



Illinois Association for College Admission Counseling  
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**Executive Board Meeting**

**Friday, January 18, 2019**

**10:00 - 2:00 pm**

**University of St. Francis, 500 Wilcox St, Joliet, IL**

IACAC Donated Services Log: <https://www.iacac.org/donated/>

**Board Members Present:** Patrick Walsh, Amy Thompson, Roberto Suarez, Renee Koziol, Linda Haffner, Ziggy Blackwell, Traci Flowers, Christine Grotzke, Mike Ford, Dan Miller, April Ponte, Carlene Klaas, Eric Ruiz, Natalie Rubino, Tom Shorrock, Stephanie Szczepanski, Kenya Taylor, Erin Updegraff, Kim Wiley

**Board Members Not Present:** Angie Cooksy

**Guests:** Annette Braden, Becki Bellito, David Bennett, Drew Eder, Erin Hoover, Zak George, Sylvia Hernandez, Betsy Stevens, Josephine West

**Welcome:** Eric Ruiz, University of St. Francis

**Call to Order/Introductions:** (P. Walsh) Meeting called to order at 10:14 a.m.

**Approval of November Board Meeting Minutes** (P. Walsh)

*D. Miller motioned to approve the November board meeting minutes, M. Ford seconded. Motion carried.*

**Treasurer’s Report** (S. Szczepanski)

	<u>1/11/2019</u>	<u>1/12/2018</u>
Checking Balance	\$524,697.49	\$468,254.07
Investment Accounts	\$304,679.80	\$314,176.20
Total Net Worth	\$829,377.29	\$782,430.27

Request for budget proposals went out on January 4<sup>th</sup> and the treasurer team is divided so that each committee has a liaison. Budgets are due by Friday, February 1, 2019. Reach out to treasurer team with any questions.

**Membership Report** (T. Flowers)

Overall, we are down slightly by 1.13% in all categories. We will start a calling campaign again to call past members whose membership has lapsed, board members are encouraged to reach out to the committee to help with this effort. The goal is to create a ten-year analysis to see trends in membership.

**Chief Delegate Report** (K. Wiley)

There might be a possible resolution to the DOJ investigation into the CEPP, however a timetable has not been released. Right now, the main point of discussion after numerous meetings between NACAC’s legal counsel and the DOJ’s Antitrust Division representatives is proposed language changes. But it looks like there is an end in sight. In anticipation of an ending to the investigation, Delegates were informed that we might receive notice for a special meeting of the Assembly, in which the Board of Directors approved a motion to do so. It would be the first-ever special meeting in NACAC’s existence. This session is necessary because the Assembly agreed in Salt Lake City to delay any amendments, motions, or edits to the CEPP as conversations with the department continued. Rather than wait until September 2019 for the Assembly at the Louisville national conference to act on any proposed changes, we

would be able to make changes if passed with a 2/3 vote in this special meeting. We would need a quorum present, so NACAC is trying to make sure every ACAC is all set with details. We have not received notice yet, but rumor has it that February might be the month.

Statement from NACAC:

“This has been an extraordinary year for the association. The challenge to our *Code of Ethics and Professional Practices* by the Antitrust Division of the Department of Justice has struck a nerve. The association has been required to reflect deeply on our historical core values to protect the best interest of students we all serve, while honoring our diverse institutions and their recruitment practices. The legal debates, compliance with DOJ requirements for documentation, and careful communication with the membership required unprecedented expenditures of time and financial resources. We remain hopeful this will be resolved in early 2019.”

### **President-Elect Report** (A. Thompson)

The 2019 Conference Updates:

- Registration will go live by Monday, February 4th.
- EAS committee has been working to encourage past participants to exhibit, sponsor, or advertise again this year. That information is on the conference website. Opportunities still available. Please connect to EAS Chairs: Brian Hodges, Veronica McLaughlin, and Mike Ford or go to website.
- The Program Committee reviewed nearly 70 conference session proposals and accepted 52. Will offer two campus tours (IWU and ISU) in addition.
- The Onsite Committee and Logistics Chairs, along with Donna Epton, Meeting/Event Planner, did a walk-through of the conference spaces.
- The Program and Onsite committees, along with Logistics Chairs, and Donna met to place all sessions in time slots and rooms. As much info as possible will be put on the website as soon as possible.
- Thursday: “Local Counselor Day” all counselors working for schools south of I-80 will be considered “Local”.
- Keynote speaker: Akil Bello, *Princeton Review*, featured in the film, “The Test and The Art of Thinking.”
- Endnote will be available legislators and/or GRC reps to discuss advocacy, issues, and legislative priorities.

Q: Will there be a shuttle from Chicago to Bloomington? Amy will investigate this option.

### **Past President Report** (R. Suarez)

#### **Leadership Manual**

Thank you for everyone who submitted updates this past fall. I plan to work with Erin Hoover, Communication Specialist, along with the presidents to finalize our Leadership Manual. We will work to create hyperlinks in the table of contents for user friendliness. The final version will be posted to IACAC’s webpage in March or April.

#### **Credentials**

The Credentials Committee meeting is set for Friday, Jan. 25<sup>th</sup> at Homewood-Flossmoor (H-F) High School. After reviewing all changes in the past year and receiving a request from Inclusion, Access, and Success (IAS) the following items will be updated to IACAC’s by-laws: Per NACAC updates SPGP will be updated to CEPP, IAS’s requests for singular pronouns will be updated to plural pronouns within in NACAC eligibility section, and IACAC’s College Fairs Committee will be updated as we no longer have an IACAC College Fair Coordinator and now have a co-chair committee.

#### **Nominations (You made me safe)**

The Nominating Committee will meet after the Credentials meeting on Friday, January 25 meeting at H-F. Nominations are still coming in even though the portal is closed. Be sure to talk with others who you feel would be good and why it means a lot. I submitted an admission essay on “Why Good Leaders Make Others Feel Safe” and we must do this for others. From my experience this goes a long way with individuals and how they see themselves as leaders. Timing is the difficult piece, opportunities come up, and life comes up so it’s important to have a pool of candidates Erin Hoover will open nominations for an extension to prepare for January 25<sup>th</sup> meeting.

#### **Past Presidents Luncheon Meeting**

IACAC’s Past President’s luncheon will be on Thursday, February 28 at Augustana in Lombard. This meeting is for the purpose of providing updates to our past presidents and allows for us to connect to the history of IACAC and its leadership. The presidents will gather feedback which helps us make decisions. The meeting is always great to help us remember our why we serve IACAC and the great memories that we’ve had over the years.

## **President's Report** *(P. Walsh)*

### **Winter LDI**

NACAC Winter Leadership Institute will take place in Washington, D.C. March 3-4, 2019. The president's cycle will arrive Friday and participate in a day and a half of updates, training and professional development ending early Sunday afternoon. Following LDI we will be joined by our three Government Relations Chairs and spend the afternoon in training with NACAC's Government Relations Committee and staff preparing for Advocacy Day on the Hill. Monday we will visit our Illinois Representatives and Senators. If you have interest in joining us in Washington D.C. for the day on the Hill there are grants available. It is a great experience!

### **IACAC Awards**

Nominations for IACAC Awards are now open. An e-mail was sent this morning seeking nominations for the Patricia A. Kasowski Recognition Award, James A. Alexander Newcomer Award, Molly K. Arnold President's Service Recognition Award, and the Inclusion, Access and Success Award. Please take some time to consider deserving individuals who have made a positive difference in the life of students, parents and colleagues. I would like to have at least one nomination from each board member. The deadline to submit is March 1, 2019.

### **Communication Specialist**

The RFP (Request for Proposal) for the Communication Specialist is nearly complete. The Finance Committee, Media Communications Committee and the Ad-hoc Committee for Technology Needs reviewed and provided feedback on the job responsibilities and qualifications for the position. We will post the RFP at the end of the month (Inside Higher Ed, IACAC, and NACAC) with an application deadline of February 15, 2019. The description is in line with an employee versus an independent contractor.

### **Annual Reports**

Each IACAC Committee is required to submit an annual report with the names of chairs and committee members, purpose of the committee, summary of activities, strategic plan activities, and recommendations for the future. This provides future chairs with a reference point and continues the progress committee work. It also allows our members and those outside of our membership to understand the work we do. I will work with Erin to editing the form. I would ask that each committee decide on the chair who will be responsible for submitting the report in May.

### **March Board Meeting**

The March Executive Board meeting is scheduled for Friday, March 15 at DePaul University which unfortunately conflicts with four District Seminars (South Suburban, North Central, West Central, Northwest) and the Lincoln Way college fair. Discussion about rescheduling or not and the final decision was to keep the meeting as is.

### **Practicum Student**

Follow up to the discussion last meeting on having a practicum student this summer. The individual who inquired would need to complete 150 hours over the summer. The student has interest in evaluating and analyzing our summer events in addition to assisting with on-site help for a few of our summer programs. The committees that he is interested in working with are CAP, Summer Institute and Conference.

### **Bloomington-Normal Rotary**

Meeting on Tuesday, January 22<sup>nd</sup> to promote Normal in Nineteen and introduce IACAC to the Rotary members. I created a flyer explaining IACAC and our membership. I outlined opportunities for businesses to donate raffle items or get involved with Project Reach for Dine to Donate, monetary donations or school supplies.

### **Unfinished Business**

#### **Financial Surplus Report** *(D. Eder and D. Bennett)*

History of the initiative – during the 2017 annual conference general membership meeting there was a motion by D. Eder suggesting the President appoint an Ad-Hoc committee tasked with surveying the general membership to explore the possibility to responsibly spend down the budget surplus we enjoy as IACAC. The goal of the first year was to information gather from the membership with two surveys which were reported to the board in 2018. The overwhelming consensus from the membership was to use the funds in different ways. The shift for the second year was to become a recommending body so the committee expanded to include a more diverse representation of the

membership. We took the information from surveys and formulated a report with specific recommendations on how we can expand what we can offer to our membership. The biggest piece recommendation is to clearly communicate to the board and membership how the money is being used and spent. Moving forward, the ad hoc committee will finalize their work and provide a one-page summary which will be included in the conference folder and recapped during the Presidents report at the General membership meeting.

#### Questions/Comments

Q: Who decides which initiative get implemented?

A: The board will ultimately make final decisions – The finance committee will create guidelines and make updates to the fiscal policy and identify a process and prioritize what we spend the surplus on.

R. Suarez – There is a lot of information on best practices for non-profits – NACAC recommends growing reserve funds but it is unclear if investments are a part of reserve funds.

C. Grotzke – At TDI, NACAC shared best practice – rough guidelines for surplus vs. reserve funds

T. Shorrock – The degree to which the board communicates is critical – especially when you combine non-profit and surplus – many emotions arise and clearly there are a lot of opinions about our money and how it is being used.

Q: Are we in line with NACAC recommendations? How does our affiliate match up?

A: The finance committee is looking to add a bookkeeper. Since we are a financially healthy organization the main purpose of this ad hoc committee was to further this conversation and investigate opportunities, including creating an endowment. We are in a good position to continue to support our membership.

#### **Articulation Unplugged (P. Walsh)**

What is the importance of this program and where does it belong within our structure?

A summary was provided with evaluations from 2017 and overall were positive from both high school and college side.

Questions/Comments:

R. Suarez – Torn. Cost, logistics – how many people are involved with coordinating – now leaning more positive because of goal of it – for some high school counselors it is the only thing that they can go to during the school year.

E. Ruiz – hesitant about going but had a more positive experience this time.

K. Taylor – better traffic when participated as an in-state school rather than an expensive out-of-state school.

K. Wiley – important to educate school counselors on how to best utilize the fair and having meaningful conversations instead of going around and just collecting freebies.

Z. Blackwell – what are the goals and outcomes of the program? How does that align with our strategic plan?

S. Szczepanski – read description from [website](#).

P. Walsh – will look at list of high schools that counselors are coming from to see what area we are serving.

N. Rubino – is lunch necessary? Many people grab lunch and do not attend the college fair. Set guidelines with swag.

C. Grotzke – The reason that ISU got on board initially is because IACAC was helping to fund some of the day.

S. Szczepanski – Total cost \$14,480; Fair registration (colleges pay \$55): \$5,675; state universities do not pay; ISU contributes \$4,733; IACAC reimburses ISU with registration fees + \$4,000 contribution from IACAC.

P. Walsh – ISU provides IACAC with comprehensive report with reimbursement

A. Braden – the program is very valuable – having the exposure is great

C. Grotzke – is it possible to have other value added like the CARR luncheon – provide booklet with information

J. West – do not mind giving out swag because it eventually goes to offices or students

A. Thompson – discuss ways to make it more constructive – breakout sessions

S. Hernandez – if it does stay within ICF – eliminate swag since that is consistent with ICF guidelines – merge Admissions Update (articulation version) and re-evaluate cost structure – colleges pay \$55 and do not eat lunch – might be more worthwhile if cost included update and lunch.

T. Flowers – Add a question in this year's evaluation to ask counselors if they would attend if the fair went away. Evaluate the day as a whole – create a college fair evaluation.

C. Grotzke – IACAC can create a Google Doc that colleges can fill out

T. Flowers – Membership gets school counselor list of attendees and follows up about joining if not a member.

The consensus is to have some form of Articulation Unplugged with changes to the format; add to March meeting.

#### **New Business**

No new business

## **Committee Updates**

**Adhoc Financial Surplus Committee:**

**Admission Practices:**

**College Awareness and Preparation (CAP):**

**Conference: See President-Elect's report.**

**Credentials: See Past-President's report.**

**District Seminars:** 9 seminars, 4 taking place in Region 1 (Southern) – \$25 for members and includes lunch

**Finance:**

**Government Relations:** Advocacy Day – February 21, 2019 – Springfield; training starts at 9:00, great opportunity to talk to legislators (New general assembly and governor) and inform them about education issues.

**High School Counselor Professional Development Ad-hoc:**

**Illinois College Fair:** looking into regulations and what goes on the calendars and for-profit. Trying to figure out a way to encourage more colleges to complete surveys after fairs – working with StriveScan. The survey goes to the person that does the registration not necessarily who participates in the fair. Mundelein is hosting a bilingual college fair on April 10<sup>th</sup> – committee will address this.

**Inclusion, Access, and Success (IAS):**

**LEAD Program** – First meeting last month, 12 participants – exceeded expectations. Second meeting, yesterday – guest speaker – Oscar Rodriguez (UIC), on the framework of strategic enrollment management. The outcome and goals included participants talking about their social and aspirational capital, understanding biases, expanding your network, and gaining more information to elevate your current position.

**Media Communications:**

**Membership:**

**Mentorship:** Facebook Live event – Friday, January 25<sup>th</sup> from 12 – 2:00 p.m.

**Middle Management Institute:**

**National College Fair:**

**Nominations:**

**Professional Development Grants:**

**Professional Connections:** postponed high school counselor challenge and will open February 1 until March 20<sup>th</sup>

**Retirees (part of Membership):**

**Scholarship:** need volunteers to help read applications.

**Strategic Plan Ad-hoc:**

**Summer Institute:**

**Summer Tours:** Opened registration on December 14<sup>th</sup> – requires a log in to register – currently 41 registered – all but two members are from Illinois – speaks to value and investment of organization – we have 5 applications for 2 grants. The bike tour is a week before, might be a conflict for CPS counselors – 3 year provisional – they will have their tour every other year – limitations on the grants – positive to grant as many grants as possible – grants committee sets budget and estimates grants for specific programs – the last event of the year is Conference which we put the most funding towards since it is our biggest event of the year. Suggested to put together proposal for grants committee for additional funding to allocate more.

**Transfer Advisory:**

*K. Wiley motioned to adjourn, T. Flowers seconded.*

*Motion carried.*

*Meeting adjourned at 1:54 p.m.*

*Respectfully submitted by Renee Koziol, IACAC Secretary.*