

This document contains the operating guidelines for the Illinois College Access Network (IllinoisCAN). We are a group of more than 57 organizations and 200 individuals, including educational institutions, service organizations, funding institutions, businesses, and interested individuals working together to increase college access in Illinois. If you have questions or concerns, please contact:

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**Description:**

**Name:** Illinois College Access Network (IllinoisCAN)

**Affiliation:** IllinoisCAN is an entity within the Chicagoland Chamber of Commerce Foundation (CCCF) that is supported and guided by the Chamber's Education Workforce Quality Committee.

**Mission:** The Illinois College Access Network (IllinoisCAN) seeks to increase the capacity and effectiveness of college access organizations in Illinois.

**Goals:**

- Facilitate communication & collaborations
- Provide professional development & technical assistance for college access providers
- Increase visibility of Illinois' college access issues and programs
- Disseminate college access research & best practices

**Major Initiatives:**

- Facilitate communication & collaborations
  - Develop inventory of the state's college access programs to grow membership statewide
  - Provide annual membership directory to members
  - Maintain website as a reference for members and community
  - Lead efforts in creation of a common scholarship application by increasing the number of scholarship provider members and encouraging collaboration with other organizations, such as the Donors Forum and the National Scholarship Providers Association
  - Collaborate with and promote educational initiatives, such as KnowHow2Go Illinois, the National College Fair, Chicago Public Schools Counselor Resource Fair, College Goal Sunday, Money Smart Week, and Chicago Science Expedition

- Provide professional development & technical assistance for college access providers
  - Provide professional development & technical assistance for college access providers
  - Provide statewide professional development conference(s)
  - Produce quarterly meetings to learn about and address college access issues
- Increase visibility of Illinois' college access issues and programs
  - Manage and promote annual college Awareness Day and I Know I Can events
  - Write, submit, and disseminate published IllinoisCAN articles: Chamber *Business@Work* Newsletter, NCAN Newsletters, and newspapers
- Disseminate college access research & best practices
  - Email members significant or actionable articles, reports, and publications
  - Distribute college access information from the National College Access Network, Illinois Board of Education, and school districts to IllinoisCAN members

#### **Evaluation:**

- I. The Illinois College Access Network will gauge its effectiveness by annually measuring change in the following:
  - Number of member organizations and individuals
  - Number of students IllinoisCAN members serve
- II. Evaluate the effectiveness of programs (e.g. professional development meetings and sessions, and community awareness activities, including I Know I Can event).
- III. One of the outcomes that IllinoisCAN members strive for is an increase in the proportion of Illinois high school graduates enrolling in college, which we will measure on an annual basis.

#### **Membership:**

Membership is open to individuals and organizations. Membership dues are assessed annually as follows:

- Organizations: \$100
- Corporation and Foundation Sponsors: \$500
- Individuals: \$50

#### **Financial Information:**

IllinoisCAN may make applications for and receive grants, donations, sponsorships, or fees for services.

Receipts are deposited into a restricted account of the Chicagoland Chamber of Commerce Foundation (CCCF). Chicagoland Chamber of Commerce provides accounting, financial reporting, and auditing services. IllinoisCAN does not incur debt ensuring that expenses never exceed revenue received.

Fiscal-year end is December 31.

### **Board, Executive Committee & Officers:**

**Nominating Committee:** A group of two-to-five regular, affiliate or partner members recruit nominees, interview, and make recommendations for appointments to the Board, Executive Committee, and Officer positions.

**Appointment:** Officers are appointed by the Chamber's Education Workforce Quality Committee Chair to serve terms of two years. Officers must be Chamber members. Appointed officers automatically become members of the Education Workforce Quality Committee (EWQ) of the Chicagoland Chamber of Commerce.

- **Chair:** Acts as the CEO, presides over meetings, appoints and/or removes staff, contractors and volunteers, submits quarterly reports to the Chamber's Education Workforce Quality Committee and Board of Directors. Also, acts as EWQ Committee Liaison; Liaison is responsible for on-going communications between EWQ and IllinoisCAN. The Chair must have Executive Committee and Board experience.
- **Vice Chair:** Assists the Chair and appoints and chairs the Nominating Committee. The Vice Chair must have Executive Committee and Board experience.

**Executive Committee:** Executive Committee members must be selected from the Board and approved by the Chair.

**Board:** Board members are selected from general membership and approved by the Executive Committee.

**Terms:** One term is defined as two years. A maximum of two terms (four years) may be served at each level of leadership after which time a new position must be achieved or a one-year hiatus must be taken from serving on the Board.

### **Advisory Groups & Task Forces:**

May be formed and dissolved as needed by action of the Chair.

### **Amendments:**

These guidelines may be modified and altered from time to time with agreement of the Chair, Vice Chair, Board, and the Chamber's Education Workforce Quality Committee Chair.

**Board Members 2008 - 2010**

<b>Name</b>	<b>Email</b>	<b>Organization</b>
Eddie Brambila	<a href="mailto:ebrambila@isac.org">ebrambila@isac.org</a>	Illinois Student Assistance Commission
Mike Dessimoz, Co-Chair	<a href="mailto:mdessimoz@roosevelt.edu">mdessimoz@roosevelt.edu</a>	Roosevelt University
Regina Dixon-Reeves	<a href="mailto:rdixonreeves@fryfoundation.org">rdixonreeves@fryfoundation.org</a>	Lloyd A. Fry Foundation
Chastity Lord, Co-Chair	<a href="mailto:chastityl@possefoundation.org">chastityl@possefoundation.org</a>	The Posse Foundation
Beverly Meek	<a href="mailto:Beverly.e.meek@chase.com">Beverly.e.meek@chase.com</a>	Chase Foundation
Jerry Pope	<a href="mailto:jerpop@niles-hs.k12.il.us">jerpop@niles-hs.k12.il.us</a>	Niles Township High Schools District 219
George Schlott	<a href="mailto:gschlott@act.org">gschlott@act.org</a>	ACT, Inc.
Jennifer Shimp	<a href="mailto:jshimp@fic-sff.com">jshimp@fic-sff.com</a>	Steans Family Foundation
Renee Tucker-Martinez	<a href="mailto:renee.tucker@acifund.org">renee.tucker@acifund.org</a>	Associated Colleges of Illinois
Sue Vogel	<a href="mailto:svogel@nraef.org">svogel@nraef.org</a>	National Restaurant Association Education Foundation