



**BOARD OF DIRECTORS**  
**MINUTES**

**FRIDAY, JUNE 24, 2011**

10:15AM – 2:15PM

*CCC Chancellor's Office, Sacramento*

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

The meeting was called to order by Chair Jackie Fisher, Sr., at 10:16AM, and a quorum was established. CCCAA Board of Directors (Board) present:

Dave Bolt, Tod Burnett, Rosa Carlson, Robert Deegan, Dave Evans, Jackie Fisher, Sr., Kathryn Jeffery, Brian King, Gary Lewis, Logan McKechnie, Roger Schultz, Pam Walker, and McKinley Williams.

Board members absent: Thomas Fallo and Andreea Serban.

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

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

It was moved, seconded, and motion carried (**MSC**) to approve the following additions to the agenda:

- ❖ Addition of agenda item F.4. Title IX Report
- ❖ Addition of agenda item I.2. Program Review
- ❖ Addition of agenda item I.3. Hall of Fame Selection
- ❖ Addition of agenda item I.4. Article 2.3.7

**C. APPROVAL OF THE MINUTES**

It was **MSC** to approve the May 27, 2011, 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.

## CCCAA BOARD OF DIRECTORS MINUTES

June 24, 2011

### E. CLOSED SESSION

The Board convened in closed session at 10:18AM to evaluate Executive Director Carlyle Carter. At 10:45AM, the Board returned to open session.

### F. REPORTS

1. **CCCAA Board of Directors Chair Jackie Fisher, Sr.**, has been actively involved with the Association for many years. He stated that many positive changes have happened during the last few years under Executive Director Carter's leadership; "the Association and the student athletes are in a much better state." He advised that though there will be challenges along the way, the Association should keep moving forward.

#### 2. **CCCAA Executive Director of Board of Directors Carlyle Carter**

- ❖ Cal-PASS Academic Performance Report Update: A statewide academic performance report will be provided by Cal-PASS by end of June 2011. Cal-PASS will present the report to the Management Council (MC) in July at the MC Retreat.
- ❖ Conference Commissioners Meeting: The annual Conference Commissioners Meeting will be held on August 4, 2011, in Sacramento. The Association has been working closely with the commissioners to improve consistency in applying the Constitution and Bylaws and rulings.
- ❖ Management Council: Mr. Carter is pleased with the direction that the Association is going and appreciates the Management Council's hard work. The Management Council has held at least four meetings each year to develop and submit recommendations to the Board.
- ❖ 2011-2012 Executive Director Goals: Please see Supplement F.2 for 2011-12 Executive Director Goals.

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

- ❖ Cost Containment Recommendations: MC Chair Evans thanked the Cost Containment Committee for its hard work and Committee Chair Williams for his leadership and commitment. The MC had a three-hour conference call on June 20, 2011, to review recommendations from the Committee. Please see Minutes Item H.5. Action Item: Cost Containment Recommendations brought forward for the Board's review.
- ❖ Management Council Committees: The MC will review recommendations brought forward by the Branding, Action Plan, and Social Media committees and make necessary recommendations to the Board.
- ❖ Incoming MC Chair and Vice Chair: The incoming 2011-12 MC chair will be Santa Rosa Junior College Dean of Athletics James Forkum and the incoming vice chair will be Antelope Valley College Dean of PE and Athletics Newton Chelette.
- ❖ MC Retreat: MC Retreat will be held on July 20 and 21, 2011, at the Pacific Palms Resort.
- ❖ MC Chair Evans thanked the CCCAA staff for their hard work. He acknowledged Executive Director Carter for his continuous involvement with the national associations, such as NACDA, NATYCAA, and NCAA, and he commended Mr. Carter's effort,

## CCCAA BOARD OF DIRECTORS MINUTES

June 24, 2011

together with National Junior College Athletic Association (NJCAA) Executive Director Mary Ellen Leicht and Northwest Athletic Association of Community Colleges (NWAACC) Executive Director Dick McClain, in support of the community colleges at the national level. On behalf of the MC, he also thanked the Board for its commitment and time to the Association and for the student athletes. He has enjoyed working with the Board.

#### 4. Title IX

American River College VP of Student Services Pam Walker reported that she has been closely following the UC Davis' bench trial on allegations of violation of Title IX. References to the Equity in Athletics Disclosure Act (EADA) reports were frequently mentioned during the trial. Dr. Walker advised members to maintain accurate documentation, be consistent with reporting, and be prepared. As Title IX in relation to sports has been scrutinized heavily lately, Executive Director Carter reminded members to carefully review compliance with Title IX before planning to drop sports.

### G. COMMITTEE REPORTS

1. **Academic and Athletic Standards Review Committee** Chair Dave Bolt reported that the Committee members had tested the SMART tool provided by Cal-PASS for the statewide academic report, and provided feedback. The SMART tool's capabilities were impressive. It is noted that the public release of the statewide report will not include school-by-school data; it will contain only statewide averages. Each school will have access to its student athlete and nonstudent athlete data and shall designate an institutional representative as the authorized user. The CCCAA office will have access to school-by-school data. It is anticipated that institutions with above average results could provide models of "best practices" that may assist those with below average results.

2. **Awards Committee** Chair Pam Walker had no report.

#### 3. Finance Committee

For many years the Community College League of California (CCLC) has been charging the Association for its contracted fiscal services based on 25 percent of the CCLC Director of Fiscal Services' salaries and benefits. As the amount charged is included together with CCCAA staff's salaries and benefits, the Committee recommended moving CCLC charges to a more appropriate budget item field.

The Board also discussed the matter of conducting a study of scheduled "step" increases. Recommendations were provided to gather information from the CCC Chancellor's Office and the CCLC.

It is noted that the Association has not had any increase in dues since 2007-2008. A 25 percent dues reduction was approved by the Board in December 2009 for 2010-11 academic year. The Committee recommended a 10 percent dues reduction for 2011-12.

Please see Minutes action item H.1 for the Board's decisions.

#### 4. Constitution Committee

Executive Director Carter reported that the Committee had a lengthy discussion in regard to contact hours and had identified some of the ramifications which were later being

## CCCAA BOARD OF DIRECTORS MINUTES

June 24, 2011

distributed to the members. The Association asks commissioners to disseminate official interpretation to the colleges, so that members can have the latest information.

5. **Policy Committee** had no report.
6. **Cost Containment Committee** Chair McKinley Williams recommended approval of December 4, 2009, Cost Containment Recommendations item C.15. Please see Minutes action item H.6 for details.

### H. ACTION ITEMS

#### 1. 2011-2012 Proposed Budget

It was MSC to approve

- moving CCLC fiscal services charges from budget item category “Total Salaries and Benefits” to a newly created account “Fiscal Services” under the “Operations.” Please see supplement H.1 for the newly added account.
- a four percent salary increase for CCCAA staff in lieu of the step increase.

It was MSC to approve a 10 percent dues reduction for 2011-12 and to approve the 2011-12 Proposed Budget as submitted.

#### 2. Adoption of language in Form R-4 into Article 1.5.4.G.

It was MSC (with one abstention) to have Executive Director Carter seek legal counsel and come back with recommendations for adoption of the language in Form R-4 into Article 1.5.4.G. It was noted that the intent of the language for Form R-4 signer should be to show that the form is being completed; not to verify that the college is in compliance.

#### 3. Title 5, Section 55220 Athletic Travel (travel squad limitation)

Question was raised as to the legality of establishing squad size limit as with regard to Title 5, Section 55220: whether or not it applies to intercollegiate athletics and if field trips are considered contests. Conference Commissioner Logan McKechnie suggested the Board inform Executive Director Carter that section 55220 does not apply to athletic travel squad and the issue is to be referred to the Constitution Committee. West Hills College Lemoore VP Educational Services Dave Bolt stated that he will bring this issue to the Academic Senate for CCC Curriculum Institute in July at San Diego.

It was MSC to table the item.

#### 4. Online Compliance Exam

It was MSC to approve amendments to Article 1.5.6, Bylaw 2.8.2, and Form R-2. Please see Supplement H.4 for details.

#### 5. Revisit December 4, 2009, Cost Containment Recommendations (Item C.15)

It was MSFAILED to approve Management Council’s cost containment recommendation of the following language:

For postconference competition events involving more than two teams, the sport coaches association president will work with the CCCAA office and the Management Council sport representative to establish host sites for postconference competition events in order to

## CCCAA BOARD OF DIRECTORS MINUTES

June 24, 2011

reduce travel for the majority of teams. Using non-event funds, the displaced team's travel will be reimbursed up to the maximum amount allowed per Bylaw 8.1.3. Effective for cost containment purposes through June 30, 2014.

It was **MSC** (with two opposed and two abstentions) to approve Management Council's cost containment recommendation with an amendment (underlined) of the following language:

For postconference competition events involving more than two teams, the sport coaches association president will work with the CCCAA office and the Management Council sport representative to establish host sites for postconference competition events in order to reduce travel for the majority of teams. Effective for cost containment purposes through June 30, 2014. This does not apply for events where the higher seed is the designated host.

### 6. Review of Committee Roster

#### a. Board of Directors Membership

It was **MSC** to approve the following amendment to Article 2.3.3:

The CCCAA Board chair and vice chair shall be CEOs elected by the members of the CCCAA Board on an annual basis.

It was **MSC** (unanimously) to approve the appointment of Cabrillo College Superintendent/President Brian King to serve as board chair and Saddleback College President Tod Burnett to serve as vice chair on the CCCAA Board.

#### b. Management Council Membership

It was **MSC** to approve the appointment of CCC Coaches Association Co-President Pete Snyder to serve as CCC Coaches Association representative and CCC Physical Educators President Rich Schroeder to serve as CCC Physical Educators representative on the Management Council.

## I. ADDITIONAL BUSINESS

### 1. Revisit 2010-11 Board Goals

In review of the 2010-11 Board Goals, it was noted that Board has items 2 and 5 remaining. Please see Supplement I.1 for 2010-11 Board Goals.

### 2. Program Review

On behalf of the Foothill Conference, Mt. San Jacinto College Superintendent/President Roger Schultz stated that he will provide a proposal to align the program review model with the accreditation program review. It was noted that all the Pacific Coast Athletic Conference colleges have conducted their program review twice, and they are looking at the possibility of only addressing recommendations for their next program review. It was suggested that the Policy Committee should first review the recommendations provided with regard to program review before the Board's review.

### 3. Hall of Fame Selection

The Board recommended that the Constitution Committee review Bylaw 7.3.8.1.D and 7.3.8.2.A.4 and make necessary editorial changes without a Form 5 to include criteria for deceased nominees and "extenuating circumstances" for both athletic and service categories.

## CCCAA BOARD OF DIRECTORS MINUTES

June 24, 2011

Please note that starting July 1, 2011, reference to both of these two bylaws shall be changed to Bylaw 7.6.1.D and 7.6.2.A.4.

### **4. Article 2.3.7.**

The Board discussed the matter of lack of participation of Board members in the Board Committees. Board Chair Fisher will review and submit an updated list of Board Committee membership makeup to the CCCAA office by July 1, 2011.

### **J. FUTURE MEETING DATES**

Friday, August 26, 2011 (10:15AM – 2:15PM) – conference call or CCCAA Office, Sacramento

Friday, October 28, 2011 (8:00AM – 10:30AM) – in conjunction with CCCAA Fall Conference, Wyndham Hotel Orange County

Friday, February 17, 2012 (10:00AM – 2:00PM) – conference call

Friday, April 6, 2012 (8:00AM – 10:30AM) – in conjunction with CCCAA Spring Convention, Marriott San Mateo

Friday, June 15, 2012 (10:15AM – 2:15PM) –TBA, Sacramento

### **K. ANNOUNCEMENTS**

The CCCAA thanked all Board members whose term ends on June 30, 2011: Dave Evans, Thomas Fallo, Jackie Fisher, Gary Lewis, and Logan McKechnie were thanked for their leadership and service.

### **L. FUTURE AGENDA ITEMS for the August Board Meeting**

- ❖ Establishing 2011-12 Board Goals
- ❖ Program Review Recommendations from the Policy Committee
- ❖ Definition/Parameter of extenuating circumstances for Injury/Illness waiver.

### **M. ADJOURNMENT**

The meeting was adjourned at 2:05PM.

---

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

*Prepared by Rina Kasim, Executive Assistant*

### California Community College Athletic Association

#### 2011-12 Executive Director Goals:

1. In conjunction with the Academic and Athletic Standards Review Committee (AASRC) review the data /findings from the system-wide academic performance report and formulate a plan of action to address any identified deficiencies (if necessary).
  - a. Provide an initial summary of the report and SMART tool demonstration at the Summer MC retreat (July 2011). Solicit feedback.
  - b. Provide CCCAA Board with report/findings for discussion at the August 2011 meeting.
  - c. Conduct Association wide session for demonstration of the SMART tool for membership at the 2011 Fall Meeting (October 2011)
  - d. Add the 2010-11 cohort to continue the analysis of student athlete academic performance.
2. Continue to work with NCAA in formulating revision of two-year college transfer policies to provide “year of academic readiness” for non-qualifiers.
  - a. Circulate drafts of legislation to CCCAA membership for review and feedback
  - b. Provide NCAA with member feedback
3. Continue to develop CCCAA brand
  - a. Engage MC and membership in making the “final” transition from COA to CCCAA
  - b. Supervise the update of all publications and brand identity to the CCCAA
4. Complete the analysis of the financial operation of Post Conference Competition and present recommendations for a more effective and efficient model.
  - a. Engage and work with Finance Committee and MC in conjunction with the Director of Championships in exploring alternative financial models of operation.
5. Continue to refine the online compliance exam.
  - a. In conjunction with the Director of Membership Services solicit feedback from membership on the latest revisions of the online compliance exam and amend as prudent and necessary.

Carlyle Carter  
CCCAA Board Executive Director

# Supplement H.1.

## Proposed 2011-12 CCCAA Budget

### Beginning Account Balances (As of 6/15/2011)

Restricted	\$	101,000.00
Unrestricted	\$	409,000.00

### Projected Revenue

#### Operations

With 10% Rebate of 07-08 Dues	Member Dues*	\$	622,147.50
	Convention Sponsorships	\$	15,000.00
	Directory	\$	2,000.00
	Interest	\$	3,000.00
	Convention Registration	\$	50,000.00
		\$	692,147.50

#### Championships (PC)

Sponsorships	\$	40,000.00
Gate Receipts	\$	120,000.00
	\$	160,000.00

#### Development

Corporate Partners	\$	25,000.00
Commissions and Rebates	\$	15,000.00
	\$	40,000.00

Total Revenue \$ 892,147.50

### Expenses

#### Operations

Salaries	\$	432,411.20
Payroll Taxes	\$	32,062.96
Health and Welfare	\$	64,897.76
Pension	\$	58,146.33

#### Total Salaries and Benefits

\$ 587,518.25

Travel	\$	25,000.00
Supplies	\$	4,000.00
Postage	\$	2,500.00
Telephone	\$	7,000.00
Equipment	\$	8,000.00
Copier	\$	5,000.00
Lease	\$	18,000.00
Insurance	\$	4,500.00
Printing	\$	6,000.00
Subscriptions/Memberships	\$	1,500.00
Meetings	\$	60,000.00
Legal Services	\$	5,000.00
Accounting Services	\$	6,000.00
Awards	\$	1,000.00
Staff Development	\$	1,000.00

\$ 154,500.00

#### Convention

Catering/Meals	\$	50,000.00
AV	\$	5,500.00
Lodging/Staff Travel	\$	5,000.00
Premium Items	\$	7,000.00
Printing	\$	1,000.00
Photographer	\$	1,000.00
VIP Travel	\$	1,500.00
Miscellaneous	\$	1,000.00

Championships (PC)			\$ 72,000.00
	Total Operation	\$ 250,000.00	\$ 250,000.00
Marketing/Communications			
	Marketing/PR	\$ 25,000.00	
	Professional Services	\$ 20,000.00	
	Printing and Postage	\$ 2,500.00	
			\$ 47,500.00
Special Projects			
Cal-Pass Academic Progress Report Development		\$ 20,000.00	
Branding Initiatives		\$ 25,000.00	
Title IX Initiatives		\$ 5,000.00	
			\$ 50,000.00
	Total Expenses		\$ 1,161,518.25
	Year End Balance		\$ (269,370.75)
* (Based upon no increase from 07-08 and 10% Rebate)			
	From Reserves	\$ 69,127.50	
Reimbursement Enhancement	From Reserves	\$ 115,000.00	
	Total from Reserves	\$ 184,127.50	
			\$ (85,243.25)

## CCCAA Online Compliance Rules Exam

**Article: 1.5.6** All college **athletic** department personnel, volunteers, representatives, and **those agents who are** approved by the athletic program to be involved in athletic recruiting shall take the CCCAA Online Compliance Rules Exam and attend a certification and information meeting regarding the *Constitution and Bylaws* at least once a year. (See Bylaw 2.8.2.) **The exam is designed to be educational, and it is not intended to be punitive.**

**Bylaw: 2.8.2** All college **athletic department** personnel, volunteers, representatives, and **those agents who are** approved by the athletic program to be involved in athletic recruiting shall take the CCCAA Online Compliance Rules Exam and attend a certification and information meeting regarding the *Constitution and Bylaws* at least once a year **prior to signing the Form R-2**. A FORM R-2, Statement of In-Service Training, indicating attendance and commitment of adherence to the *Constitution and Bylaws* shall be forwarded to the Office of the CCCAA CEO/President, with a copy sent to the conference commissioner, and a copy retained in the college president's office on campus. These meetings shall be held throughout the year as individuals are hired to assume the responsibilities of the aforementioned positions. Subsequent Statements of In-Service Training forms necessary throughout the year shall be distributed as previously mentioned. (See **Article 1.5.6.**) (Adopted & Effective June 10, 2010.)

**Form R-2:** By placing my signature below, I verify that I have received in-service training on the contents, interpretations, and implications of the current CCCAA *Constitution and Bylaws*, **have taken CCCAA Online Compliance Rules Exam**, and that I have received a copy of the CCCAA Decorum Policy as well as the recruiting policies. I affirm that as an institutional representative, I shall adhere to the rules and regulations of the CCCAA *Constitution and Bylaws*, and understand that violations of the CCCAA *Constitution and Bylaws* may subject myself, program, and the college to penalties:

---

The CCCAA Online Compliance Exam has been modified to address concerns raised during the CCCAA Convention:

- ☛ The exam is designed to be an open book test; each question now cites the section of the Constitution and Bylaws where the answer may be found.
- ☛ It is permissible to participate in a group setting; however, each person must take the exam and record a score.
- ☛ Exams are tailored to the following groups: Assistant coaches, athletic directors, athletic trainer, CCCAA Management Council members, CCCAA Board members, conference commissioners, eligibility clerks, head coaches, college presidents, and "other."
- ☛ Each exam is now a maximum of two parts with a maximum of 50 questions per part.
- ☛ The Assistant Coach Exam and the Athletic Trainer Exam have each been reduced from 55 to 40 questions.
- ☛ The CCCAA Management Council exam has been reduced from 65 to 50 questions.
- ☛ The COA Board Exam has been reduced from 60 to 50 questions.
- ☛ The Athletic Director Exam and the Head Coach Exam have each been split into two parts of 45 questions per part.
- ☛ The Conference Commissioner Exam has been split into two parts of 50 questions per part.

### Question example:

**Article 7.1.3: The CCCAA Constitution and Bylaws is intended to be consistent with governing:**  
A. Local and federal laws; B. Local laws; C. Local, state, and federal laws; D. State laws.

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)