



Illinois Association for College Admission Counseling  
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**Executive Board Meeting**  
**Wednesday, May 29, 2019**  
**10:00 a.m. – 2:00 p.m.**  
**Elmhurst College**

**Board Members Present:** Patrick Walsh, Amy Thompson, Roberto Suarez, Linda Haffner, Ziggy Blackwell, Angie Cooksy, Traci Flowers, Mike Ford, Carlene Klaas, Renee Koziol, Dan Miller, Eric Ruiz, Tom Shorrock, Stephanie Szczepanski, Kenya Taylor, Erin Updegraff

**Board Members Not Present:** April Ponte, Natalie Rubino, Christine Grotzke, Kim Wiley

**Guests:** Jessica Avila-Cuevas, Andy Borst, Annette Braden, Scott Carlson, Maddie Corder, Sarah Daugherty, Cynthia Delgadillo, Frank DuBois, Kelly Dutmers, Sara Espinosa, Joe Freeman, Sarah Goldman, Sarah Hartman, Sylvia Hernandez, Scott Hillman, Brian Hodges, Erin Hoover, Joel Johnson, Margaret Jones, Sanober Kanjee, Mayra Lagunas, Scott Lily, Tricia Lothschutz, April Lynch, Diana Mantey, Sarah McDougal, Samantha Meranda, Amanda O'Connor, Megan O'Rourke, Rebecca Popelka, Stacey Schlaud, Omar Solomon, Betsy Stevens, Sajida Syed, Emily Tabeek, Annabelle Vinson, Paul Welsh, Josephine West, Kim Wiley, Evan Wilson, Shawn Wochner

**Call to Order/Introductions:** (A. Thompson) Meeting called to order at 10:00 a.m.

**Swearing in of New Board Members** (P. Walsh)

**Approval of March Board Meeting Minutes** (A. Thompson)

*S. Szczepanski motioned to approve the March board meeting minutes, M. Ford seconded.*

*Discussion.*

*Motion carried.*

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

5/29/2019

Checking Balance \$464,238.54

Investment Accounts \$326,248.02

Total Net Worth \$799,477.56

No comparison from last year since the report was pulled at a different time. Fiscal Policy review – will work with past-president and former treasurers. Board members and committee chairs should log donated services each month online: <https://www.iacac.org/donated/>. To obtain budget information, committee chairs should contact the current treasurer, Erin Updegraff, and Linda Haffner.

**Membership Report** (A. Lynch)

MEMBERSHIP CATEGORY	NUMBER/PERCENTAGE CHANGE
Category 1 (Post-Secondary)	960 – down 2%
Category 2 (Secondary)	578 – down 2%
Category 3 (Related Educational Services)	227 – up 5.5%
Total Overall IACAC Membership	1,745 down 1%
NACAC members	654
NACAC voting members	554

## **Chief Delegate Report (Z. Blackwell)**

### **Update on Department of Justice Investigation**

NACAC's legal counsel, the Board of Directors and staff have dedicated considerable time working with the DOJ to bring this investigation to a close. Since there has not been any new direction from the DOJ on proposed language, the plan will return to the 2019 Assembly in Louisville as a possible forum for discussion of any proposed changes and actions that need to take place. The plan is to revise the special rules of order and create an agenda for the Assembly that reflects this change. Because action will take place in September for the Assembly meeting at NACAC, the 2019 delegates will now be asked to consider the changes.

### **Update on NACAC Membership Model**

There is a revised NACAC membership model that was developed in response to the concern raised to last year's proposed membership model. The revised membership model offers a hybrid that includes not only institutional membership but also two other options for those whose institutions are unable to join. There are three parts: institutional, individual, and an associate membership. The institutional membership allows colleges, universities, secondary schools, CBOs, and other organizations to enroll their entire staffs at a reduced rate. Institutions' dues would be based on staff size, so in most cases it would be a cost savings. The individual membership would give both secondary and postsecondary members the full array of benefits – the ability to vote on bylaws, to serve as an Assembly delegate, to run for elected office, to receive member rates for NACAC programs. Secondary, Individual Postsecondary, Independent Education Consultants, and retired professionals would be eligible for this category. The associate membership would provide access to all NACAC's digital resources to those who are interested in remaining connected with NACAC but unable to take advantage of all the NACAC member benefits, so it would not be a voting membership and would not offer member discounts to NACAC programs and events. A fee structure has also been included, but it is not finalized. NACAC members can give feedback on the proposal through the NACAC website.

### **2019 NACAC Board of Directors Candidates**

Lastly, the slate of nominees for the NACAC 2019 Board of Directors was recently announced. The Assembly will select the President Elect and 3 Directors at the conference meeting in Louisville. Selected for the slate are:

#### **President Elect**

Bill Hancock, Cranbrook Schools (MI)  
Todd Rinehart, University of Denver (CO)

#### **Board of Directors**

Rick Clark, Georgia Institute of Technology (GA)  
Kristin Dreazen, Edvice London (UK)  
Cornell LeSane, Allegheny College (PA)  
Angelica Melendez, South San Antonio High School (TX)  
DJ Menifee, Butler University (IN)  
Cicily Shaw, Boston Trinity Academy (MA)  
Fran Swift, Rumson-Fair Haven Regional High School (NJ)

Need for developing a delegate toolkit so that new delegates know what to expect and the procedures of assembly.

## **President-Elect Report (M. O'Rourke)**

The IACAC annual conference is scheduled for April 22-24, 2020. A meeting is scheduled with Donna Epton and Linda Haffner to get the ball rolling in June. If anyone is interested in a particular committee chair role or has additional feedback or suggestions, please reach out: [megan.orourke@marquette.edu](mailto:megan.orourke@marquette.edu).

## **Past-President Report (P. Walsh)**

### **Annual Reports**

The deadline for submitting the committee annual reports was extended from Wednesday, May 15 until Friday, May 24. Currently, there are still several annual reports updates that remain outstanding. Please complete your annual report as soon as possible. Please contact me if you have any questions or need additional time to submit your report. Once all components have been gathered, I will work with Erin Hoover to compile the sections and complete the final annual report for 18-19. It will be posted on the IACAC website under About-> Meeting Minutes and Reports.

## **NACAC Rising Star Awards**

Individual and Program nominations for the NACAC Rising Star Award are due June 1. You can e-mail the nominations directly to ([pjwalsh2@ilstu.edu](mailto:pjwalsh2@ilstu.edu)) with the person/program name and a short write up. The presidents will review and may submit one individual and one program nomination to NACAC for consideration.

## **Credentials & Nominations**

The credentials and nominations committee will be finalized over the summer. If you have interest in serving on either committee, please send me an e-mail indicating which committee you would like to serve on. If you served last year, please let me know of your interest to continue. The time commitment for both committees is minimal with one in person meeting in January along with a few conference calls.

## **Fiscal Policy Review**

Working with Past-Treasurer Stephanie Szczepanski on a thorough review of the fiscal policy. We will work with former treasurers of IACAC on the initial review of the policy. The first objective is to identify the areas of the policy that are no longer relevant to our work and remove them. The team will also look at language that needs to be made clearer and new concepts that should be added, including the recommendations made by the Financial Surplus Ad-hoc committee. The full finance committee will consider the feedback for changes that will be brought to the Executive Board for approval.

## **Summer Institute**

The deadline to submit a proposal to host summer institute was extended until Friday, June 7. The summer institute chairs along with the presidents will review the proposals following the deadline to select the host for Summer Institute 2020. An email will be sent to inform the executive board and the website will be updated once a site is finalized.

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

### **Conference 2019**

A thorough review of conference evaluations and revenue and expense streams for conference is not yet available. A summary will be sent to the board as soon as possible. First impressions are that overall conference was a huge success! The sessions were interesting, enlightening, and thought-provoking. The keynote address from Mr. Akil Bello and updates from NACAC Board member, Chris Reeves were particularly enjoyable. The one area that we clearly received the most input was food. People were generally unsatisfied. While food is NOT the “makings” of the conference, it’s certainly something that does impact the experience of conference. Overall, I thank everyone who gave some of their time and energy to making #NormalinNineteen a huge success. While the Presidential team will undoubtedly discuss the feedback received from conference attendees as well as those who did not attend, it is likely that we will reach out to some members for more in-depth research about the options for the next central Illinois site.

### **Looking to the Future of IACAC:**

We are contracted to have conference at Itasca for three more years and in central Illinois in 2023 and we will form a task force to discuss beyond 2023. Should we consider a super conference that includes multiple states?

Comment: Have we considered having one of our own members give a keynote address?

Patrick has taken on, managed, and closed out a tremendous amount of work in the past year with contracts, the full time hire of our Communication Specialist, the financial ad hoc committee, and more. Along with Roberto’s work to clean up our Leadership Manual, bylaws and slate another solid group of candidates, IACAC is in great shape. Our Strategic Plan will guide us going forward and the work to use the surplus in effective ways will begin.

In addition to examining our conference site for the central Illinois conference scheduled to take place in 2023, IACAC will also need to re-examine our membership structure and determine if we should align with the changes NACAC puts in place, maintain the status quo, or choose an altogether different path. Additionally, we have a change in State Government that could afford us the opportunity to make real change in Springfield.

One of the discussions points all committee chairs and liaisons should consider when we adjourn for transition planning, is if there are issues in our State that impact the work of your committee. Should we create a legislative agenda and start utilizing the network of legislators to try to make change in our State? Are there additional issues affecting our work where change is better placed at the feet of NACAC or another entity for self-regulation? We should take some time to consider the larger issues of why we do what we do and how we would like to see problems solved in Illinois.

## Future Meeting – Dates, times, and Locations

### IACAC Leadership Development Institute

Sunday, September 8, 2019

2:00 pm – 4:30 pm

Illinois State University

### November IACAC Executive Board Meeting

Friday, November 15, 2019

10:00 am – 2:00 pm

University of St. Francis

### September IACAC Executive Board Meeting

Monday, September 9, 2019

12:30 pm – 4:30 pm

Illinois State University

### January IACAC Executive Board Meeting

Friday, January 17, 2020

10:00 am – 2:00 pm

York Community High School

### NACAC Annual Conference (Delegate attendance)

Tuesday, September 24 – 28, 2019

Louisville, Kentucky

### IACAC Advocacy Day

Thursday, February 20, 2020

Springfield, Illinois

### March IACAC Executive Board Meeting

Friday, March 13, 2020

10:00 am – 2:00 pm

DePaul University

There was a question about the use of technology (Zoom) for board members that cannot attend a board meeting. There is not a formal policy and the board can discuss this more in depth and review the best technology to utilize.

## Unfinished Business

None

## New Business

### **Review of Financial Surplus Proposals (P. Walsh)**

The work of the committee has concluded and recommended several [proposals](#) for spending the surplus; however, we have not budgeted for any of the 14 proposals. Over the next year we will go through fiscal policy and define what the surplus is and identify a process on how to spend the surplus each year. In the meantime, the board can review and move forward with any of the proposals. It is important to keep in mind how each proposal will fit into the strategic plan. The financial picture can look different year to year and the surplus has been built up over the past few years, but it is not necessary to utilize it each year.

### **Summer Tours Proposal**

The Summer Tours Committee has long pursued a Plane O' Fun Trip to the Pacific Northwest but can never afford the cost of the plane tickets. Request for a \$200 subsidy to help fund a Pacific Northwest Plane O' Fun summer tour in 2020.

*S. Szczepanski motioned to approve a one-time \$200 subsidy for 40 plane tickets (in the amount of \$8,000) to help afford the 2020 Plane Tour to the Pacific Northwest, E. Updegraff seconded*

#### *Discussion.*

- The last time that a trip was planned to the Northwest the price increased but it did not run because it was too expensive.
- IACAC membership is a requirement to register for the summer tours and the plane of fun participants mostly represent the Chicagoland area, but some are from Urban and Downstate Illinois. Many pay out of pocket.
- Another area to consider is increasing grant funding for high school counselors that work in high need populations.
- Approving this \$8,000 cost would be 2.3% of the current budget surplus.
- Make sure include as a highlight in executive summary as an investment back into our members.
- The NACAC conference will be in Seattle in 2021 – the summer tour would be a unique opportunity to visit several colleges that we otherwise would not be able to during the NACAC conference.
- Concern of exporting our students and supporting our own Illinois institutions – we fly to a different location of the United States every other year to increase our knowledge base to best support our students in their decision making.

*Motion carried.*

## **First Time Conference Proposal**

**Original proposal:** Public High School Counselors interested in presenting for the first time at the IACAC annual conference are invited to submit for a chance to receive free lodging for up to TWO nights if selected to present.

**Rationale** – Public HS counselors are often not provided housing for conference attendance - they often miss important networking and social events the conference provides. First time HS counselors often are not as connected to the organization and may be anxious about submitting a proposal. Many first-time attendees have excellent ideas and knowledge to share, but due to cost restrictions are unable to attend. Incentives such as housing for first-time public-school attendees could be a great tool expose this population to all the full conference has to offer.

**What else do we need to know?** PCACAC just announced this model on the NACAC list serv and believe IACAC could benefit from a similar model: exact language used: PUBLIC HIGH SCHOOL COUNSELORS interested in presenting for the first time at a PCACAC conference are invited to submit for a chance to receive free lodging for up to TWO nights if selected to present. Conference registration and travel costs will not be covered. The following criteria and limitations apply: The proposal must be submitted by a public high school counselor who works in the PCACAC region. The counselor must SUBMIT the session proposal AND confirm that this is their FIRST TIME presenting at a PCACAC conference by selecting that option on the proposal form. The award applies only to the submitter. Up to six (6) awards will be presented.

- One of the tiers of our strategic plan is to diversify membership and the suggestions was to look at historically underrepresented areas of Illinois and public high school counselors to attend conference to target this proposal.
- Who is proposing conference sessions? High school vs. 4-year and 2-year proposals. Maybe task the conference program committee to gather data?

*T. Flowers motioned to accept the first-time conference proposal; A. Thompson seconded*

*Discussion.*

- How will this be promoted to public school counselors?
- Many colleges do not have the resources to send their staff to conference.

*A. Cooksy made a friendly amendment to expand the First-Time Conference Proposal to secondary and post-secondary first-time presenters in Illinois, including lodging (consistent with fiscal policy) for two nights and membership (for nonmembers only) to be granted for up to 6 attendees. T. Flowers accepted the friendly amendment.*

*Discussion.*

- Clarify moderator or presenter – must be a presenter or a panelist.
- Should they be an IACAC member? If selected they must become a member.
- Identify a current member for a proposal to be selected.
- What are we trying to accomplish, what is the intention of this proposal? Removing barriers – Bring in new membership or engage with newer members and their ideas?
- Many rural schools are K-12 – most of their student population is under 12 years old. How does IACAC benefit them?
- Our leadership should continue to make outreach to (urban and rural) public school counselors and admissions counselors a priority.

*Motion carried.*

Move review of financial surplus proposal to unfinished business in September.

## **Conference Structure (M. O'Rourke)**

The 2019 conference had a new tiered conference structure. Entertainment and first-timers committees did not have co-chairs and although they did a great job it was somewhat problematic. To alleviate the burden from one person taking on the leadership of an entire committee the proposal is to bring back a co-chair. We will also evaluate the roles of the conference liaisons in the new structure.

## **Committee Updates**

**Adhoc Financial Surplus Committee:**

**Admission Practices:**

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

**Conference:**

**Credentials:**

**District Seminars:**

**Finance:** distributed conflict of interest policy to new chairs and board members

**Government Relations:** *J. Freeman* – presented P. Walsh with an American flag flown over the U.S. capitol on March 15, 2019.

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

**Illinois College Fair:** resurveying membership about ICF calendar, new information about CPS policies

**Inclusion, Access, and Success:**

**LEAD Program:**

**Media Communications:** added new committee chairs to Executive Board listserv, review MC manual before LDI

**Membership:**

**Mentorship:** hosting kickball tournament July 11, 2019 at 3:30 p.m. at Elmhurst College

**Middle Management Institute:**

**National College Fair:**

**Nominations:**

**Professional Development Grants:**

**Professional Connections:**

**Retirees (part of Membership):**

**Scholarship:**

**Strategic Plan Ad-hoc:**

**Summer Institute:**

**Summer Tours:**

**Transfer Advisory:**

**Adjourn**

*E. Ruiz motioned to adjourn; A. Cooksy seconded.*

*Motion carried.*

*Meeting adjourned at 1:06 p.m.*

*Respectfully submitted by Renee Koziol, IACAC Secretary.*

**Transition Time:** Committee Chairs and Liaisons