

COA MANAGEMENT COUNCIL

MEETING MINUTES

*Marriott Hotel
Anaheim, CA*

October 20, 2005

A. CALL TO ORDER AND INTRODUCTIONS

Chair Jean Snuggs called the meeting to order at 1:45PM. Members present were Fran Babich, Rod Beilby, Barbara Bond, Bob Clement, Lisa Davis, Ann Heck, Chris Jeffries, William Kaiser, Tony Lipold, Cassie Macias, Bob Mariucci, Eric Montgomery, Rory Natividad, Jim Sartoris, Dan Smith, Pete Snyder, Steve Ward, Jerry White, Andreas Wolf, and Susan Yates. Also in attendance were Eva Conrad, Carlyle Carter, Stu Van Horn, Debra Wheeler, Rima Trotter, Michael Conway, and Judy Centlivre. Members Kanoe Bandy and Roger Schultz were unable to attend.

B. ADDITIONS OR CHANGES TO THE AGENDA

There were no additions or changes to the agenda.

C. REVIEW OF APRIL 7, 2005, MINUTES

It was moved, seconded, and the motion was carried (MSC) to approve the April 7, 2005, Management Council meeting minutes. These are available on the COA website at http://www.coasports.org/meetings/mgtc_mins040705.pdf.

D. CHAIR UPDATE

Chair Jean Snuggs informed members that she attended the August Board meeting at which time she reported that the primary issues of concern at this time are the legislation regarding recruiting borders, including campuses currently allowed out of state recruiting. Eligibility is another area that the Management Council needs to examine as class structures and modes of instruction within the campuses have evolved as well as the ability to now check eligibility on the computer. She also advised the Board that decorum is of concern, particularly for post-conference competition. Out-of-season activities continues to be an issue and there is a need to determine what is allowable, what is not, and how best to enforce the position that will be taken.

Jean indicated that she has received much positive feedback on the new meeting format with the open forums and she also felt the Board retreat held on this morning was a positive experience and it was certain that board members are very concerned about what is happening in the programs. She looks forward to working with the Board this year and can hopefully continue to make positive change for the student athletes and programs statewide. Almost all of the Board members attended the Management Council orientation meeting earlier where the challenges sport representatives experience were discussed, ways to communicate with the field, and again how we can make positive change for the organization. Responsibilities and duties and of Management Council members were reviewed and how to best conduct business was also discussed.

E. MANAGEMENT COUNCIL ORIENTATION

See Chair Update.

F. COA BOARD REPORT

Board Chair Eva Conrad introduced the Board members that were present at this meeting: Kathleen Hodge, Francisco Rodriguez, Jackie Fisher, Sr., Rosa Perez, Ted Martinez, Jr., Ned Doffoney, Helen Benjamin, and Logan McKechnie. She also introduced the Commission on Athletics' new Executive Director, Carlyle Carter and reiterated the theme of the Board this year 'Communications,' noting that communication is the first step in rebuilding trust. She encouraged the membership to take advantage of the opportunity to visit with the Board members who are here and ready to listen and communicate.

G. EXECUTIVE DIRECTOR'S REPORT

Executive Director Carlyle Carter reported that after two months in his new position at the COA, various situations that have occurred during those two months, and numerous conversations, he felt a discussion on being active was in order, albeit more appropriate to the members that did not attend this meeting. It is necessary that members be active and take part in the process, noting that the only way change is effective is if change is from within. Significant change for the better can be made when more are involved in the process and understand the rules. He reminded members present that the COA staff exists to serve and is available to serve the membership. Carlyle gave a brief overview of the meetings he had attended as was his direction from the Board and promised to visit every conference by the end of the year, to listen to the issues and begin to develop a plan to address those issues. He stressed the importance of taking the time to read and indoctrinating oneself with the *Constitution and Bylaws* and the sport guides. This is in alignment with the R-2 form that coaches and other personnel sign each year. The *Constitution and Bylaws* and sport guides are now online and he requested that if anyone finds errors or omissions in those documents to please

communicate that information to the sport coaches associations so that matters may be brought up to speed.

H. AFFILIATE ORGANIZATION REPORTS

1. CCCADA

CCCADA President Rod Beilby reported a good turn out at the meeting this morning and thanked Carlyle Carter and Stu Van Horn for attending. The primary focus was the proposed legislation however other topics of discussion were possible Form 5 to be submitted in the spring which would propose extending the deadline to submit Form 5s to September 15. He also reported that there are concerns with regard to institutions with classes that start two weeks after the regular start date and how that impacts eligibility, as well as how eligibility checks are carried out. The group also discussed the roll of a host's athletic director or event manager in postconference play. Bob Myers, President of SCOPE, reported on Division I and Division II and the athletic directors at the meeting supported going back to Division I and Division II and they will solicit input from the field on that. It was also noted that the EADA report is due October 31. Rod discussed the importance of athletic directors' involvement in the CCCADA and encouraged them to attend its convention in June. Out-of-season competition was not discussed.

2. 3C4A

Evans Roderick, President of the 3C4A reported that 56 academic counselors registered and are attending the 3C4A meetings at this conference. He reported to that group that he will retire next June and that Wanda Wong from West Valley College will be the new two-year college chairperson within the national structure. The 3C4A is still working to get Wanda on the two-year college relations committee within the NCAA so that when academic issues come up within the NCAA structure, two-year colleges would have a voice nationally on legislation and how it would impact us. The group also held a videoconference earlier this afternoon with the NCAA to review two-year college transfer rules. 3C4A also hosted a workshop to in-service local high schools. Fifteen people from the community attended and it was a great opportunity to educate them how to advise student athletes about attending community college and requirements for transferring to university. He reported that 3C4A plans to have a joint session with the athletic directors in the spring to discuss legislative proposals for academic reform. Stu Van Horn visited with the group about 3C4A's role in the fall festival and Evans indicated that the 3C4A is very supportive of the fall festival looking forward to participating. He thanked Carlyle Carter for visiting Mt. San Antonio College in September and noted that the COA office has always been responsive to

their needs and requests. Evans and Carlyle Carter will serve on a panel at the Academic Senate conference in Pasadena in early November.

3. CCCSCA

Pat Doyle reported for Lisa Davis that the Sport Coaches Association met the night before and had the opportunity to hear Carlyle Carter speak about his plans for the future of the COA, Stu Van Horn reported on the fall festival, and Pat thanked Debra Wheeler for being available to them for assistance. The group also viewed a presentation by Robert Schmidt, Sports Information Director at Riverside College, and a company that hosts automated websites for sports which would provide an opportunity to make information about our student athletes available. The CCCSCA also approved its Constitution and Bylaws with one issue that remains unresolved, which is the number of representatives it should have on the Management Council. He suggested that the history of having two representatives be reconsidered for gender equity purposes. The CCCSCA is planning to take surveys through the coaches associations regarding student athletes academic successes relating to units taken/units completed, grade point averages, transferability, scholarships, and matriculation in an effort to collect data for a positive report.

5. CCCATA

CCCATA President Rory Natividad stated that the group's meeting was well attended by trainers from both the north and the south and that the membership in the state has increased to more than ninety 90 members now. He reported that Carlyle Carter visited with the group, sharing his vision and also made suggestions tasks for the CCCATA, such as reviewing all of the sport guides and medical directory to check for any needed changes, areas that may need updating and getting more items in compliance in the sport guides directly. He indicated that he has received many calls on the issue of eye shield in football this year and they discussed possible Form 5 legislation to allow for uniformity with the north and south. There has been much local support from Fresno certified athletic trainers for the festival and how they will cover all the sports at the festival. CCCATA will also participate in a mentoring program in conjunction with the festival in Fresno where young students will have the opportunity to accompany a certified athletic trainer for a day or to an event. Rory indicated that Alert Services, an active participant in certified athletic trainers in California, has offered to sponsor the CCCATA website and Jeff Nelson will oversee that project.

5. SCOPE

Bob Myers reported the SCOPE members meeting provided for discussion of new legislation that has gone through the state legislature, in particular AB967 that slightly changes the current 5% rule and also efforts to change the 10% rule for

enrollment in physical education by special admission students. The group formed a subcommittee to review the minimum qualifications revisions and how to best promote revisions that SCOPE feels should go forward next year with the Academic Senate. Other topics reviewed were online activity courses, with Butte College doing much in the area and also develop recommendations for Student Learning Objectives. Physical Educator of the Year nomination forms were distributed at the meeting and the forms may also be downloaded from the SCOPE website which is now available through a link on the COA website. Another subcommittee was formed with SCOPE members and athletic directors to review data gathering systems to determine the best way to poll colleges and obtain the information in the same format.

6. CCCSIA

Eric Montgomery, president of the CCCSIA, indicated that the group holds its annual meeting in the summer when the members are more available to attend, however they did meet recently via teleconference. He expressed his appreciation to Carlyle Carter for participating in that conference call and reported that there was a record attendance for conference calls. The sports information directors are excited to be a part of the fall festival and he thanked Stu Van Horn getting them organized. Eric also reported that a highlight for his group is its involvement in the Athlete of the Month Program with US Bank where one male and one female athlete will be selected each month. He encouraged all to send nominations each month to him or Dave Eadie and they will pass them on to the member making the selections. The CCCSIA has been working towards getting people more involved in computerized statistics this year which is another good way to improve visibility and access with the media.

I. SUBCOMMITTEE REPORTS

1. Postconference Competition Review Committee

Chair Ann Heck advised that the committee met via conference call on September 12 to review the Form 5s submitted as they relate to postconference competition, and report from that meeting has been available for download on the COA website. The committee met again the day before this meeting and made no changes to its recommendations except for Item P-4 which was changed at the Policy Committee Open Forum meeting yesterday. The committee is requesting that a filter process be put in place to review proposed legislation to ensure that correct terms are used, words are not omitted, editorial checks, before it is published and available to the field. Ann suggested that the Postconference Competition Review Committee could filter the operational proposals and any conflicts would be discussed with the originator of the piece of legislation. Management Council approved this process for legislation submitted next spring.

She also reported that the review of Bylaw 6 is almost complete and proposed revision will be submitted in a Form 5 in the spring. The committee is also recommending that all sport specific information be removed from the *Constitution and Bylaws* and placed in the respective sport guides. All sport guides need to be revised by the sport coaches associations so that each is a comprehensive handbook and coaches will have all information necessary for each sport. A one-page chart with an overview of each sport will still be included in the *Constitution and Bylaws*.

The Management Council chair had asked the committee to look into the matter of decorum and the plan is to develop a template to send to each sport to identify specific expectations in terms of decorum for student athletes for their sport and the specific people who would be responsible for enforcement of decorum for their sport. Additionally, the Management Council chair accepted volunteers Jerry White, Jim Sartoris, and Bob Clement and she will appoint another member to sit on an ad hoc committee to formulate verbiage for a decorum statement to apply to all sports that will be included in the *Constitution and Bylaws*.

2. Festival Advisory Committee

The fall festival launches in 25 days and Susan Yates applauded Stu Van Horn and the COA office as leaders in the entire project. The participant handbook has been distributed at the meeting and is a valuable tool that indicates the dates, times, and sites for championships. Legislation regarding housing at the festival will be voted on today and it is important that everyone use the toll free number listed on page 17 in the handbook in order to receive credit. She reviewed some of the special events that will be held in addition to the state championships such as youth activities. The affiliate organizations have joined in with the 3C4A taking on the adopt-a-team program, and various clinics and services are listed in the handbook as well. Susan reported that the city of Fresno is very pleased to be the host city for the inaugural championship festival of the COA.

3. Form G Committee

Golden Valley Conference Commissioner Clar Appledoorn reported that legislation will be reviewed today and if passed will eliminate the need for this committee and the Form G.

J. LEGISLATIVE ITEMS

Management Council Chair Jean Snuggs reviewed the role of Management Council with regard to legislation. The Management Council will review the policy items and forward the votes and comments on to the Board for final decision. The operational issues are separated into two categories. The consent items which are basically

editorial items will be voted on as a whole and the operational items will be voted on individually and a report on the votes of those items will be forwarded to the Board as well.

A re-cap of those votes *by the Management Council** is as follows and will be reported to the Board.

Policy Item 1 - passed as amended
Policy Item 2 - passed
Policy Item 3 - *tabled*
Policy Item 4 - passed

Consent Items 1 - 11 - passed

Operation Item 1 - passed
Operation Item 2 - passed
Operation Item 3 - *failed*
Operation Item 4 - passed as amended
Operation Item 5 - passed
Operation Item 6 - passed
Operation Item 7 - passed as amended
Operation Item 8 - *withdrawn*
Operation Item 9 - *failed*
Operation Item 10 - passed
Operation Item 11 - passed
Operation Item 12 - *withdrawn*
Operation Item 13 - *withdrawn*
Operation Item 14 - passed as amended

**The final results of this legislation is recorded in the October 21, 2005, meeting minutes of the COA Board and may be viewed at:
http://www.coasports.org/meetings/board_mins102105.pdf.*

K. MODESTO JR. COLLEGE CONFERENCE CHANGE

The Management Council Chair Snuggs noted that the institutions request which was on the Board agenda last year at which time it was denied as the process outlined in the *Constitution and Bylaws* had not been followed. Some discussion followed including the observation that this change would result in negative impact on the schools that remain in the conference. Bill Kaiser, Athletic Director at Modesto Jr. College, reported that the Central Valley Conference voted 6-4 to approve the request to change conferences, and the Big Seven Conference voted unanimous approval for the college to join that conference. With 22 Management Council members present, 7 voted to approve the request while 16 members abstained from the vote. COA Board

Chair Eva Conrad called attention to the fact that a portion of Article 5 was omitted from the 2005/06 *Constitution and Bylaws*, on page 76. This omission was reported at the August 24, 2005, Board meeting, is reflected in the minutes of that meeting, and will be reiterated at the Board meeting in the morning. Process does require the Management Council to review and vote on a college requesting to change conferences.

L. CONFERENCE HOSTING

Pacific Coast Conference Commissioner Felix Rogers reported that the conference commissioners are developing Form 5 legislation to be presented in April 2006 that will address this matter and resolve a lot of the issues.

M. STAFF UPDATE

1. Corporate Partnerships

Associate Executive Director Stu Van Horn provided a summary of the corporate partnerships and encouraged all to review the handout, get involved and learn more about the corporate partnerships and business development platforms at the system-wide level, the COA is interested in hearing from the membership. These programs are all designed to reward the colleges that support them

Stu introduced Alan English, Chief Marketing Officer of the newest corporate partner, DonationsInk.com. Mr. English reviewed the mission of his company noting that they are committed to raising \$10,000-\$50,000 for each campus athletic department every year. His slide presentation provided statistics on items that could be recycled. Community colleges throughout the country participate in the programs as well. Mr. English explained the new “coupons with a cause” program where local businesses will pay for their coupons that are remitted. The company has also began a new option on the cartridge kiosks whereby they will give two replacement cartridges for each one placed in a kiosk for recycle. An incentive program has also been initiated for the college that turns in the most cartridges for recycling. The first athletic director that turns in 500 items will win a 2-night trip to either Lake Tahoe or Las Vegas. More information is available at the website www.DonationsINK.com, which may also be accessed through the COA website.

Stu Van Horn pointed out that DonationsInk is a great example of the programs that make it possible for the COA to share revenue with the colleges and affiliate organizations. He also reported that the COA is moving forward in establishing a program with the NJCAA and NWAC which will roll out the first business development platform for community colleges throughout the country.

2. COA Website Review

Director of Communications & Media Relations Dave Eadie shared a ‘hands on’ presentation of the COA website, viewing the many sections that are available to anyone and have answers to many questions that the office receives from callers. He advised that the COA relies on member colleges personnel to provide news and encouraged people to email information. He also welcomed ideas on enhancements to the website. Dave pointed out various ways that organizations that are hosted by the COA website can utilize the site as a way to communication with their members. The *Constitution and Bylaws* and sport guides are available online now as well as COA forms, schedules, and much other information.

N. ADJOURNMENT

There being no further business to come before the Management Council, the meeting was adjourned at 5:00PM.

Respectfully submitted,

Carlyle Carter
Executive Director