



## BOARD OF DIRECTORS

### MINUTES

AUGUST 27, 2010

*Conference Call*  
*10:00AM – 12:00PM*

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

The meeting was called to order by Chair Jackie Fisher, Sr. at 10:00AM, and a quorum was established. Directors present:

Dave Bolt, Tod Burnett, Rosa Carlson, Robert Deegan, Dave Evans, Thomas Fallo, Jackie Fisher, Sr., Kathryn Jeffery, Gary Lewis, Andreea Serban, Pam Walker, and McKinley Williams.

Directors Absent: Brian King and Logan McKechnie.

Also present were: Carlyle Carter, Barry Russell (California Community Colleges Chancellor's Office Vice Chancellor for Academic Affairs), Michelle Kalina (Cal-PASS Senior Director for Operations), 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 MINUTES**

It was MSC (with three abstentions) to approve the June 17, 2010, CCCAA Board of Directors meeting minutes as submitted with the following changes:

Minutes item G.1. AASRC Report, second concern with its response to reflect:

- Insufficient information on transfer because Cal-PASS does not have data from all institutions. Hence, the data may undermine actual success of the student-athlete transfer rate. – In order to achieve the most accurate transfer-matching information, Santa Barbara City College Superintendent/President Andreea Serban recommended that Cal-PASS work together with the Chancellor's Office in acquiring transfer

## CCCAA BOARD OF DIRECTORS MINUTES

AUGUST 27, 2010

information because of the Chancellor's Office involvement with the National Student Clearinghouse.

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.** had no report.
2. **CCCCO Vice Chancellor for Academic Affairs Barry Russell** reported that during this past year, there have been a lot of discussions and concerns from the Legislature, the Legislative Analyst's Office (LAO), and other constituent groups across the state about what is considered by some to be an overabundance of PE courses; most notably in the area of vocational or community-based courses. Although the LAO has proposed reducing the FTES claimable by community college districts for physical education courses by \$150 million, there has been no action to place this proposal into legislation. Vice Chancellor for Fiscal Policy Erik Skinner has been closely watching the budget language for last minute changes. The Chancellor's Office will continue to keep CCCAA updated on important discussions or news in regard to PE and athletics, and it will give the CCCAA opportunity to provide input.

The Chancellor's Office reviewed its MIS data and found that there is a huge reduction in the volume of courses now offered. There has been an approximate 12 percent reduction of credit and 30 percent reduction of noncredit PE courses. Even with a 12 percent cut across the state, the report also shows an increase in PE course enrollment (about 1 percent in credit and 26 percent in noncredit) and an increase in FTE (about 2.6 percent in credit and 37 percent in noncredit). The Chancellor's Office recognizes that in PE as well as in other courses, there is a deficiency growing on campuses. Even with reduced sections, classes are filled and increasing the FTE and enrollment counts. Vice Chancellor Russell will give a more detailed report at a later date.

VC Russell also reported that the Academic Senate is looking at the community colleges curriculum in the broad scope and the Senate understands the role of athletics in the colleges. The Academic Senate is in the process of developing a small committee to focus on PE and discuss the purpose of PE in the curriculum.

The Chancellor's Office stressed the importance for the colleges to follow and heed the budget language. CCCAA President Carter added that it is incumbent upon us, the CCCAA and its members, to take a hard look at what we are doing and what we are permitted to use for eligibility purposes; for sport related classes, both in season and out of season. CCCAA Management Council Chair Evans stated that the MC will continue to work with the CCCPE members and will be proactive in monitoring community college PE related issues in the state.

## CCCAA BOARD OF DIRECTORS MINUTES

AUGUST 27, 2010

### 3. CCCAA Executive Director of Board of Directors Carlyle Carter

#### a. Activities Since June Board Meeting

- ❖ State Legislation: Executive Director Carter reported that since the June 17, 2010, Board of Directors Meeting, the Association has continued monitoring PE and athletics related state legislation, such as Senate Bill (SB) 1440 (signed by Governor Arnold Schwarzenegger on September 30, 2010), which facilitates the transfer process for CCC students, by guaranteeing admission to any CSU after achieving an associate degree. During the Board of Directors Meeting (prior to the signing of the bill), Vice Chancellor Russell stated that the Chancellor's Office had a meeting with the CSU representatives and they were in the process of identifying a list of majors that require 120 units and determining which majors would be most affected by the transfer. The Chancellor's Office has also established an SB 1440 FAQ on its website where people can email questions in regard to the bill.

Another closely watched is the Assembly Bill (AB) 2079, which would require each California postsecondary educational institution that offers athletic scholarships to a student athlete, to provide specific information about the scholarship(s) on the institution's website.

- ❖ National Representation and Involvement: The three executive directors of the three governing bodies of two-year college athletics held a session at the American Association of Community Colleges (AACC) Convention seeking endorsement of communication with the NCAA in an effort to provide accommodation for two-year college student athletes in need of remediation. AACC CEO/President George Boggs endorsed it, and a letter was sent to the NCAA Division I Academic Cabinet and Committee on Academic Performance. There has been an ongoing discussion at the NCAA level regarding the two-year college transfer policy. Mr. Carter anticipates legislation from the NCAA to address the two-year college transfer policy next year. Mr. Carter will also attend the Region V Conference of the National Academic Advisors for Athletics held at the Pacific Palms Resort, City of Industry, California, in October hosted by Mt. San Antonio College.

Mr. Carter attended the CCCADA Convention, which was being held in conjunction with the NATYCAA and NACDA Conventions in June. Both CCCAA Board of Directors Chair Fisher and Sierra College President Leo Chavez presented and participated at the CCCADA General Session. Mr. Carter hopes more CCC members will take the opportunity to attend the next CCCADA Convention. At the NATYCAA Convention, Mr. Carter had an opportunity to address a question to former Secretary of State Condoleezza Rice. Her response is posted on the CCCAA website. The audio file is available at:

<http://www.cccaasports.org/news/June%202010,%202010%20Condoleezza%20Rice%20in%20Anaheim,%20NACDA%20NATYCAA%20Conventions.wav>

- ❖ Management Council Retreat: The MC Retreat was held on August 19-21, 2010, at the Pacific Palms Resort, City of Industry, California. The primary purpose of the retreat was to move the MC forward, transitioning the role of the MC from a body with a primary focus on legislative items to one that focuses primarily on

## CCCAA BOARD OF DIRECTORS MINUTES

AUGUST 27, 2010

management. Hence, the MC can function on operational control of the Association and fully embrace the Board of Directors' vision of the Association.

- ❖ Championship Site Selection: As a part of the cost containment efforts, the CCCAA Board of Directors recommended that the CCCAA championships be held on community college campus whenever possible. The CCCAA has a checklist of site selection criteria required for different sports. The site selection requires cooperative efforts among the Association, institutions interested in hosting, their staff's willingness to participate, and the sport representatives. Mr. Carter reported that after making the 2010-11 basketball championship site (Ventura College) announcement, a follow-up conference call was conducted and attended by MC Men's Basketball Representative Howard Davis, CCC Women's Basketball Coaches Association President Flo Luppini, Chair Fisher, CCCAA Director of Championship George Mategakis, and Mr. Carter to address concerns regarding the lack of communication prior to the site selection. It was noted that a representative from the men's and women's basketball coaches associations had also visited the championship site and communicated with the selected hotel. Mr. Carter stressed that the CCCAA will continue to move forward with the respective sports representatives and be more proactive in the future site selection of the CCCAA championships.

### **b. 2009-10 Self Evaluation**

It is Mr. Carter's sixth year serving the Association, and the Board of Directors had previously requested Mr. Carter to provide a self evaluation report. The Constitution Committee had issued an interpretation of the CCCAA President's responsibilities, and the interpretation will go through the proper legislative process.

### **c. 2010-11 Goals**

Please see supplement for the Executive Director Goals for the 2010-11 Year. The Board of Directors has requested Mr. Carter to provide more details for each goal. Mr. Carter will revise and submit draft goals to Chair Fisher for further guidance before presenting the draft to the Board of Directors at the next Board meeting.

## **3. CCCAA Management Council (MC) Chair Evans**

MC Chair Evans reported that this is the 11<sup>th</sup> year that he has served on the MC, and that the MC Retreat was by far one of the most productive meetings that the MC has had. He thanked Mr. Carter and the CCCAA staff for their assistance with the administration of the retreat. The following topics were discussed at the retreat:

- ❖ Constitution review – Form 5s
  - = Article 1.5.6 and Bylaw 2.8.2: The MC will work with the CCCAA staff to make some changes to the online compliance exam and will submit a proposal to make the exam mandatory. MC Chair Evans commended members who participated, supported, and requested that their staffs take the online exam, and he expressed his gratitude to CCCAA Director of Membership Services Debra Wheeler for her outstanding hard work in developing and managing the test.
  - = Article 4.5: The MC will discuss and submit a proposal to further define committee makeup and process for chair selection.

## CCCAA BOARD OF DIRECTORS MINUTES

AUGUST 27, 2010

- = Bylaw 2.12: Understanding the importance and usage of social networking, a Social Network Ad Hoc Committee was formed (Howard Davis-Chair, Kulwant Singh, Jim Forkum, and Sherry Forkum) to develop language and submit a proposal enabling the Association to monitor information provided by member colleges.
- = Article 7.4.7 and Bylaw 4: The MC will develop language to clarify who handles decorum issues and appeals after conference competition ends and throughout postconference competition.
- ❖ Academic performance data collection via Cal-PASS: The MC understands the importance of a statewide performance report and recommends that the Association move forward with the Cal-PASS project. More details will be provided in the Academic and Athletic Standards Review Committee's report.
- ❖ Branding: A group of MC members (Len Mohney, Albert Gasparian, Clara Lowden, and others) will focus on the branding, marketing, and image of the CCCAA. Items discussed in regard to branding include improving program image and promoting identity and logos.
- ❖ Continue the cost containment efforts: Together with the CCCADA, Jim Forkum will continue the Association's cost containment efforts.
- ❖ PE curriculum: The MC will work with the CCCPE (Kathy McGinnis, Jim Forkum, and Ellen O'Connor) and ask CAHPERD and/or the State Academic Senate to link with the CCCPE to address standards for curriculum.
- ❖ Contact hours: CCCPE President Kathy McGinnis will work on addressing the issue of out-of-season contact hours without being in a class.
- ❖ Gender Equity Committee: Ellen O'Connor will assist in keeping track of the Form R-4 Statement of Compliance of Title IX to make sure that the compliance requirements are being met.
- ❖ Professionalism: The MC (Dave Evans, Jim Forkum, and Susan Yates) will focus on promoting professionalism in event administration, financial reporting, program promotion, protest committee requirements, and timeliness response to emails and phone calls.

Contra Costa President McKinley Williams attended the retreat and was very impressed with the MC's willingness to tackle all these important issues and their active participation at the retreat. He stated that the MC's new role will allow it to become a much stronger voice in the Association. CCCAA President Carter added that the Association will work with the MC to identify dates for future MC meetings.

### F. COMMITTEE REPORTS

#### 1. Academic and Athletic Standards Review Committee (AASRC)

CCCCO Vice Chancellor for Academic Affairs Russell reported that the Vice Chancellor for Technology, Research and Information Services Patrick Perry had reviewed the proposal from Cal-PASS and had no objections to it. Cal-PASS Senior Director Michelle Kalina stated that the proposed SMART Tool would not only provide a custom file but

## CCCAA BOARD OF DIRECTORS MINUTES

AUGUST 27, 2010

also a smart tool view for easy upload of data. It is an intuitive and question-driven tool. Viewers will be able to narrow selections by categories such as, ethnicity, gender, full-time, part-time, time period, etc. It was MSC to approve the Cal-PASS proposal and move forward with the proposed project.

2. **Awards Committee Chair Pam Walker** had no report. The Committee will carry on the work from last year and continue with the award selection for this year.
3. **Finance Committee Chair Thomas Fallo** reported that based on recently received, updated financial statement, the Committee will continue its discussion on the final budget at a later date. Then, the Committee will report back to the Board of Directors. It was MSC to approve the appointment of MC Chair Dave Evans to serve on the Finance Committee.
4. **Constitution Committee Chair Rosa Carlson** reported that the Committee has reviewed and acted on a number of editorial pieces of legislation. In addition, the Committee will review all form 5s submitted by the October 1 deadline, and proposed changes will be brought forward with the help of the MC.
5. **Policy Committee Chair Andreea Serban** had no report. Chair Fisher, Committee Chair Serban, and CCCAA President Carter will have a teleconference to discuss in detail the role of the Policy Committee.
6. **Cost Containment Committee Chair McKinley Williams** reported that the Committee has not met since the last Board of Directors Meeting. The Committee plans to meet at a later date.

### 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 Membership

Roger Schultz – Mt. San Jacinto College Superintendent/President to serve as the Foothill Conference representative on the Board of Directors.

#### 2. Board of Directors Committee Membership

Nomination(s) to serve on the Awards Committee will be brought forward at a later date.

#### 3. Management Council Membership

Ricardo Perez – Glendale College VP Student Services to serve as the VP/Dean representative.

Mitch Campbell – Sacramento City College Dean/Athletic Director to serve as the Tennis representative.

#### 4. Management Council Committee Membership

## CCCAA BOARD OF DIRECTORS MINUTES

AUGUST 27, 2010

Ellen O'Connor – Santa Barbara City College Interim Athletic Director to serve on the Competition Committee.

### H. OLD BUSINESS

#### 1. Draft Letter of Student Athletes Success to the Board of Governors and the Chancellor's Office

Chair Fisher recommended gathering more data before sending out the letter of Student Athletes' Success.

#### 2. Survey on Timeliness for Educational Plan

MC Chair Evans reported that the Big Eight Conference has committed to have an IEP in place for each student before the student is certified to be eligible. Under Jean Snuggs' leadership, a group of selected individuals will be drafting the survey, and the survey will be brought forward to the Board at a later date. West Hills College Lemoore VP Educational Services Dave Bolt stated that his college might be able to participate in the study since its incoming student athletes are required to complete the student's individual educational plan with the counselors during their orientation.

#### 3. Insurance for the Commissioners

Mr. Carter reported that the conference commissioners had a conference call with the Brockman Insurance Agency (CCLC and CCCAA liability insurance provider for approximately 30 years) on July 22. The previous policy was reviewed and considered inappropriate by the Brockman Insurance Agency. The Agency gave the commissioners an insurance application form. To date, the Southern California Football Association has signed with the Agency to get appropriate insurance. It is also noted that one of the conferences is working to clarify its nonprofit status as the conference does not have the 501(c) (3) letter and the IRS has no record of the conference being a nonprofit organization.

### I. NEW BUSINESS

#### 1. Proposed 2010 Board Goals

A draft of the 2010-11 Board Goals was presented. Please see supplement. It was MSC to approve the draft of 2010-11 Board Goals. The goals will be posted on the CCCAA website.

#### 2. COA Board vs. CCCAA Board of Directors (name change)

Mr. Carter reported that there is nothing in the education code that identifies the COA by name as the body governing CCC intercollegiate athletics. However, the education code does identify a body that essentially oversees the operation of the group to provide governance. The name change from the Commission on Athletics (COA) to California Community College Athletic Association (CCCAA) shall clarify the Association's role. It was MSC to approve the name change from Commission on Athletics (COA) to

## CCCAA BOARD OF DIRECTORS MINUTES

AUGUST 27, 2010

California Community College Athletic Association (CCCAA). The new CCCAA web address will be: <http://www.cccaasports.org/>

### 3. Image, Identity, and Marketing Initiatives

The MC has started reviewing and working on promoting the CCCAA image and identity. At the MC Retreat, groups were formed to put together a marketing plan for the CCCAA brand and to proactively promote the CCCAA image. The approaches discussed at the meeting include identifying the target audiences and the stakeholders that can assist the Association, engaging the help of recognized student athletes, and communicating the promotion to the Board of Governors and the Chancellor's Office. This marketing initiative is designed to improve the Association's image and solidify the Association's presence statewide. The Board of Directors supports the MC's direction in promoting the image and identity of the Association. On behalf of the MC, Mr. Carter thanked the Board of Directors.

### J. TENTATIVE FUTURE MEETING DATES

Friday, October 29, 2010 (8:00AM – 10:30AM) - in conjunction with the CCCAA 2010 Fall Conference, Hyatt Regency Irvine - October 26 - 29, 2010 –

Wednesday, February 23, 2011 (10:00AM – 2:00PM) – ACCCA Conference, The Westin, Long Beach, or 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

### K. ANNOUNCEMENTS

None.

### L. FUTURE AGENDA ITEMS

None.

### M. ADJOURNMENT

The meeting was adjourned at 12:36PM.

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

*Prepared by Rina Kasim, Executive Assistant*

California Community College Commission on Athletics  
California Community College Athletic Association

Executive Director goals for the 2010-11 year:

- Complete the development of a system-wide academic performance report to establish a baseline for academic standards and eligibility decision-making.
- To further enhance the leadership opportunities for Management Council in addressing ongoing issues of the Association.
- To engage the membership in proactively defining our image and promoting our identity.
- To further refine operations of Regional and State Championships
- To promote and protect the Association Brand.
- Ensure communications reach intended targets throughout the Association

Carlyle Carter  
COA Executive Director

# 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	Comments
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	

## CCCAA Management Council

Makeup	Name of Member	T	Ex	College - Conference	Comments
MC Chair	Dave Evans <u>Chair</u>	2	12	San Diego Mesa - PCAC	MC chair's term: 2 years til 2011
Badminton	Jim Spillers	2	12	Grossmont - PCAC	
Baseball	Len Mohney	1	13	Canyons - WSC	
Basketball M	Howard Davis	2	13	Moorpark - WSC	
Basketball W	Ellen O'Connor	1	13	Santa Barbara City - WSC	
Cross Country M/W	Kulwant Singh	1	11	De Anza - CC	
Football	Mark Gritton	1	13	WH Coalinga - CVC	
Golf M	Newton Chelette	2	13	Antelope Valley - FC	
Golf W	Dyan Miller	1	11	Las Positas - CC	
Soccer M/W	Debbie Cavion	1	11	Mt San Antonio - SC	
Softball	Jeanne Calamar	1	12	Cosumnes River - Big 8	
Swimming M/W	Albert Gasparian	2	13	Golden West - OEC	
Tennis M/W	Mitch Campbell	1	13	Sacramento City - Big 8	
Track & Field M/W	Joe Jennum	1	12	Mt San Antonio - SC	
Volleyball M	Clara Lowden	2	11	Riverside City - OEC	
Volleyball W	Andreas Wolf	2	11	San Mateo - CC	
Water Polo M/W	Connie Sears	1	13	Long Beach City - SC	
Wrestling	James Forkum <u>Vice Chair</u>	1	11	Santa Rosa Jr - Big 8	
VP/Dean	Ricardo Perez	1	13	Glendale College - WSC	
VP/Dean	Michael Wilding	2	12	Canyons - WSC	
Conf Commissioner	Gary Kollenborn	1	13	NorCal Football Assoc.	
CCCADA	Susan Yates	1	12	Fresno City - CVC	
3C4A	Javier Renteria	1	11	Reedley - CVC	
CCCATA	Rory Natividad	2	11	Rio Hondo - FC	
CCCPE	Kathy McGinnis	1	12	San Diego City - PCAC	
CCCSIA	Jerry Hannula	1	11	Saddleback - OEC	
4CA	Paul Moore	1	11	Ohlone - CC	completed Lisa Davis's term 08 (<18 mos) & started new term from 08-09
4CA	Terry Coblentz	1	12	Glendale - WSC	

Highlighted rows = new member/position

\*\* = need replacement

last updated 10/22/2010

# MANAGEMENT COUNCIL SUBCOMMITTEES

## COMPETITION COMMITTEE

<b>Makeup</b>	<b>Name of Member</b>	<b>College</b>	<b>Conference</b>	<b>Comments</b>
MC Vice Chair	James Forkum <u>Chair</u>	Santa Rosa Jr	Big 8	MC
Board of Directors	McKinley Williams	Contra Costa	Bay Valley	BOD
CCCADA	Ellen O'Connor	Santa Barbara City	Western State	MC
Commissioner	John Keever	Orange Empire Conference	Orange Empire	Commissioner
4CA	Paul Moore	Ohlone	Coast	MC
CCCATA	Rory Natividad	Rio Hondo	Foothill	MC
CCCSIA	Jerry Hannula	Saddleback	Orange Empire	MC
CCCPE	Mary Ann Paz	San Joaquin Delta	Big 8	
Conference Rep 1	Joe Jennum	Mt San Antonio	South Coast	MC
Conference Rep 2	Ron Hannon	Gavilan	Coast	
	Jeanne Calamar	Cosumnes River	Big 8	MC
	Clara Lowden	Riverside	Orange Empire	MC

California Community College  
Commission on Athletics

**Draft of 2010-11 COA Board 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)