Already at \$41,183.61 to date. Based on the anticipated costs for the rest of the year and what our operation costs have been in past years, we have increased the budget to \$53,870 to reflect what we believe is a more realistic estimate of what our actual expenses will be.

Grants: We increased the grants last year to cover the expense of Boston. Since Salt Lake is not as expensive, we have adjusted our grants back to mirror past years.

Insurance: We have increased the expected expense to \$9850 to better reflect the costs. One of the main sources of increase is the rider we have to carry to hold the CAP events.

Finance Committee: This was always under the General Board, but since Nominating and Credentials is shown separately, we thought it would be more transparent for it to have its own line item.

Scholarship Committee: Has been moved from the General Board/Ad-Hoc to standing and is asking for an additional \$250 to help cover Media Comm costs based on what they incurred this year.

Professional Connections: Has also been moved from the General Board and is looking at an increase of \$500 to cover initiatives to connect with members out of the Chicago area.

We anticipate an investment of \$11,240 with this proposed budget. We believe this investment is justified, and we have the funds to cover it. There are more initiatives than ever to target our members outside of the Chicago area. We have also been realistic about our expected costs and income. Although Board approval is not needed since the Membership will vote on this at Conference, Chrissy asked for any questions or concerns before calling for an unofficial vote of confidence behind the budget. We want to make sure we have Board support before taking this to the Membership in April.

C. Grotzke called for an unofficial vote from the Executive Board on proposing an unbalanced budget.

Discussion

The action of zero-ing out the 2019 Conference income budget alleviates pressure on the President-Elect when planning for a location move. Suggestion to ask Membership to submit questions in advance for Annual Membership Meeting to help Treasurers prepare. Conference session will go over the budget and highlight the biggest areas of investment.

Unofficial vote passed.

Finance Committee and Betadac

Meeting took place between the Finance Committee, Media Communications, Tech Needs Ad-Hoc, and Betadac in February to create a clearly defined scope of work with Betadac. One initiative is allowing IACAC to make simple text edits on the website and potentially be able to do our own email communication.

Membership Report: (*M. Melinder for T. Flowers*)

Overall, our numbers are up 3.5% in IL from last year and up 10% from 2 years ago. Much of this is due to the phone calling campaign, and the committee could still use help. Just like college admissions where faculty help the admissions staff, enrollment/membership outreach does not fall solely on the Membership Committee. It is up to the entire organization to encourage membership renewal. Promotion will take place at the District Seminars.

Discussion: Question was asked regarding why only 1 in 3 IACAC members are also NACAC members. This is because the focus has been on IL membership, partly due to budget concerns. NACAC will be proposing a change to the membership structure, which could help. Suggestion to also consider breakdown of general counselors, since we could be losing numbers there. Will continue this discussion to keep a voice at the national level.

Chief Delegate Report: (*K. Wiley for A. Belstra*)

District Seminar Representation – Delegates have stepped in to help the AP Committee in teaching everyone about the new CEPP at the District Seminars:

West & North Suburban District Seminar: Sandie Gilbert, Amy Belstra

Southern District Seminar: Jenn Paar-Gross

South Suburban District Seminar: Kevin Coy, Ziggy Blackwell

Chicago District Seminar: Carlene Klaas, Shawn Wochner

Northwest District Seminar: Eric Ruiz, Kim Wiley

West Central District Seminar: Andy Borst

SPGP-CEPP Education – Thank you to our writers, as we continue to educate everyone on the CEPP. Below are the topics, deadlines, and awesome volunteers:

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

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

Section III: Definitions of Procedures & Glossary (April 2) - Megan O'Rourke

Section IV: Education, Monitoring, and Compliance Procedures (May 1) - Carlene Klaas

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

Conference – Conference is 49 days away. The Committees are hard at work making final adjustments to what is shaping up to be a great Conference. The Conference App for this year is the Premium version of Guidebook, which is the version NACAC uses. It has great functionality, including the option to complete session evaluations. The foldout mini program will not be produced this year in an attempt to cut costs and increase app participation. The session titles and descriptions will be added to the website soon.

Conference Registrations are 153 this year to 171 last year, and hotel reservations are 164 this year to 233 at this time last year. The registration e-mail was sent last week, which was three weeks later than last year. The timing may account for the differences in registrants for Conference and hotel reservations. Don't forget to register for conference and reserve your hotel.

Consider talking with your institution about sponsorships and advertising. There are still opportunities available to promote your school. Check out the website for more information. Please see the Conference Chairs report for additional details and let Patrick know if you have any questions about Conference.

Future Board Meetings

Transition Meeting - Friday, June 15th @ Carmel Catholic High School

Leadership Development Institute - Sunday, September 16th @ Marriott in Normal, IL (overnight)

September Executive Board Meeting - Monday, September 17th @ ISU (following Articulation Unplugged)

November Executive Board Meeting - Friday, November 9th @ Oakton Community College

January Executive Board Meeting - Friday, January 18th @ University of Saint Francis

March Executive Board Meeting and Advocacy Day - TBD

The proposed LDI on Sunday, September 16th would begin at 2PM with teambuilding and a guest speaker centering on the Conference theme of "Better Together." The Executive Board and Conference Committee Chairs would tour the 2019 Conference venue and stay overnight at the hotel. In the evening, we would have dinner at a local restaurant and be able to experience what uptown Normal has to offer. Patrick is hopeful this experience would provide teambuilding

and assist the leaders of the organization with promoting the 2019 Conference. He is open to feedback and flexible if this idea will not work for most.

NACAC LDI/Advocacy Day – NACAC LDI was a great experience. Enjoyed connecting with the President-elects of the other 22 affiliates to share ideas on conference planning, goal setting, strategic plan creation and the future of our profession. Advocacy Day on the Hill was an empowering experience thanks to the GRC chairs, who did a phenomenal job of prepping us. Patrick also appreciated that LDI provided time for the presidents to meet and focus on IACAC.

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

Nominating – See Slate of Candidates in New Business.

Credentials – The 2018-2019 Credentials Committee presents **no** updates to the By-Laws this year. During the NACAC Annual Conference in Boston, the NACAC Assembly voted to update the Statement of Principles of Good Practice (SPGP). NACAC changed the name of the SPGP to NACAC's Code of Ethics and Professional Practices (CEPP). We will need to make the official name change but cannot do so until the NACAC membership votes on this in the upcoming year. As in years previous, the Credentials Committee makes sure that Illinois Association for College Admission Counseling (IACAC) adheres to the guiding principles of the National Association for College Admission Counseling (NACAC).

NACAC Delegate Count Update – Delegate count is updated by NACAC every three years, based on NACAC membership. We lost 2 delegates for the next 3 years. We had 11 delegates with the presidents, and now we will have 9. Roberto has agreed to step down from being a delegate as Past-President, and we will now only vote for 1 of the 4 Post-Secondary Delegate Director candidates.

Discussion: Suggestion for more advanced preparation for Delegates to attend NACAC Assembly. Patrick is already planning to pick the Chief Delegate this month to prepare them for Assembly earlier than normal. The Nominating Committee also considers Council Team Director positions as way to introduce people to the Board. Other states' Delegate training is much more extensive than ours so we will consider their models for our LDI. Most other affiliates have their Past-President be the Chief Delegate to insure it is someone who has already been to Assembly several times. All IACAC members who attend NACAC are encouraged to sit in the Assembly gallery for the valuable experience.

Past Presidents – Past Presidents Lunch was held on Wednesday, February 21st. Fifteen past presidents were updated on the year in review, Conference, Credentials, and Nominating. They gave advice to the 3 presidents, and we look forward to hearing from them at Conference and the Past Presidents dinner.

President's Report: (*R. Suarez*)

Budget Surplus Ad-Hoc Update (*D. Eder, F. DuBois, E. Ruiz*) – PowerPoint presentation shared and available in the Google Drive at IACAC Exec>Budget Surplus Ad hoc>2017-2018.

This is not a decision-making group, and it is only providing research and information for the Board to consider. During their meetings, conference calls, and research this year, the committee compiled feedback from voices in and outside of our community, including other affiliates. They also asked us to remember our IACAC Treasurers are trained by NACAC and handle our finances in a very mindful way.

Top requests from those surveyed regarding how to spend the surplus: 1. Scholarships for first-year and transfer students, 2. more professional development funding, 3. more opportunities for underserved populations, and 4. reduced costs of current programs/membership.

A session on this topic will be held the Wednesday morning of Conference, and we recommend Board members attend. Other affiliates are having the same conversations and usually two common camps emerge: 1. Professional Development: abide by the organization's mission and focus resources on the Membership, or 2. Scholarships: focus on students, since that is what we are paid to do. Our mission has been adjusted in the past, so if that is what the Membership wants, it is possible. More to come in June.

NACAC has begun requiring the affiliates to provide information showing a snapshot of where our funds are spent, and Roberto will share this data with the Board.

Tech Needs Ad-Hoc Update – Thank you to Mike Ford and Sarah Goldman, who is the new co-chair. Committee meeting just took place and a second survey will be shared soon with follow-up questions for the Membership. Committee is

researching potential recommendations for future and working with an extended timeline. Added two new committee members, Jim Pierson from University College Dublin and Linda Haffner, IACAC Exec Assistant.

NACAC and SPGP/CEPP Update – Regarding the inquiry from the Department of Justice, NACAC has cautioned us that anything we share through e-mail or social media (even personal) can be subpoenaed for them to gather info. This is not an investigation, but an inquiry. As leaders, we need to share assurance rather than feeding the fire and always consider what will most assist our students.

Conflict of Interest – After discussion at NACAC LDI and with the past presidents, it is important to consider how rapidly the college admission dynamics have changed in the last 10-20 years. People are wearing multiple hats and making important decisions more than ever. Whatever hat we wear, we must remember the organization to which it belongs and represent the entire membership. Introduction of Conflict of Interest Policy in New Business.

Illinois General Assembly Higher Education Working Group & March 7th Advocacy Day Update – Roberto addressed this group in January after they requested information on the role of school counselors. He was able to educate them on our jobs and duties and to give them info about Advocacy Day. This group plans to keep working with IACAC and has goals of further assisting IL students. Great momentum on GRC lately and it is important to keep our voice on the table. Very good feedback in Washington on IACAC GRC members. Members are encouraged to apply for a professional grant to attend DC or IL Advocacy Day.

IACAC Chicago District Seminar/CPS Update – We are strengthening connections with CPS through this District Seminar. Roberto was able to connect CPS with Senator Tammy Duckworth's office when her staffers requested more information on our Chicago military academies and schools. We should all use our leadership roles to help make these types of connections.

IACAC Award Nominations & Passing of Joe Prieto – Thank you to everyone who has nominated a colleague for an IACAC Award. Roberto has received more than 40 nominations. Deadline has passed but see Roberto if you have more suggestions. Joe Prieto was a well-loved individual who touched the lives of many. Suggestion to recognize him by naming the Mentorship Match of the Year Award after him. Mentorship Committee will research this and report back to the Presidents.

Unfinished Business:

IACAC Membership Diversity Discussion (*M. Lagunas, Z. Blackwell*)

In January, we discussed asking members for ethnicity and demographics for speakers and creating new initiatives. Mayra, Ziggy, and Dave Marcial are presenting a session at Conference and recently shared a survey through the listserv. Only received a 10-15% response rate, which is not sufficient. The presidents discussed assisting with a follow-up email to the Membership. The info collected would go to the presidents and IAS for them to work on together. Discussed how to announce the change to membership form: a flyer in Conference folder, during Annual Meeting Membership Report, or an email from Roberto right before membership year begins in October. Will update the online profile first, and this will most likely be a 2 – 3-year project.

Overseas ACAC & Guangsing (China) Professional Development Discussion (*P. Walsh for A. Belstra*)

In January, Amy shared that a group of Chinese high school counselors are interested in collaborating with IACAC to receive professional development. Pat met with Bob Murray and others in Bloomington-Normal recently to learn more. IACAC will remain involved on a professional development partnership level with these counselors from China.

National College Fair Date and Location Update (*M. Rogers, E. Updegraff*)

Patrick Correia-Harker attended the January meeting and presented the Exec Board with NCF date and site options. The Exec Board reviewed the research presented and suggested the NCF committee choose a date and location that would provide the best experience for the students. The NCF Committee chose September 29th, which overlaps with NACAC but will not conflict with the Nov 1st admission deadlines, which is better for the students. This committee went above and beyond to find a successful outcome for all.

New Business:

Candidates for IACAC Executive Board (*M. Rogers*)

President-Elect (elect one)

Amy Thompson, York Community High School

Secretary (elect one)

Emma Adebayo, Lawrence Technological University

Renee Koziol, Plainfield North High School

Treasurer-Elect (elect one)

Jennifer Sloan, University of Cincinnati

Erin Updegraff, DePaul University

Secondary Delegate Director (elect one)

Drew Eder, Highland Park High School

Tom Shorrock, New Trier High School

Post-secondary Delegate Director (elect one)

Angie Cooksy, Bradley University

Sylvia Hernandez, Michigan State University

Chester Hood, Southern Illinois University Carbondale

Mayra Lagunas, University of Illinois at Urbana-Champaign

Secondary Council Team Director (elect one)

Dan Miller, Adlai E Stevenson High School

Gretchen Snape, Chicago Christian High School

Post-secondary Council Team Director (elect one)

Luke Kerber, Aurora University

April Ponte, University of Illinois at Urbana-Champaign

M. Rogers motioned to accept the slate of candidates for the 2018 IACAC Executive Board. E. Ruiz seconded.

Discussion

Motion carried.

Proposed Updates to Fiscal Policy and Introduction of Conflict of Interest Policy (*C. Grotzke*)

Chrissy shared the rationale for these changes:

1. NACAC initiated the idea to have board members sign a conflict of interest statement that protects both the members and the organization. We are addressing these issues to remain in compliance with NACAC.
2. Our auditors advised us to be clear that individuals who are in paid roles do not have the ability to elect those who decide on their salary. Our plan is to better define the roles of our members and vendors of IACAC and to provide transparency.

Updates to the Fiscal Policy:

VIII. VOLUNTEER SERVICES, CONSULTANTS, AND STAFF

A. ASSOCIATION **VOTING** MEMBERS

IACAC shall not pay stipends, honoraria, or any financial reimbursement for routine services rendered by its ~~officers, leaders, and committee~~ **voting** members. The work of the association is dependent upon the volunteer efforts of its members. All reasonable and necessary costs incurred in the performance of officer, leader, and committee member roles are the responsibility of the association and will be paid according to the established guidelines set forth in this manual. **All Board Members must annually sign and uphold the Conflict of Interest statement.**

Should any special writing, editorial, training or related project require unusual time contribution by any member, the Executive Board is authorized to pay ~~an~~ **a one-time** honorarium based on the Board's analysis of the contribution. Individuals who serve the association in this capacity will be paid a dollar amount to be determined by the Board.

While the author of such projects will retain the copyright to the materials, IACAC will be given written credit for supporting the development of the project. IACAC will also retain the right to utilize such materials in the promotion of the association.

All projects, to be funded as contracted services, will be approved by Executive Board, and reviewed on an annual basis. (BA 11-19-99)

~~D.~~ **B.** STAFF

IACAC staff consists of one employee, the Executive Assistant, and three independent contractors: Event Coordinator, ICE-IRCF Coordinator, and Publications Specialist. All staff contracts are reviewed annually with job descriptions at the spring Finance Committee meeting and will be signed by the Treasurer prior to the start of the fiscal year for which the contract applies. All staff are non-voting members and must sign annually and uphold the conflict of interest statement.

C. PROFESSIONAL CONTRACTED SERVICES

IACAC consists of three Professional Contract Services staff: Event Coordinator, IRCF Coordinator, and Publication Specialist. All staff contracts are reviewed annually with job descriptions at the spring Finance Committee meeting and will be signed by the Treasurer prior to the start of the fiscal year for which the contract applies. All staff are non-voting members and must sign annually and uphold the conflict of interest statement.

~~B.~~ **D.** NON-ASSOCIATION MEMBERS

~~C.~~ **E.** CONSULTANTS

Introduction of Conflict of Interest Policy:

Conflict of Interest Policy shared on the Exec Listserv prior to the meeting. We are in the process of editing SACAC's policy to fit the needs of IACAC. The Finance Committee asked that the Board allow time to update the language in a way that reflects the spirit of the decision and allows us to align with the mission of IACAC.

C. Grotzke motioned to adopt the proposed updates to the Fiscal Policy as well as adopt a Conflict of Interest Policy with the understanding that between now and June 1st, the Finance Committee will review revisions to the Conflict of Interest Policy in order to better communicate what the Executive Board discussed today, B. Hodges seconded.

Discussion

NACAC has recommended stronger boundaries in order to protect our organization. The Finance Committee is meeting in May, so please send them feedback. Chrissy will share the final copy of the Conflict of Interest Policy before it goes live on June 1st. This policy will provide our leadership with guidelines and reference points for any potentially difficult situations. It will also provide board members with a clear understanding of what their role involves.

Motion carried.

C. Grotzke motioned to adjourn, N. Bargar seconded.

Motion carried.

Meeting adjourned at 2:36 pm.

Respectfully submitted by Sarah Daugherty, IACAC Secretary.

Committee Reports:

Admission Practices: Covered Transfer Summit and preparing for District Seminars.

Budget Surplus Ad-hoc: See President's Report

College Awareness and Preparation (CAP): Considering adding a 3rd program, a 1-day event in B/N area focusing on 10th graders; goal of Feb 2019.

Conference: See President-Elect's report.

Credentials: See Past-President's report.

District Seminars: Numbers up in some seminars, down in others. Considering adding a seminar in Champaign area.

Finance: See Treasurer's Report and New Business.

Government Relations: Please consider future Advocacy Days as a priority. The March Exec Board meeting is held in Springfield to encourage board members to attend Advocacy Day. GRC is exploring ways to increase attendance.

High School Counselor Professional Development Ad-hoc: Considering Zoom for webinars and providing sessions around the state. Will remain an ad-hoc for one more year.

Illinois College Fair:

Inclusion, Access, and Success (IAS): LGBTQ Resource Guide coming and LEAD program created by Mayra Lagunas, Ziggy Blackwell, and Dave Marcial. The Leadership, Equity, Accountability, and Diversity (LEAD) Program for development in higher education is intended to assist professionals of color in building leadership capacities. As practicing college admission officers and modeled to address IACAC's mission for professional development, while increasing diversity, they are committed to providing personal and professional growth opportunities for counselors of color interested in building careers in higher education. The program is slated to be a 10-month cohort model, which will address issues ranging from self-advocacy to code switching and is rooted in concepts of critical race theory.

Media Communications: Happy to report that Kenya Taylor has joined the committee in the Social Media role.

Membership: See Membership Report.

Mentorship: "Dine to Donate" event after DePaul fair to support CAP with Motivate Me and Camp College. Need International Admission, middle management, and outside-Chicago mentors.

Middle Management Institute:

National College Fair: See New Business.

Nominating: See Past-President's report.

Professional Development Grants: Awarded 22 grants so far and have received apps for Conference, MMI, and NACAC.

Professional Connections: Subcommittee will recruit in seven of the District Seminar areas for outreach events this spring and after Articulations in the fall. Hoping to cultivate feedback regarding needs in the area and to encourage people to propose Conference sessions if they have ideas they would like to share.

Retirees (part of Membership):

Scholarship:

Strategic Plan Ad-hoc:

Summer Institute: Budget is based on 40 college/20 HS, but only 11 HS attended last year, so please help promote. SI is July 18-20, 2018.

Summer Tours:

Tech Needs Ad-hoc:

Transfer Advisory: Transfer Summit was very successful; Roberto emailed the 80 non-IACAC members who attended.