



BOARD OF DIRECTORS

MINUTES

FRIDAY, OCTOBER 29, 2010

8:00AM – 10:00AM

Hyatt Regency Irvine

A. CALL TO ORDER Jackie Fisher, Sr., Chair

The meeting was called to order by Chair Jackie Fisher, Sr., at 8:06AM, and a quorum was established. Directors present:

Tod Burnett, Robert Deegan, Dave Evans, Thomas Fallo, Jackie Fisher, Sr., Kathryn Jeffery, Brian King, Logan McKechnie, Roger Schultz, Pam Walker, and McKinley Williams.

Directors Absent: Dave Bolt, Rosa Carlson, Gary Lewis, and Andreea Serban.

Also present were: Carlyle Carter, Debra Wheeler, George Mategakis, and Rina Kasim.

B. APPROVAL OF THE AGENDA..... Jackie Fisher, Sr.

There were no additions or amendments to the agenda. It was moved, seconded, and motion carried (**MSC**) to approve the agenda.

C. APPROVAL OF THE MINUTES

It was **MSC** (with two abstentions) to approve the August 27, 2010, CCCAA Board of Directors meeting minutes as submitted. Meeting minutes are available on the CCCAA website at:

<http://www.cccaasports.org/meeting.asp>

D. PUBLIC COMMENTS

None.

E. REPORTS

1. **CCCAA Board of Directors Chair Jackie Fisher, Sr.** reported that for the first time in many years the Board has established its goals. Further details will be reported under agenda item

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H.3. 2010-11 Board Goals. Chair Fisher stated that the conference has been smoothly run; at great facility, and its location was good driving distance from many different locations.

2. CCCAA Executive Director of Board of Directors Carlyle Carter

- ❖ Annual Conference and Convention: Over the past four academic years (fall 2006 to spring 2010) conferences and conventions have been held in north and south respectively. Executive Director Carter reported starting 2010-2011 conferences will be held in the south and conventions in the north. The Association currently has a one-year contract with the Hyatt Regency Irvine for fall 2010 and a three-year contract with Marriott San Mateo for spring 2011, 2012, and 2013. Members are welcome to provide suggestions and feedback on the current and potential hotels. The 2011 Convention theme will be “Raising the Bar.” Mr. Carter stated this theme is a symbolic force for raising our standards, to rise above the minimum. Thus, it should permeate into everything that we do on our campus, in the community, and nationally. He added that we need to be proactive in creating a stronger and more positive image, so that we can better assist in making a difference in our students’ lives.
- ❖ Coaches Code of Ethics: 4CA President Paul Moore was recognized and commended for his efforts in mobilizing the coaches to develop “Coaches Code of Ethics,” a standard that the coaches will adhere to once approved at the 2011 Convention Legislative Session. CCCADA and other associations have also been looking at developing a set of standards/guidelines. Mr. Carter applauded 4CA’s effort for bringing the “Coaches Code of Ethics” forward.
- ❖ Cal-PASS Project: At previous Board of Directors Meeting (August 27, 2010) Cal-PASS’ proposed project for developing a set of statewide student athletes academic performance reports was approved. Every member will have the opportunity to access the report utilizing SMART tool (Standardized Metrics for Analysis, Reporting, and Tracking). The target date for rollout of the online report is May 2011.
- ❖ COA to CCCAA: The Association is in the transition of name change from COA to CCCAA. The new URL now is <http://www.cccaasports.org/>. Members will see more forthcoming changes, including changes to banner, email addresses, online forms, and publications. The Association will move forward and focus more on branding the CCCAA.
- ❖ Compliance Rules Examination: Mr. Carter reported that as of Monday, October 25, 2010, 848 members within the CCC system had taken the online Compliance Rules Examination and 75 percent of those taking the exam scored 80 percent or higher. A piece of proposed legislation, P-1-F10 (Article 1.5.6 and Bylaw 2.8.2), to make the exam mandatory has been brought forward and will be voted on by the CCCAA membership in spring 2011. A significant amount of constructive criticism was reviewed and changes, such as making some of the exams shorter, splitting some of the longer exams into two parts, and providing questions developed with more focus for the different groups, are being implemented. The Association continues to solicit feedback to improve the exam.
- ❖ Championship Logos: With assistance from the D3Sports, a new generic championship logo and each sports specific logo will be available soon.

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- ❖ Year In Review Publication: The Association in collaboration with University Sports Publications will publish its first annual CCCAA Year In Review, a compilation of 09-10 highlights, including identifying champions, as well as second and third place teams and/or individuals from each championship. Complimentary copies will be sent to the presidents, athletic directors, and sports information directors in November.
 - ❖ Bylaw 8: One of the Board's goals (see agenda item H.3. 2010-11 Board Goals) is to review Bylaw 8. Members are advised to anticipate changes. Mr. Carter noted changes to the Bylaw will likely reflect changes to standard accounting practices.
- 3. CCCAA Management Council (MC) Chair Evans**
- ❖ MC Meetings: The MC had a two-and-a-half day retreat (August 19 to 21) at the Pacific Palms Resort, City of Industry, CA. During the retreat the MC worked on numerous pieces of legislation and also developed a list of goals. Please see supplement for the Management Council Goals 2010-11. On September 22, 2010, a follow up conference call was conducted to further review the goals. MC Chair Evans reported that the MC realizes its importance and role in the Association, and its effort can be seen through a nearly 100 percent attendance at all its meetings. The MC also appreciates Board's support.
 - ❖ MC Committees: MC Committees (6) chairs are as follow: Newton Chelette, chair of Postconference Competition Review Committee and Bylaw 2 Review Committee; Jim Forkum chair of Competition Committee; Diane Henry, chair of Gender Equity Committee; Howard Davis, chair of Social Networking Committee; and Len Mohney, chair of Branding Committee.
 - ❖ Recognition: During MC Chair Evans' report the conference commissioners and CCCAA staff were recognized. Special recognition was given to Past Commissioner T. Mark Johnson. MC Chair Evans also thanked Mr. Carter for his leadership and direction.

F. COMMITTEE REPORTS

- 1. Academic and Athletic Standards Review Committee (AASRC)**

The Committee has been working closely with Cal-PASS to initiate beta testing to provide members with a statewide student athletes academic performance report. Updates will be given as the project moves forward. Mr. Carter encouraged members to contact Committee members and/or the CCCAA office with any suggestions.
- 2. Awards Committee Chair Pam Walker** reported that soon the Committee will be working on the Hall of Fame nominations. The Committee is also working on making changes on the Scholar Team form; on information about participation. Committee Chair Walker stated that she will invite chief student services officers to the CCCAA award ceremonies.
- 3. Finance Committee Chair Thomas Fallo** welcomed new member, Dave Evans, to the Committee. He reported that the Committee had a teleconference to filter legislation. The Committee also monitored dues reduction, and is preparing to monitor the effects of postconference competition and reimbursement from the cost containment plan.

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4. **Constitution Committee**

Board Member Logan McKechnie reported that the Committee had three lengthy meetings mainly focusing on the legislation, including a total review of Bylaw 6, as well as important changes, clarifications, and modification to resolve conflicts with Article 7. Members are advised to review the changes which will be presented in written form from the CCCAA Office. Mr. Carter noted concern brought up by members in regard to getting timely interpretations. He reminded members the availability of an online Request for Official Interpretation form and stressed that the Office of Executive Director does not issue interpretation. The Constitution Committee, by constitutional provision, is the only body that is permitted to provide an official interpretation and is also the committee that is responsible for the language of constitution.

5. **Policy Committee** had no report. CCCAA Director of Membership Services Debra Wheeler spends a tremendous amount of time working with committees to review and filter the legislation. Her work is commended and appreciated.

6. **Cost Containment Committee Chair McKinley Williams** reported that the Committee will later meet and evaluate the effects from the cost containment measures approved last year.

G. REVIEW OF COMMITTEE ROSTERS

It was **MSC** to approve the appointment of the following nominees:
(Please see supplement for committee roster.)

1. **Board of Directors Committee Membership**

Roger Schultz – Mt. San Jacinto College Superintendent/President to serve on the Awards Committee.

2. **Management Council Committee Membership** for Postconference Competition Review Committee

Joe Jennum – Mt. San Antonio College Dean/Athletic Director

Dyan Miller – Las Positas College Dean/Athletic Director

Javier Renteria – Reedley College Academic Athletic Counselor/Athletic Director

Jaye Tashima – Victor Valley College Athletic Director

Susan Yates – Fresno City College Athletic Director

H. OLD BUSINESS

1. **Survey on Timeliness for Educational Plan**

Sacramento City College Dean PE/Health/Athletics Mitch Campbell reported that effective January 1, 2011, all of the colleges within the Big Eight Conference are required to have education plans for the first and second year student athletes by October 15 for fall student athletes and by March 1 for spring. He commended the Big Eight Conference for its efforts to go above the minimum standards of the Constitution; the Conference is “Raising the Bar.”

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2. Executive Director Goals for the 2010-11 Year (Revised)

At the last Board meeting the Executive Director Goals for the 2010-11 were presented and endorsed. However, Mr. Carter was asked to work with Board Chair Fisher to provide additional details for assessing each goal. Please see supplement for the Executive Director Goals for the 2010-11 Year. Board Chair Fisher stated that as per contract a system-wide evaluation of the executive director will occur in spring 2011.

3. 2010-11 Board Goals

Please see supplement for the 2010-11 Board Goals. The Board will evaluate the progress of the goals at the June Board Meeting.

I. NEW BUSINESS

1. Napa-Solano Athletic Agreement

Please see supplement for the agreement that comes each spring for the Board's approval. It was MSC to approve the Napa-Solano athletic agreement. It is noted that the Napa-Solano Athletic Agreement will hereon be included annually as an agenda item for spring Board of Directors Meeting.

J. TENTATIVE FUTURE MEETING DATES

Wednesday, February 23, 2011 (10:00AM – 2:00PM) – conference call

Friday, April 1, 2011 (8:00AM – 10:30AM) – in conjunction with the CCCAA 14th Annual Convention, Marriott San Mateo - March 28- April 1, 2011

Thursday, June 10, 2011 (10:15AM – 2:15PM) - CCCAA, Sacramento or conference call

K. ANNOUNCEMENTS

Mr. Carter announced that the commissioners are now able to get adequate and appropriate liability coverage with no deductible from Brockman Insurance Agency.

L. FUTURE AGENDA ITEMS

None.

M. ADJOURNMENT

The meeting was adjourned at 9:03AM.

Carlyle Carter
CEO/President, CCCAA
Executive Director, CCCAA Board of Directors

Prepared by Rina Kasim, Executive Assistant



MANAGEMENT COUNCIL GOALS 2010-11

CONSTITUTION REVIEW

Form 5s

- Article 1.5.6 and Bylaw 2.8.2: Mandatory Online Exam—*Carlyle Carter*
- Article 4.5: Language for Committee Makeup & Chair Selection—*Connie Sears*
- Bylaw 2.12: Technology/websites/Facebook/Twitter—accountability for content—**Social Network Ad Hoc Committee: *Howard Davis, chair; Jim & Sherry Forkum, Kulwant Singh***
- Article 7.4.7/Bylaw 4: Clarify who handles decorum after conference competition/during PC—*Paul Moore*/Refer to Constitution Committee

ACADEMIC PERFORMANCE DATA COLLECTION/CAL PASS

Academic Achievement Standards Review Committee—*Clara Lowden & Connie Sears*

BRANDING—*Len Mohney, Albert Gasparian, Clara Lowden & others*

CONTINUE COST CONTAINMENT EFFORTS—*Jim Forkum*

PE CURRICULUM

Ask CAHPERD and/or State Academic Senate to link with CCCPE to address standards for curriculum—*Jim Forkum, Kathy McGinnis, Ellen O'Connor*

CONTACT HOURS

Ask CCCPE to address—*Kathy McGinnis*

GENDER EQUITY COMMITTEE

Review of R-4's and report to assist members to achieve compliance—*Ellen O'Connor*

PROFESSIONALISM

Promote professionalism in event administration, financial reporting, promoting programs, protest committee requirements, timeliness of response to emails and phone calls, standards—*Dave Evans, Jim Forkum, Susan Yates*

California Community College Athletic Association

2010-2011 CCCAA Board of Directors, Management Council, and Committee Rosters

Board of Directors

Makeup	Name of Member	T	Ex	College
At-large	Jackie Fisher, Sr. <u>Chair</u>		11	Antelope Valley
BVC	McKinley Williams	1	11	Contra Costa
Big 8	Kathryn Jeffery	1	13	Sacramento City
CC	Brian King	1	12	Cabrillo
CVC	Rosa Carlson	1	11	Porterville
FC	Roger Schultz	1	13	Mt San Jacinto
GVC	Gary Lewis	2	13	Shasta
OEC	Tod Burnett	1	12	Saddleback
PCAC	Robert Deegan	2	12	Palomar
SCC	Thomas Fallo	2	11	El Camino
WSC	Andreea Serban	1	12	Santa Barbara City
CCCCSSAA	Pam Walker	1	11	American River
CCCCIO	Dave Bolt	1	11	West Hills - Lemoore
Conf Commissioner	Logan McKechnie	2	11	Central Valley Conference
MC Chair	Dave Evans		11	San Diego Mesa

POSTCONFERENCE COMPETITION REVIEW COMMITTEE

Makeup	Name of Member	College	Conference	Comments
<i>none specified</i>	Mitch Campbell	Sacramento City	Big 8	Football & Soccer
	Newton Chelette <u>Chair</u>	Antelope Valley	Foothill	MC; Badminton & Wrestling
	Tim Harrison	Ventura	Western State	Cross Country & Track
	Joe Jennum	Mt San Antonio	South Coast	MC
	Dyan Miller	Las Positas	Coast	MC
	Javier Renteria	Reedley	Central Valley	MC
	Connie Sears	Long Beach City	South Coast	MC; Water Polo & Swim.
	Jaye Tashima	Victor Valley	Foothill	
	Susan Yates	Fresno City	Central Valley	MC

Highlighted rows = new member/position

California Community College Athletic Association

Executive Director goals for the 2010-11 year:

- 1) Complete the development of a system-wide academic performance report to establish a baseline for academic standards and eligibility decision-making.
 - a) Engage and work with California Partnership for Achieving Academic Success (Cal-PASS) in design of instrument to gather and report data
 - b) Utilize Academic and Athletic Standards Review Committee (AASRC) to monitor and provide guidance and feedback as project moves forward.
 - c) Continue to work with the NCAA Two-Year Relations Panel, monitor NCAA academic reform and possible revision of two-year transfer requirements.
- 2) Establish additional leadership opportunities in which Management Council will be able to resolve ongoing issues of the CCCAA.
 - a) Provide additional meeting opportunities for focused attention on issues of the Association
 - b) Provide task monitoring to ensure goals and objectives progress toward desired outcomes
 - c) Communicate with MC leadership regarding the MC goals and initiatives and formulate agendas geared toward task management.
- 3) In conjunction with membership, develop and implement strategic marketing venues that will enhance image of the CCCAA.
 - a) In conjunction with MC (through Director of Membership Services), establish strategies to define Association identity and enhance image.
- 4) Develop and implement contemporary operations of Regional and State Championships
 - a) In conjunction with Director of Championships, evaluate PC operation and recommend areas for greater efficiency and enhanced student athlete experience.
 - b) In conjunction with, the Finance Committee in addressing goal Board Goal to review and revise (if required) Bylaw 8.
- 5) Develop and establish appropriate methods that will promote and protect the Association Brand.
 - a) In conjunction with, all membership and affiliate organizations, change title from COA to CCCAA
 - b) Convert website from COASports.org to CCCAASports.org
- 6) Analyze and implement appropriate methods of communications that will reach intended targets throughout the Association
 - a) Determine ways to identify who (or whom) should be the desired target of communication
 - b) Evaluate (survey) to make sure target specific communications are received

(Revised 10/8/10)

(revised in conjunction with Board Chair 10/11/10)

Carlyle Carter
COA Executive Director

California Community College Athletic Association
Board of Directors

2010-11 Goals

1. Complete Evaluation of Executive Director as per conditions identified in the employee contract as follows:
 - a. The COA Board shall evaluate and assess the performance of the Executive Director every other year, commencing April 2009. Such evaluation shall relate to the duties and responsibilities of the Chief Administrative and Executive Officer of the COA and CCCAA as well as progress toward annual goals and objectives. The evaluation process shall include input from other appropriate levels of the COA/CCCAA organization as well as an evaluation by each member of the COA Board. The COA Board shall determine the amount of involvement of affiliate groups in the evaluation of the Executive Director. The COA Board evaluation will be prepared in writing and discussed with Employee by the COA Board Chair, or his/her designee. (Full Board)
2. Enhance communication with internal and external stakeholders and audiences to include CCCAA membership and affiliate organizations (as needed), CCLC Board, State Chancellor's Office and State Board of Governors. (ad hoc committee)
3. Review affects of current cost containment policies and pending expiration date (Spring 2012) (Standing Committee on Cost Containment)
4. Develop statewide academic performance reporting mechanism. (Standing AASRC)
5. Revise Bylaw 8 (Commission on Athletics Funds) to comply with standard financial practices. (Standing Finance Committee)
6. Conduct a review and amend and/or propose legislative amendments (as necessary) to the Constitution and Bylaws. (Standing Constitution Committee)



Shirley Baskin, Bay Valley Conference Commissioner • (925) 439-2181, ext. 3211 • Fax: (925) 439-4613 • 2700 East Leland • Pittsburg, CA 94565

Carlyle Carter
Executive Director
California Community College Athletic Association
2017 "O" Street
Sacramento, CA 95814-5285

September 20, 2010

Dear Carlyle,

Enclosed is the signed agreement from Napa and Solano Colleges of the Bay Valley Conference. This signed agreement has been in existence for many years. On an annual basis, the conference votes upon it in the affirmative. By a vote taken earlier this month, the conference members agreed to extend this agreement for this current year.

The CCCAA Constitution, Bylaw 1.9.7 states that it needs to go before the COA Board. Thus, I am forwarding it to you for Board review. Unfortunately, the colleges are late in requesting this agreement for this year. This has never happened in the past and we will ensure that it does not occur again in the future. We apologize for the lack of timeliness of this correspondence.

Please contact me at (925) 439-2181, ext. 3211 should you need further information. Thank you.

College of Alameda
Contra Costa College
Folsom Lake College
Laney College
Los Medanos College
College of Marin
Mendocino College
Merritt College
Napa Valley College
Solano College
Yuba College

Sincerely,

Shirley Baskin
Commissioner

Copy (cover letter only):
Bob Myers, AD, Solano College
Kevin Luckey, AD, Napa Valley College
McKinley Williams, BVC CCCAA Representative



<http://www.solano.edu>

Sept. 2, 2010

Shirley Baskins, Commissioner
Los Medanos College
2700 E. Leland Rd.
Pittsburg, CA 94565-5197

Dear Shirley:

We are requesting an additional yearly approval of the Napa-Solano athletic agreement.

Napa Valley College and Solano College entered into the athletic agreement in 1983. The decision to enter into a partnership was based on the inability of the two colleges to fully fund comprehensive athletic programs. A regional approach was developed with each college hosting viable programs. Below is listed the original breakdown, with updated sports in italics:

- A. **Solano only:**
 - Football
 - Water Polo
 - Women's Soccer

- B. **Napa only:**
 - Men's soccer
 - Golf
 - Men's and Women's Tennis

- C. **Both:**
 - Volleyball
 - Men's and Women's Swimming and Diving
 - Softball
 - Baseball
 - Men's and Women's Basketball

The Governing Boards of both colleges endorse and support this athletic agreement. It is the intention of the Boards to continue the agreement with yearly review


Please call if we can provide any additional information.

Sincerely,



Jowel Laguerre, Ph.D.
Superintendent/President

Sincerely,



Edna Baehre, Ph.D.
Superintendent/President

CC: Kevin Luckey, AD, Napa Valley College
Bob Myers, AD, Solano College