



**IACAC Executive Board Meeting  
Monday, September 17<sup>th</sup>, 2018  
Illinois State University**

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

**Board Members Not Present:** Traci Flowers, Tom Shorrock

**Guests:** Jessica Avila-Cuevas, Donna Epton, Sylvia Hernandez, Brian Hodges, Erin Hoover, Scott Lily, Tricia Lothschutz, April Lynch, Nick Sanders, Laura Schutt, Betsy Stevens

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**Call to Order/Introductions:** (*P. Walsh*) Meeting called to order at 2:06 p.m.

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

*N. Rubino motioned to approve the June board meeting minutes. E. Ruiz seconded.*

*Discussion*

*Motion carried.*

**Treasurer's Report** (*E. Updegraff*)

Between two checking accounts, IACAC has a cash balance of 504,014.16 which compares to \$409,437.21 this time last year. The current combined balances of our investment accounts (Spartan Market and three CDs) are \$328,196.94 which compares to \$289,920.61 this time last year. Combining the cash balances of our checking account with the current balances of our investment accounts, IACAC has a current net worth of \$832,211.40 compared to \$699,357.82 last year. Chrissy and Stephanie attended TDI in August in Washington D.C. and have several suggestions that they will bring to the Finance Committee. Based on the Executive Board vote in June, the Professional Development Grants Committee awarded three additional grants to public high school counselors to attend NACAC. The Finance committee will meet at NACAC to discuss a variety of things including the audit, fiscal policy and other items. Submit donated services.

**Membership Report:** (*A. Lynch*)

The 2017-2018 membership cycle totaled 1,896 members and the committee is currently working on ways to encourage more involvement throughout the state especially with the annual conference being held in central Illinois next year.

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

**Investigation of NACAC by the Department of Justice (since November 2017)**

The focus of the investigation was the restraint of trade issues. The DOJ is questioning three main parts of the CEPP:

1. The prevention of colleges offering incentives to ED applicants that are not available to all other applicants.
2. The limitation of recruiting students after the May 1 date as well as those who have already committed to a college. They do not want to change the May 1 date, as it is more focused on the ban of recruiting students after May 1.
3. The limitation of recruitment of transfer students.

While the investigation continues, delegates cannot make any motions to revise the CEPP, however, there are two other proposed motions for review.

**First motion** – Financial aid award letters

Recommendation for NACAC to work with NASFAA in three areas:

1. Support a policy that would require schools to disclose estimated cost, as well as an estimated net price in their award notifications.
2. Support requirements that the federal government, in partnership with financial aid professionals, develop a set of common, consumer-tested terminologies and definitions for student aid programs.

3. Support requirements that grants and loans and other self-help aid not be listed together in award letters, and that loans always be clearly labeled as such.

### **Second motion – Request for final transcripts**

Request for a NACAC investigation of the language being used by colleges in the request for final transcripts and timeline for these requests to be made. Some final transcript requests contain language that has a sense of urgency and at times leads families to believe their student could lose their seat in the incoming class or their financial aid could be jeopardized. Since this concern was on the NACAC list serv over the summer, there has already been discussion over the past month in Governance about piloting an initiative. Using feedback from members, the results could turn into a good practice model that NACAC would publish. Delegates will get involved in the initiative to investigate this issue more which will hopefully result in positive change this year, but if it does not, then there will be data and research to propose a motion for next year.

### **Proposal for a new membership structure in NACAC**

After conducting a survey to our membership, of which only 1/3 of members responded, two membership models are being proposed. Dues would be assessed by the number of full-time professionals in admissions and counseling offices (a group membership fee model). The goal is to increase membership by getting more people involved. It simplifies the membership types and it is easier to add new members. It also becomes cheaper for more people to get involved and extends voting status to more members. Something to point out is that most of the individual memberships that exist will be categorized into one type called Professional Individual, which includes retirees. Other counselors who do not have a counseling staff or must pay their own way for membership would most likely select this category as well because it would be significantly cheaper. In the proposal for this category these members would not have voting privileges as they currently do. While it is great for bigger schools with large staffs, it is not fair to retirees and individual counselors to have their voting privileges taken away. This will be voted on at the NACAC Membership meeting on Saturday September 29, 2018 in Salt Lake City.

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

2019 Conference Update – #IACACnormalin19 plans are moving along. Here are the highlights:

1. Logo and theme: IACAC IMPACT: Making the Difference - Action, Advocacy, Excellence.
2. All Conference Committee Chairs are set. There are three teams that oversee key committees:
  - a. Executive Team oversees and contributes to Oversight, Branding, and Program.
  - b. Logistics Team oversees and contributes to Onsite, Registration & Hospitality, and Evaluations & Tellers.
  - c. Fundraising Team oversees and contributes to Raffle, Exhibitors & Sponsors, and Project Reach.
3. Hotel rooms are blocked for IACAC and information is on the IACAC website: Marriott is \$136/night (plus tax) and includes parking.
4. A tour of the conference spaces will take place at the end of this meeting OR tomorrow morning (Monday, September 17th) at 9:30am.
5. We have a tentative budget.
6. The Program Committee had a very productive conference call and will send out a Call for Proposals very soon.
7. The Professional Connections Committee put in a great deal of work to connect with counselors in central and southern Illinois. More work will continue based on feedback from the Articulation meeting surveys.
8. We will try to connect with exhibitors at the NACAC Conference next week.

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

There are so many changes this year with the location of our upcoming Conference, the Conference planning structure, IACAC Staff, Media Communications, College Fair Committee, NACAC CEPP, and a few other. Both Patrick and Amy have demonstrated how IACAC works better together and how IACAC's impact make the difference in not only the lives of professionals, but also in the lives of students we serve. Thank you!

### **Credentials**

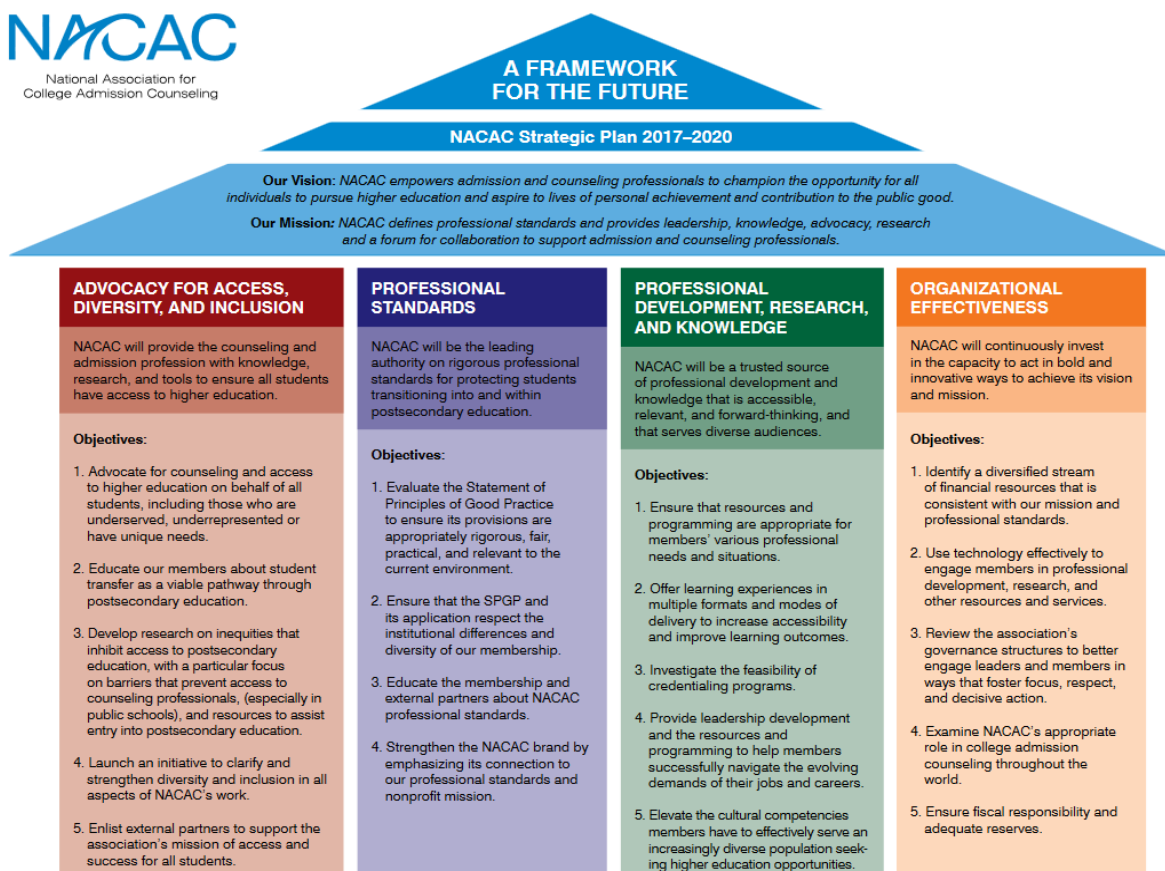
Volunteer requests have been sent out. There may or may not be updates to our By-laws due to changes to CEPP depending on what occurs at NACAC. There will be updates to our Fiscal Policy (Conflict of Interest) and By-laws impacting committee work and IACAC Staff. Please contact Roberto if you are interested in volunteering. There will be a phone meeting in November and a committee meeting in January 2019.

## Nominating

IACAC leaders are transformational. For the upcoming year, consider nominating individuals that may be overlooked, alongside individuals who are shining stars that have the experience, foresight, and enthusiasm to be great leaders of IACAC. Also, consider serving on the committee (contact Roberto if you are interested). A call for nominations will go out in October. There will be a phone meeting in November and a committee meeting in January 2019.

## Strategic Plan

The committee chairs are considering adding a conceptual framework similar to the NACAC framework (see picture).



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

### Role of the Liaison and Committee Chair

The main responsibility of the liaison is to provide oversight to their committee. Committee chairs may not always be able to attend every board meeting, so the role of the board member liaison is to provide updates and/or bring issues up to the board. It is recommended for the liaison and committee chairs to connect at least once per month. Committee chairs are encouraged to invite their liaison to meetings.

### Committee reports and liaison reports

A reminder will be sent out three weeks prior to the next board meeting to submit reports. Submitting these reports and uploading to the Google Drive is an integral part of strategic plan. Also, committee chairs should keep in mind and consider recommending committee members for future leadership positions within that committee or other roles.

### Finance Committee Update

The next meeting will take place on Fri., Sept. 28, 2018 at the NACAC Annual Conference from 10:00 a.m. – 1:00 p.m. There are several items on the agenda pertaining to the fiscal policy (reimbursement, leadership manual changes) and contracts (RFP for Communication Specialist, ICF restructure, HR Policy/Performance reviews) and more.

## **National College Fair – Spring 2020 Fair**

NACAC national college fair directors reached out with a proposal to host an additional National College Fair in Chicago in Spring 2020. This is something that the ICRF committee will need to discuss (with input from the board) in terms of how we are serving our students and how this would impact the college fairs that we already have in the Chicagoland area.

## **NACAC Annual Conference – Salt Lake City – September 26 – 29, 2018**

The Illinois affiliate membership meeting will be Thursday, September 28, 2018 from 4:45 – 6:15 p.m. in room 255A. The annual NACAC membership meeting will be held on Saturday, September 29<sup>th</sup> from 2:30 – 4:30 p.m.

## **Admissions Essay Update**

Gayle C. Wilson Service to Education award – Congratulations to Sue Biemeret (retired counselor Adlai E. Stevenson H.S.)!

## **Looking Forward**

There are many changes currently within our organization: three Ad hoc committees that will be concluding work and may move to full committees, our new communications specialist role, Illinois College Fair role transition, Normal in Nineteen (different venue, different structure). Change is hard, but so is progress and we are making great strides as an organization. Remember your role and responsibility on this board -- to represent those voices in our organization that are not here today and to ensure that we are meeting the needs of our members. Remember *why* you are here.

## **Unfinished Business**

### **IACAC Counselor Challenge** (*K. Wiley*)

Many national organizations (College board, Princeton Review, Naviance, etc.) have initiated the National Counselor Challenge to sponsor a public high school counselor to attend the NACAC Conference. There was a proposal to pursue a similar challenge and create or brand an additional grant: The IACAC Counselor Challenge, which would commit to sponsor a public high school counselor in Illinois to attend the NACAC Conference in 2020. The discussion included logistics and proposed implementation of this grant process. It was suggested that the school counselor applicants would not necessarily need to be a current member of IACAC and it was proposed for the grant to include a one-year membership with IACAC, IACAC conference registration, and to conclude with attending the NACAC conference. There was a comment to collect data regarding how grants have been utilized in the past and how often grant recipients follow through and attend the conference or not. It was suggested to include an administrative signature to support participation and attendance. Also, there were questions regarding how applicants would determine to apply for this grant as opposed to other grants offered as well as how this grant would be branded or reallocated or if more money would be added to the grant budget. The discussion concluded with better defining the proposal as well as collecting past grant recipient data and will be moved to the November meeting.

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

The discussion mainly focused on the structure of Articulation Unplugged and the usefulness of the high school counselor college fair. Some comments included that each year can be different with the number of counselors that stop by, some counselors just grab freebies and are not having meaningful conversations, and it would be a good use of time for an admissions counselor to make a productive trip to Central Illinois rather than just attend the counselor college fair. A new format was suggested to create a package of freebies and then have counselors rotate and attend breakout sessions and allow participants to connect with IACAC members. It was also suggested to look at past survey results, and determine where school counselors are coming from? This was moved to unfinished business in November

### **Mentorship Award** (*R. Koziol*)

At conference, the Mentor/Mentee Match of the Year was given in honor of Joe Prieto who passed away suddenly. The board discussed the criteria and guidelines for naming awards as well as giving awards in honor of someone who may have recently passed. We first reviewed how the current named awards (Patricia A. Kasowski, Molly K. Arnold, James Alexander) were established. With exception to the Molly K. Arnold President's award which was created shortly after her passing, the awards were first developed and then renamed several years after. The board established that it is important to take time (recommended criteria is to wait 5 – 10 years) to name awards in memory of an individual. If needed or appropriate an award can be given in honor of someone who has passed in the current year. This was recommended to be added to the leadership manual in the awards section. Moving forward it was agreed upon for the Mentor/Mentee Match of the Year to be presented during the conference reception instead of at the Mentorship reception which allows for

greater promotion of the committee. There was a suggestion to create a video to commemorate who Patricia A. Kasowski, James Alexander, and Molly K. Arnold were to educate our membership on their extraordinary contributions to the profession and to the organization. Additionally, there was a suggestion to follow up after conference with an article in the Admissions Essay on the award winners and how their achievements and accomplishments align with the award they received.

#### **LEAD Program (Z. Blackwell)**

There is an official link to website and participants can apply now! We currently received 6 applications for 15 spots already. Again, we are seeking individuals that have at least 4 years of higher education admissions experience and are IACAC members. All speakers have been confirmed and the curriculum and learning outcome will be established soon. The first meeting will take place on December 7<sup>th</sup> at the UIUC Chicago Satellite office followed by meetings once a month.

#### **New Business**

**Reimbursement Policy** – members must pay (up to 5 – 6 months) in advance for travel, lodging, registrations, etc. and are reimbursed afterward which can negatively impact those that use their credit cards and are charged interest during this time. The finance committee will meet at NACAC to discuss this policy and will discuss factors such as creating a cash advance and process for members who are reimbursed but do not attend the event, possibly a signature page committing to repay the amount funded.

**College Fair Committee** – there was a request to update the college fair website and the list of college fairs to align with the current guidelines or to change or add to the current guidelines. This was prompted due to a fair that is listed on the website but does not meet one specific guideline – no weekend programs will be listed except for weekend NACAC National Fairs. The committee asked for guidance on the process to make recommended changes to the guidelines and it was agreed that the committee can work together and bring forward any proposed changes to the board to seek feedback.

**Religious Obligations and Conferences** – there was a comment to keep in mind Holy days of obligations when planning future conferences. For instance, this year there is a conflict with the NIU State Articulation and Yom Kippur.

#### **Committee Updates**

**Adhoc Financial Surplus Committee:** (*E. Ruiz*) Committee chairs should respond to email survey from Drew Eder.

#### **Admission Practices:**

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

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

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

**District Seminars:** (*D. Miller*) east central district seminar will be revived this year.

#### **Finance:**

#### **Government Relations:**

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

#### **Illinois College Fair:**

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

#### **Media Communications:**

#### **Membership:**

**Mentorship: #MentorshipMeetup (*J. West*)** – there was a meeting on September 7<sup>th</sup> and all mentors/mentees were matched however there was only one mentee request on the high school side. The committee is asking board members to commit to attend one mentorship meetup per year possibly meetups on Sundays (brunch, coffee) and before the NACAC college fair and Dist. 211 college fair (October 10<sup>th</sup>). The holiday meetup will be held on December 6<sup>th</sup> at three locations.

**Middle Management Institute: (*N. Sanders*)** – The chairs met on August 14<sup>th</sup> and are considering two locations for 2019 in Chicago. Solidified committee – good mix of public/private and regional counselors. Next meeting is on October 12<sup>th</sup> – review program and future locations, and formatting of program, typically 3<sup>rd</sup> week of June – due to the Slate conference happening the 3<sup>rd</sup> week of June, MMI will most likely be held the fourth week of June.

**National College Fair:** Contact Mike or Megan if you are using buses – need high school counselor volunteers for fair.

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

#### **Professional Development Grants:**

**Professional Connections:** Presented at 5 of 8 state articulations conferences with a PowerPoint about the mission of IACAC and received great feedback from school counselors.

**Retirees (part of Membership):**

**Scholarship:**

**Strategic Plan Ad-hoc:**

**Summer Institute:**

**Summer Tours:** (*N. Rubino*) 2018 Plane O' Fun – 12 colleges over 6 days – 40 counselors attended with 13 first time members, 6 non-IACAC members; 2018 Micro Tour – 7 schools over 3 days – 14 first time; 6 non-IACAC members. Due to the plane trip filling up in less than four hours and a waitlist for IACAC members, the committee is updating the registration to give priority to IACAC members to meet the needs of our membership and will institute a waitlist for non-members if seats are available. The 2019 Bus O' Fun will be heading East to Pennsylvania in June and will start at the University of Saint Francis but will not be in conjunction with Summer Institute.

**Transfer Advisory:** The Transfer Summit will be held on February 1, 2019 at Moraine Valley Community College – call for session proposals will go out in early October.

*A. Thompson motioned to adjourn, K. Wiley seconded.*

*Motion carried.*

*Meeting adjourned at 4:02 p.m.*

*Respectfully submitted by Renee Koziol, IACAC Secretary.*