



## MANAGEMENT COUNCIL (MC) RETREAT

*July 20-21, 2011*

*Pacific Palms Resort, City of Industry, CA*

### SCHEDULE

#### **Wednesday, July 20**

Morning Session: 8:30AM–12:00PM

Afternoon Session: 2:00PM–6:00PM

#### **Thursday, July 21**

Morning Session: 8:30AM–1:00PM

## MC RETREAT NOTES

### **A. CALL TO ORDER**

The Wednesday, July 20, 2011, session of the CCCAA Management Council Retreat was called to order at 9:00AM. Those Management Council members in attendance of a portion or all of the retreat included: Chair James Forkum, Vice Chair Newton Chelette (*Wednesday only*), Jeanne Calamar, Debbie Cavion, Bob Clement, Jonas Crawford, Howard Davis, Dave Evans, Albert Gasparian, Margaret “Peg” Grady, Mark Gritton, Jerry Hannula, Joe Jennum (*Thursday only*), Dyan Miller, Len Mohny, Ellen O’Connor, Ricardo Perez, Javier Renteria, Rich Schroeder, Connie Sears (*Thursday only*), Pete Snyder, James Spillers, and Susan Yates,. Also in attendance were CCCAA CEO/President Carlyle Carter, George Mategakis, and Debra Wheeler. Management Council members unable to attend were: Brian Cable, Mitch Campbell, Gary Kollenborn, and Kulwant Singh.

### **B. NEW MC MEMBER ORIENTATION AND MEMBER RESPONSIBILITIES**

#### **1. MC Member Responsibilities (Constitution Article 4.2)**

*CCCAA Constitution & Bylaws (Constitution)* Articles 4.3 and 4.4 were discussed.

It was recommended that a Form 5 be developed for review of the MC to change Article 4.3.1 as follows:

- 4.3.1 The MC consists of individuals employed by a California community college or conference and be a CCCAA member in good standing and an active member of the following CCCAA affiliate organizations or administrators: (*Adopted & effective April 6, 2007.*)
- A. *no change.*
  - B. *no change.*
  - C. Two (2) vice presidents/deans responsible for athletics (non-athletic dean/directors), to include one (1) vice president of student services and one (1) vice president of instruction.

It was also recommended that a Form 5 be developed for review of the MC to add the past chair as an at-large member of the CCCAA MC. Debra Wheeler was asked to develop the Form 5 language:

- 4.3.1 The MC consists of individuals employed by a California community college or conference and be a CCCAA member in good standing and an active member of the following CCCAA affiliate organizations or administrators: (*Adopted & effective April 6, 2007.*)
- A. One (1) MC Chairperson.
  - B. One (1) MC Past Chairperson (at large)
  - ~~B~~C. Seventeen (17) athletic deans/directors.
  - ~~C~~D. Two (2) vice presidents/deans responsible for athletics (non-athletic dean/directors).
  - ~~D~~E. One (1) conference commissioner (*Adopted June 20, 2007; effective July 1, 2007.*)
  - ~~E~~F. One (1) representative from each of the following CCCAA affiliate organizations:
    - 1. CCCADA (Athletic Deans/Directors)
    - 2. 3C4A (Academic Advisors)
    - 3. CCCATA (Athletic Trainers)
    - 4. CCCPE (Physical Educators)
    - 5. CCCSIA (Sports Information)
  - ~~F~~G. Two (2) representatives (one [1] representing male sports, one [1] representing female sports, one [1] fall sport and one [1] spring sport) from the 4CA (Coaches Association).

4.3.4 The MC past chair is an at-large member of the MC.

- A. Term of office.
  - 1. The MC past chair shall serve a one (1)-year term.
  - 2. The one-year term of office as the MC past chair commences on the July 1 immediately following the completed term as MC chair and ends on June 30 of that July 1-June 30 fiscal year.
  - 3. The term of the past chair may extend beyond the six (6)-consecutive-year maximum defined in Article 4.3.2.
- B. Duties of the MC past chair
  - 1. Serves as an advisor to the MC.
  - 2. Assists the MC members as needed in order to fulfill their assignments in providing the leadership for the operational rules of the intercollegiate athletic programs of the CCCAA.

*Renumber remaining sections of Article 4.3.*

## 2. Membership Selection Process

*Constitution* Article 4.4 regarding how members are to be appointed to the MC was reviewed. The CCCADA plays a key role in coming forward with recommendations. The CCCADA, affiliate organizations, and the MC membership is requested to review Article 4 prior to forwarding recommendations for appointments to make sure the *Constitution* mandates for makeup of the MC and its committees are followed.

## 3. Committees

*Constitution* Article 4.5 was discussed. Language is needed in the *Constitution* to define MC committee member term lengths. It was also recommended that a “Committee on Committees” might be established to review committee makeup, representation, term length, and responsibilities. Vacancies on committees were discussed and some MC member appointments were determined to fill those vacancies.

*Post-retreat note: Constitution language became effective July 1, 2011, which indicates specific representation on the Competition and Gender Equity committees. Therefore the membership on those committees needs further review and adjustments. For some vacancies, appointments were made during the MC Retreat which do not meet the criteria in Article 4. The new language does not address term lengths.*

The membership of the following committees was discussed.

- a. Branding Ad Hoc Committee: *Clara Lowden* (MC term completed); Bruce Battle, Peg Grady, and Mark Gritton were added to the Committee.
- b. Bylaw 2 Review Ad Hoc Committee: *Rory Natividad* (MC term completed). It was noted that the work of this Committee has been accomplished and the Committee was disbanded.
- c. Bylaw 3.6 Contact Hours Ad Hoc Committee: *Kathy McGinnis* (MC resignation); Rich Schroeder and Ellen O’Connor were added to the Committee.
- d. Competition Committee: *Clara Lowden* and *Rory Natividad* (MC terms completed); Brian Cable and Debbie Cavion were added to the Committee. (*Post retreat note–Debbie Cavion’s appointment may not fulfill the specified representation.*)
- e. Gender Equity Committee: *Robert Myers* (retired); Rich Schroeder and Javier Renteria (to be chair per new language mandating that chairs be MC members) were added to the Committee. (*Post retreat note–Javier did not agree to chair, these appointments may not fulfill the specified conference representation.*)
- f. Key Performance Indicator Ad Hoc Committee: *Andreas Wolf* (MC term completed); Susan Yates was added to the Committee. Jim Spillers will provide a final Committee report at the fall MC meeting.
- g. Social Networking Ad Hoc Committee: Active with full membership. A CCCAA Facebook page has been developed by the Committee and was previewed at the MC Retreat.

## 4. Method of Reimbursement for MC-Related Travel

New members were advised that there is a claim for reimbursement of travel expense form available at: <http://www.cccaasports.org/forms.asp> of the method for MC-related travel. All members were reminded that car rentals need prior approval of the CCCAA CEO/President/Executive Director.

## 5. Fall CCCAA Meeting Registration Fee

To offset the ever-increasing audio visual, meeting room, and catering costs; the MC favorably discussed a \$100 per college registration fee. This would cover an unlimited number of pre-registered attendees from one college.

## C. MC GOALS

During the June 20, 2011, MC Teleconference, it was MSC to adopt the goals discussed at the March 28-29, 2011, MC Retreat and the following goals were approved: (Note: Jim Spillers handed out a matrix of strategic goals, action steps, outcomes/deliverables, assessment, timeline, and proposed leads.)

➤ **Measure successful completion and transferring student athlete rates.**

➤ **Award academic and athletic achievement.**

Discussion of how athletes and teams are recognized on campus for their academic achievement was held in conjunction with the Branding Committee. Many MC reps spoke about what their campuses are doing to highlight academic and athletic achievement. MC members who have a program in place to recognize academic and athletic achievement were requested to submit a brief, bulleted explanation about the program; including what is done, when it is done, who is included, and how it is funded. Please send to [dwheeler@cccaasports.org](mailto:dwheeler@cccaasports.org). This will be put into a document to be provided to each MC member.

Artwork, photos and videos should be sent to [jboggs@cccaasports.org](mailto:jboggs@cccaasports.org) for posting to the CCCAA website.

Any recommendations from the MC regarding this topic should be forwarded to the CCCAA Board's Academic and Athletic Standards Review Committee.

➤ **Monitor compliance efforts by member institutions.**

The CCCAA is working with the conference commissioners to develop a page on the CCCAA website that will identify those programs that have been placed on probation or have received other punitive action. This is not a positive step.

It was recommended that Zach Pelchat be a presenter to CEOs at the November 17-19, 2011, CCLC Convention with emphasis to be on the possible consequences of not being in compliance with Title IX, as well as addressing the prongs or tests that determine whether programs are, or are not, in compliance with Title IX. Carlyle Carter volunteered to approach the CCLC with this request.

Zach Pelchat is also available to speak at college campuses about Title IX compliance. He does not charge for this service. He prefers to speak to multiple campuses in one visit where there are multiple campuses in proximity that could attend his presentation.

➤ **Develop a set of guidelines for ethical conduct for athletes, coaches, and athletic administrators.**

This goal has been accomplished for athletes and coaches; it is ongoing for athletic administrators.

➤ **Monitor participant diversity.**

This goal is not very specific. However, the CalPASS program identifies demographics of our participants.

Chairperson Forkum reviewed the 2010-11 MC Goals:

1. **Make the Online Compliance Exam mandatory–*Completed***
  - Article 1.5.6 and Bylaw 2.8.2: Mandatory Online Exam
2. **Define committee structure and process for chair selection–*Completed***
  - Article 4.5: Language for Committee Makeup & Chair Selection
3. **Address social networking technology–*Ongoing\****
  - Bylaw 2.12: Technology/websites/Facebook/Twitter–accountability for content
4. **Address how alleged violations occurring during postconference competition are handled–*Completed***
  - Article 7.4.7 and Bylaw 4: Clarifies who handles decorum after conference competition/during PC.
5. **Review academic performance CalPASS information–*Completed***
6. **Enhance image (Branding)–*Ongoing\****
7. **Discussion on physical education curricula standards–*Ongoing\****
8. **Review out-of-season contact hours with student athletes and the 175 hour rule–*Ongoing\****
9. **Continue gender equity efforts–*Ongoing\****
  - Review of R-4's and report to assist members to achieve compliance
10. **Increase professionalism throughout the membership–*Ongoing\****

Promote professionalism in event administration, financial reporting, promoting programs, protest committee requirements, timeliness of response to emails and phone calls, standards

- Professional Standards for Athletic Directors

The following professional standards will be recommended to the California Community College Athletic Directors Association (CCCADA) membership:

- a. Timely communication
- b. Trustworthy
- c. Facilitate effective and proper game knowledge
- d. Knowledge and adherence to conference and statewide rules, constitutions, and policies
- e. Active in professional organizations
- f. Advocate for getting coaches involved
- g. Encourage staff
- h. Campus involvement in program promotions and events
- i. Community outreach
- j. Fund raising
- k. Provide an environment that fosters opportunities to:
  - \* Successfully meet expectations of the institution

- \* Assist students to achieve academic success
- \* Recognize excellence
- l. Promote and recognize good sportsmanship
- m. Create an environment that promotes equity.

**11. Building trust through communication—Ongoing\***

- \* Ongoing goals to be added to the 2011-12 MC Goals.

**D. COMMITTEE UPDATES**

**1. Action Plan Ad Hoc Committee.....Jim Forkum**

Jeanne Calamar handed out a paper on the survey results regarding: budgetary constraints/concerns, decisions being made within athletic programs as a result of the economic strain, cost containment strategies being considered/implemented on campuses, and input regarding potential solutions.

Long term goal is to have an academic oversight committee to guide academic and eligibility reform movement within the California community colleges.

There is a need for an ongoing place where data is collected regarding FTE, contact hours, academic eligibility requirements, and cost containment. There is also a need for a clear definition of “what is practice.” Presidents should have a strong voice on the topic of academic reform.

Carlyle Carter pointed out that some time ago we tried to initiate discussion on semester-by-semester eligibility, and having an Individual Education Plan on file sooner. These topics met with great objection by certain members within our organization. Therefore, the CCCAA Board took a different track and established the CCCAA Academic and Athletic Standards Review Committee. The long-term goal is for data-driven change.

Division I academic cabinet vote perhaps in January.

The need for a minimum requirement after the first semester needs to be revisited. Importance of priority registration for student athletes was stressed. Ricardo Perez referred to studies that have proven that if monitored, higher requirements result in higher success rates. It was suggested that there is a need to define what a “core” course is. How would that fit students taking basic skill or remedial courses? This topic is also being addressed by the CCCAA Academic and Athletic Standards Committee, which will review the CalPASS data.

**2. Branding .....Len Mohney**

Branding ties into academic institutional awards. Purpose of Committee is to determine how best to promote the CCCAA.

**3. Bylaw 2 Review Ad Hoc Committee..... Newton Chelette**

The work of the Bylaw 2 Review Ad Hoc Committee has been completed, and the Committee has been disbanded.

**4. Bylaw 3.6 Contact Hour Ad Hoc Committee ..... Mitch Campbell**

Legislation passed by CCCAA Board waiver approved June 6-August 14. Form 5 proposal regarding sport-related classes and contact hours. Further study is needed.

5. **Competition Committee** ..... Newton Chelette

The tennis coaches are talking about making Ojai state championship. They are considering the elimination all regionals. These discussions point to issues regarding ownership of event. The NCAA PAC 10 holds its tennis championship in conjunction with the Ojai tournament. An alternative suggestion would be to shorten the tennis season. The Competition Committee was asked to review and bring back a recommendation.

Golf considering combining teams while maintaining two seasons. The sport coaches associations have one last chance to submit recommendation.

Jim Spillers requested that the Committee look once more to make badminton a coed sport.

6. **Gender Equity Committee** ..... Jim Forkum

Use class list to determine participation.

Jim Forkum to get definition of “participant” from Zach Pelchat.

Post MC Retreat note from Jim Forkum–

**OCR Definition of Participant:**

Under OCR’s 1979 Policy Interpretation, participants are defined as those athletes:

- a. Who are receiving the institutionally-sponsored support normally provided to athletes competing at the institution involved, e.g., coaching, equipment, medical and training room services, on a regular basis during a sport’s season; and
- b. Who are participating in organized practice sessions and other team meetings and activities on a regular basis during a sport’s season; and
- c. Who are listed on the eligibility or squad lists maintained for each sport; or
- d. Who, because of injury, cannot meet (a), (b), or (c), above, but continue to receive financial aid on the basis of athletic ability.

In its 1996 *Clarification of Intercollegiate Athletics Policy Guidance: The Three-Part Test* (1996 Clarification), OCR provided further guidance on the definition of a participant. The 1996 Clarification states, in pertinent part:

In determining participation opportunities, OCR includes, among others, those athletes who do not receive scholarships (e.g., walk-ons), those athletes who compete on teams sponsored by the institution even though the team may be required to raise some or all of its operating funds, **and those athletes who practice but may not compete.** OCR’s investigations reveal that these athletes receive numerous benefits and services, such as training and practice time, coaching, tutoring services, locker room facilities, and equipment, as well as important non-tangible benefits derived from being a member of an intercollegiate team. Because these are significant benefits, and because receipt of these benefits does not depend on their cost to the institution or whether the athlete competes, it is necessary to count all athletes who receive such benefits when determining the number of athletic opportunities provided to men and women. (Emphasis added.)

Thus, OCR policy states that athletes do not have to compete to be counted as participants under Title IX.

Be accountable for all paper work including the EADA report. CCCAA Board concern regarding signing the Form R-4.

There will be a proposal to revise the Form R-4 to explain how to identify/count “participant.”

7. **Key Performance Indicator Ad Hoc Committee** ..... Jim Spillers  
Strategy and goals matter.

8. **Postconference Competition Review Committee**..... Newton Chelette  
Worked on men’s golf, now in compliance with 40% regional and 10% state championship participation. Team sports reduced to four. What about individual sports with a team component?

9. **Social Networking Ad Hoc Committee** ..... Howard Davis  
Howard Davis demonstrated the CCCAA Facebook page with posted YouTube video from College of the Canyons. Questions were discussed regarding security and previewing for approval all posted materials.  
Bylaw 2.12 language was approved regarding college websites. It is mandated that .com pages be linked to the college’s official website. It was recommended that a session be held to get the CCCAA membership up-to-speed on rules governing .com website pages.

**E. DISCUSSION ON PE/ATHLETICS–RICH SCHROEDER**

Discussion was held concerning unsuccessful course completion. Number of repeats permitted for state apportionment is regulated in Title V language. Repeatability of PE courses to be discussed. This is because athletes would only be allowed to participate one year if being classes we are including. People who have failed a class can repeat twice, plus one appeal. This is for Fs and Ws only. Conversation is not philosophical. It is financial. Colleges can claim state apportionment for 175 hours per athlete per year, judged by intercollegiate course in top code. Top code 0835.50 is for athletics. It was noted that the course title also is taken into consideration. Top code 0835 should be physical education courses only. Sport-related courses should not be found under the 0835 top code. All athletic directors should request that their curriculum departments provide an audit of the top codes. Colleges which use a “TBA” or “DHR” get paid only for hours students are there. An alternative to the TBA is needed. What will be the “trickle down” effect on part-time coaches and adjunct assistant coaches? Some districts are considering being stricter regarding repeatability. Real problem is with the discussion on a successfully completed class.

**Audit 101 on 175-hour would be helpful. Need to get experts to present “How to Conduct an Internal Audit.”** A panel discussion to include person from the Chancellor’s Office. Barry Russell or someone from the CCC financial office. Stephen Lowe should also be invited. This should be a CCCPE and CCCADA joint session.

**F. TRANSGENDER COMPETITION LEGISLATION, BYLAW 1.11**

Institutions are beginning to get questions regarding student athletes who have undergone gender change (transgender student athletes). As written in Bylaw 1.11, gender is determined by the student’s birth certificate. It is possible to get the gender specified on the birth certificate changed. According to the State, a person’s gender is that stated on the birth certificate. Questions were raised regarding any standard of proof that an individual must present in order to have the gender changed.

Constitution Committee discussed and felt that when the birth certificate is reissued, the original birth certificate is destroyed. The state only recognizes the reissued certificate.

Language drafted for consideration for proposed legislation:

Add to Bylaw 1.11:

**Bylaw 1.11 Cross-Gender Participation:**

Where both men and women's teams exist in a sport, men will compete on the men's teams and women on the women's teams. When only one (1) team exists, women may compete on the men's team; however, men may not compete on the women's team. The student's birth certificate is proof of gender.

Bylaw 1.11.1 Exceptions to Bylaw 1.11 are listed below:

A. Transgender student athletes who are undergoing hormone treatment:

1. A male to female transgender student athlete who is taking medically prescribed hormone treatment related to gender transition may participate on a men's team at any time but must complete one-year of hormone treatment related to gender transition before competing on a women's team.
2. A female to male transgender student athlete who is taking medically-prescribed testosterone related to gender transition may not participate on a women's team after beginning hormone treatment and must request a medical exception from the CCCAA prior to competing on a men's team because testosterone is a banned substance.
3. A female to male transgender student athlete who is taking medically-prescribed testosterone for the purposes of gender transition may compete on a men's team.
4. In any case where a student athlete is taking hormone treatment related to gender transition, that treatment must be monitored by a physician and the CCCAA must receive regular reports about the student's eligibility according to these guidelines.

B. Transgender student athletes who are not undergoing hormone treatment:

1. Any transgender student athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his/her assigned birth gender.
2. A female to male transgender student athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.
3. A male to female transgender student athlete who is not taking hormone treatments related to gender transition may not participate on a women's team.

C. Transgender student athletes should inform the athletic director in order to avoid any question of eligibility. In order to be eligible, a doctor must write a letter of verification of hormone treatments for one year prior to competition in the case of a male to female transition. This letter should be held in the athletic director's office for the duration of competition. The individual's right to privacy and respect for the dignity of the individual must be maintained at all times

Liz Belyea, Cosumnes River College, would like to see this go the CCCAA Board as an "emergency" item.

**The Competition Committee was assigned** the task of reviewing transgender competition and developing legislation to separate out cross gender participation from transgender competition. There is a need to determine if there is a criterion or standard of performance to have the gender changed on one's birth certificate. (Note--The State of California requires proof of surgery to accomplish gender transition from a licensed physician and there is a court process to change the gender on one's birth certificate.)

## G. NCAA READINESS PROPOSAL/2.5 GPA REQUIREMENT

The NCAA has legislation proposing that the GPA requirement for transfers be raised from 2.0 to 2.5. An amendment is expected that will change the proposed 2.5 GPA requirement to 2.25.

## H. CALPASS PRESENTATION

### 1. SMART Tool Demonstration

Lauren Davis Susenko of the Institute for Evidence-Based Change presented a demonstration of the CalPass SMART (standardized metrics for analysis, reporting, and tracking) Tool. The data tables are interactive. It is possible to present many different data in multiple combinations. Athletes were identified using the Form 3 system. They are not identified by the Tops Code. (About 25 percent of the student athletes were found not to be identified by the Tops Code, but were found on the Form 3.) 2004-05 was the first year of the Form 3 system, so that year's number of athletes and their match with cohorts are reduced. That is to be expected because it was the inaugural year of the Form 3 system, and all institutions were not reported. Both student athletes and comparison group students are full-time students ages 17 through 24 within the same district.

The best way to get proficient with the SMART Tool is to access and use it frequently. Experiment with generating reports using different factors. Reports will be found under the "Data" tab. The two options available to colleges are the "Snapshot" tool and the "Completer" tool. As a starting point, the SMART Tool includes predetermined questions with generated reports; these reports may be adjusted to include different data/apply different filters as needed. While the SMART Tool does have the capability to chart data, tables can be copied and pasted into MS Excel for those who prefer to use that software to develop charts.

### 2. Review of Final Report

A beta test was completed and attendees were able to view sample reports. The CalPass system includes data from California K-12 schools, California community colleges, and a limited number of four-year colleges and universities. Information is gathered twice a year for the previously-completed semester. Community College snap shot tool is a cross sectional look at data which includes a comparison group. This is a longitudinal look at CCC students matriculating to the colleges and universities that are tracked by the CalPASS system. It is limited because not all universities are within the CalPASS system. A list of the universities included in the system is included in the draft report presented during the retreat. It is anticipated that eventually the clearinghouse information will be included, although limited in scope, that will show matriculation rates for out-of-state colleges.

The Cal PASS data will show where programs are strong and where programs are weak. Some programs will be asked to be best-practice models. Each college will have access to only the information from its district. The CCCAA office will have access to all information, but it will not publish information in such a way as to identify specific colleges. It will use the information to assist colleges that are underperforming.

Current findings:

- ☛ Student athletes have higher education outcomes (e.g., GPA, transfer-ready status) than comparison students.
- ☛ Certain athlete sub-groups have lower education outcomes than other athletes and comparison students.

- ☛ Athletes in different sports have different levels of academic outcomes.
- ☛ Athletes transition to four-year postsecondary institutions at higher rates than the comparison students.

Student athletes are attaining diplomas at a higher rate than the cohort group! The “Commission on the Future Report–Goals for 2020” is a must read. The CalPASS data shows that student athletes get to completion faster than non student athletes. This is a valid argument for granting priority registration to student athletes. This information will be brought to the California Community Colleges Board of Trustees.

Once the CCCAA Board approves the CalPASS report, this program will be released to the colleges.

## I. OTHER

### 1. Re-Conferencing

Needed for cost containment. CCCADA attempting to bring this back to the table by north and south with effort to get input from all athletic directors.

Newton Chelette and Dan Smith working with the south/ Jim Forkum and Andreas Wolf working with the north.

### 2. Article 4.3.1–Discussion regarding recommended addition:

The MC consists of individuals currently or previously employed by a California community college or conference and be a CCCAA member in good standing and an active member of the following CCCA Affiliate organization or administrators:

The intent is to keep senior leadership involved as long as possible.

### 3. Number of Allowable Contests

A question was raised regarding a team that exceeded the maximum number of allowable contests. That college is now on probation. It was suggested that a Form 5 be written for a new Bylaw (3.10.3) which would state that teams or individuals who exceed the maximum number of allowable contests shall not be permitted to participate in postconference competition that year.

### 4. Statewide Statistics

Attendees agreed that consistency is needed from sport-to-sport with regard to a statewide statistics platform. In addition, some sports have pay-to-use statistical websites. Some sports have more than one site that is being used. Among other benefits, a standardized, statewide statistic platform would assist cost containment. Not all of colleges have SIDs, laptops, or a power source on the field.

### 5. Participation of Alleged Criminals

Campus could or could not be penalized. Colleges would not be penalized for an off-campus act. **Jim Spillers has additional information.**

### 6. Online Exam

It was reported that on June 24, 2011, the CCCAA Board of Directors adopted *Constitution* language making the CCCAA Online Compliance Rules Exam mandatory. There is no penalty for low scores, however, it was felt that athletic directors should ask questions if staff do not achieve a reasonable score.

Discussion regarding the exam brought out thoughts such as, “A mandatory minimum score should be established that everyone taking the exam must attain.” “If you pass the exam the first year, the second year you should get a “bye” or be able to take an abbreviated exam.”

It was requested that a category be created within the exam for counselors/academic advisors. This exam should focus on *Constitution* Bylaws 1 through 3.

It was requested that those with recommendations for improving the exam, notification of typos or other corrections of errors in the exam, submission of additional questions to be included in the exam, or questions regarding the exam – please contact CCCAA Director of Membership Services Debra Wheeler.

#### **7. Regional Sites/Cost Containment**

It was announced that the CCCAA Board approved that for postconference competition regional events involving more than two teams, the sport coaches association president will work with the CCCAA office and the MC Sport Representative to establish host sites for postconference competition events in order to reduce travel for the majority of teams. This will not be applied to regional sites determined to be hosted by colleges that have “earned” the right to host; i.e., highest remaining seed.

#### **8. Residency**

It was reported that there is a new process for auditing residency.

### **J. ADJOURNMENT**

The July 20-21, 2011, MC Retreat was adjourned at 1:15PM.

Respectfully submitted by:

Debra Wheeler  
CCCAA Director of Membership Services