



COMMISSION ON ATHLETICS BOARD

MINUTES

JUNE 27, 2008

*COA Office, Sacramento
10:00am – 2:30pm*

A. CALL TO ORDERStan Arterberry, Chair

The meeting was called to order by Chair Stan Arterberry at 10:00am.

Board Members Present: Helen Benjamin, Robin Calote, Robert Deegan, Ned Doffoney, Thomas Fallo, Kathleen Hodge, Brian King, Gary Lewis, Tony Lipold, Logan McKechnie, and Pamela Walker. Unable to attend: Michael Bagley, Jackie Fisher, and Francisco Rodriguez

Others Present: Carlyle Carter, Debra Wheeler, Rina Kasim, and John Volek

B. ADDITIONS TO AGENDA.....Stan Arterberry

◆ Addition of Big Eight Nominee Richard Rose, President of Modesto Jr. College and Central Valley Nominee Rosa Carlson, President of Porterville College, under Agenda item K.1. “Board Nominees.”

◆ Moved forward Agenda item J.2. ”Bakersfield College: request for a 60-40 split for all football Postconference games hosted at Bakersfield” under Agenda item F.3.b. “2008-09 Proposed Budget.”

◆ Adding and placing new item “Proposal: Southern California Football Association (SCFA) Appeals Board” under Agenda item K. – Agenda item K.8.

◆ Moved forward Agenda item L. ”Executive Director Contract” and Agenda item M. “Board Chair Election” immediate following discussion of Agenda item F.3.b. “2008-09 Proposed Budget.”

It was moved, seconded, and motion carried (MSC) to approve all additions and changes to the agenda.

C. APPROVAL OF MINUTES of APRIL 4, 2008Stan Arterberry

MSC to approve the April 4, 2008, Board meeting minutes. Meeting minutes are available on the COA website at <http://www.coasports.org/meeting.asp>

D. PUBLIC COMMENTS

None

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E. REPORTS

1. **COA Board Chair Stan Arterberry** reported that he attended the National Alliance of Two Year College Athletic Administrator's Convention in Dallas, Texas held in conjunction with the National Association of Collegiate Directors of Athletics Convention and was impressed with the magnitude and scope of the event. In addition, Chair Arterberry noted the national presence of the representatives from members of the CCCAA. Lastly, Chair Arterberry stated his optimism in looking forward to the cooperative efforts between the NCAA and the COA/CCCAA.

2. **Executive Director Carlyle Carter** presented his self-evaluation report based upon his 2007-2008 goals and introduced his 2008-2009 goals. Please see attached for details. Highlights of the evaluation and goals are as follows:

Self-evaluation based upon 07-08 goals:

- ❖ There has been a continuous effort to improve the organization's visibility at the national level: 2007-2008 National Alliance of Two Year College Athletic Administrators (NATYCAA) President – Bob Myers (Dean of Physical Education of Solano College) and 2008-2009 President Dave Evans (Athletic Director of San Diego Mesa College).
- ❖ A meeting of the two-year college relations panel was held at the national convention. One of the issues discussed was academic performance of the two-year college transfer students. The NCAA data presented indicated that two-year college transfers were the least successful in progress toward degrees and more likely than other students in leaving the institution as a result of being ineligible. Mr. Carter is continuing to pursue an accommodation from the NCAA to permit remediation while "holding" the eligibility clock.

08-09 goals:

- ❖ *Redefine role of Management Council.* It is Mr. Carter's goal to work with the Management Council to find more time to address issues. A subcommittee on conferencing, chaired by Dean Crowley, was formed to review issues related to conference makeup, hosting and other pertinent issues.
- ❖ *COA staffing.* COA will advertise for the Director of Championships the first week of July, with the goal to have someone on board in August. In addition, COA will look to fill the position of Director of Marketing and Communications by January 2009.
- ❖ *Review/address system-wide sports information deficiencies.* Mr. Carter stated that there is a shortage of sports information professionals throughout the system and as a result the CCCAA will continue to engage the CCC Sports Information Association for staffing of PC events. He also stressed the importance of having staff with professional capacity to promote CCCAA championships.
- ❖ *Evaluate/review/promote Title IX compliance of membership.* COA office is currently working on facilitating a general session on "Title IX Compliance" and "Best Practices" at the fall conference. The "Best Practices" session will involve a panel for individuals from different areas within the athletic department to address concerns and exchange views. The general session will be beneficial for the whole membership.

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- 3. Management Council Chair Tony Lipold** covered several topics in his report. Please see attached report for more details.
- ❖ *CCCADA Conference in May at the Lake Tahoe.* The conference was well attended with approximately 75% of athletic directors involved.
 - ❖ *Statewide and out-of-state recruiting.* The Management Council is reviewing the issue of statewide recruiting, and it is anticipated that a Form 5 will be submitted in fall 2008. Chair Lipold also mentioned the impact of statewide to out-of-state recruiting. He stated that there was an imbalance throughout the state; while some colleges could recruit from a number of high schools, others could only recruit from a few. As a result, many schools have been heavily involved in recruiting students due to low enrollment. He also pointed out that the use of technology, such as internet, had progressed and assisted in the recruiting process. President Gary Lewis further discussed the impact of statewide recruiting and stated that schools that were able to recruit outside of their district had shown ability to put together women's athletic program. He further pointed out that colleges with small athletic program and limited recruiting options would have difficulty without statewide and out of state recruiting. The Board will continue to discuss the pros and cons of statewide and out-of-state recruiting issues.
 - ❖ *MC Conferencing Committee.* It is an ad hoc committee, chaired by Dean Crowley. The committee consists of four commissioners (2 North - Bruce Werner and Clar Appledoorn and 2 South - Dean Crowley and John Woods) and athletic directors from both north and south. The Committee will look at issues such as how conference are configured, hosting, the role of sports specific conferences, and new colleges and new athletic programs.
 - ❖ *Gender Equity Committee.* It is now a subcommittee of Management Council and chaired by Diane Henry, Athletic Director of Cypress College. Mr. Carter stated that one of the things mentioned in the committee was to assist those with planning and motivation to be in compliance. If a college is not in compliance or does not have a plan to be in compliance they may jeopardize the program's eligibility for post-season play.
 - ❖ *Possible Legislative Process Guidelines.* Chair Lipold presented the guidelines. See attached. If it is approved, it will become effective July 2009. The Board asked Chair Lipold to revise item G in the guidelines as it has significant implications.
 - ❖ *Bylaw 1.15.8.* The Management Council proposed an edit of the language for this bylaw so that an infraction by an individual would not penalize the whole team. The Board suggested Management Council propose the change to the Constitution Committee, so the Constitution Committee can work on the language for second paragraph.
 - ❖ *Postconference Competition Review Committee (PCRC) Official Fees.* Due to pay increase for high school officials, Dan Smith (Chair of PCRC) came up with following suggestions:
 - At the regional level, officials shall receive a pay rate of at least 15% greater than the regular season pay of the highest paying conference in that region.
 - For state championship competition, officials shall receive a pay rate of at least 25% greater than the regular season pay rate of the highest paying conference in the state.
 - Travel for officials at postseason competition shall be at the rate of the highest paying conference in the state.
- During the discussion of this topic, some board members raised concerns on how to attain pay rates from each conference for each sport throughout the state. It was noted that the officials' pay rate should be an ongoing financial study for the championship.

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F. COMMITTEE REPORTS

1. Academic and Athletic Standards Review Committee Report: COA Executive

Director Carlyle Carter stated one of the things we need to do is to provide academic performance reports for our student athletes. He also added that one of the problems at hand is being able to gather the same information from the three different databases (PeopleSoft, Banner and Datatel) currently in use by colleges throughout the system. A project is in progress to establish statewide sport codes in an attempt to identify student athletes by sport and query the databases and identify those fields containing the same information across the different databases.

2. Awards Committee Chair Helen Benjamin requested COA send out a “process” checklist along with any calls for nominations. It was noted that many incomplete packets were received by the committee and that screening should occur prior to being sent to the committee members and incomplete packets should be returned to the Conference for resubmission.

3. Finance Committee Report:

a. 2007-08 YTD

The association had a relative good year due to factors such as gate receipts and convention registration. Mr. Carter recognized Bakersfield College for their successful hosting of three Postconference football games.

b. 2008-09 Proposed Budget

Since the Board has previously indicated that there will be no increases in membership due fees for 2008-2009, Mr. Carter proposed allocating some of the unrestricted funds to supplement the budget in handling initiatives such as Title IX, compliance efforts and cost of living increases. Mr. Carter indicated that as an organization financially based on membership dues and gate receipts it is prudent to ensure “excess” unrestricted funds are returned to the membership in the form of services. Mr. Carter indicated that he anticipates increased expenditures in travel and meeting costs as a result in the increase in the number of Management Council meetings as a result of taking a more active role in operational issues affecting the Association.

Mr. Carter stated that the association needed to do more in the area of promotions and the postconference events. Mr. Carter proposed an increase in the area of marketing and specific items including banners.

As mentioned earlier in his report, Mr. Carter proposed two initiatives (Title IX and compliance) in the 2008-2009 goals. The Title IX initiative will provide educational programs by the organization to help our members. The organization plans to bring in a special speaker and provide educational materials. Funds will be used as access to consultant for a special session at the fall meeting with appropriate documentation, and meeting space.

It was **MSC** to approve the 2008-2009 proposed budget as submitted with the assumption that the position of Director of Marketing and Communications will not be filled for another six months and the format of the budget will be corrected.

Note: The proposal of 2008-2009 budget was MSC after the discussion of Bakersfield College’s request and closed session (COA Executive Director’s contract and Board election).

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Bakersfield College's request for a 60-40 split for all Football postconference games hosted at Bakersfield

It was Board's concern that approval of this request may set precedence for other sports, championships, and bowl games hosts. Bakersfield did receive a dollar per ticket sold for the semi-final southern California and the SoCal final football games and have the ability to change the ticket price. In addition, if the Board approved this proposal after the fact, they would be obligated to review all other postconference events and provide similar accommodation. After further discussion on the impact of providing a waiver to current policy, it was moved, seconded, and the motion failed (**MSfailed**) to approve the Bakersfield College's request. The Board ruled to stay with the current policy and not approve any additional revenue to the request. The Board did recommend that the Executive Director continue evaluating championship financing and to work with the Finance Committee in reviewing Bylaw 8.

Closed Session

The COA Board recessed into Closed Session to consider the following:

1. Executive Director Contract
2. Executive Director Annual Salary
3. COA Staff
4. Board Chair Election

Summary report of Closed Session:

1. Executive Director Contract

It was M/S (Logan McKechnie, Helen Benjamin) to approve the contract for the Executive Director with the following amendment to Section 1, Automatic Renewal:

"In the event the Executive Director receives a satisfactory evaluation of his performance at the ~~biannual~~ *most recent* evaluation, as provided in Section 6, Evaluation, the term of this agreement shall be extended for one (1) fiscal year."

The motion passed unanimously.

2. Executive Director Annual Salary – 2008-2009

It was M/S (Logan McKechnie, Gary Lewis) that the salary of the Executive Director for 2007-08 be increased by 10% and 4% COLA to be added for 2008-2009. This motion received a friendly amendment that was agreed upon by the maker and the seconder of the motion.

Amended Motion: That the salary for the Executive Director in fiscal year 2008-09 shall be the total gross compensation paid in 2007-08 (excluding all cost for benefits) plus 4% COLA.

The motion passed unanimously.

3. COA Staff Annual Salary 2008-09

It was M/S (Logan McKechnie, Tony Lipold) that the salary for the COA staff in fiscal year 2008-09 shall be the total gross compensation paid in 2007-08 (excluding all cost for benefits) plus 4% COLA.

The motion passed unanimously.

4. Board Chair Election

It was M/S (Robin Calote, Ned Doffoney) to open nominations.

Kathy Hodge was nominated to serve as COA Board Chair for fiscal year 2008-09.

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It was M/S (Ned Doffoney, Helen Benjamin) to close nominations.
Nominations were closed.

The Board unanimously elected Kathy Hodge to serve as COA Board Chair for
Fiscal Year 2008-09.

The Closed Session adjourned

The Board reconvened into open session.

4. Constitution Committee Carlyle Carter

No report

5. Policy Committee Ned Doffoney

No report

**G. REVIEW OF BOARD, MANAGEMENT COUNCIL,
AND COMMITTEE ROSTERS Carlyle Carter**

MSC to approve the following committee appointments.

*Note: Logan McKechnie and Ned Doffoney abstained from the vote on the Central Valley
Conference representative*

- Kathleen Hodge, Fullerton College President – COA Board Chair
- Rosa Carlson, Porterville College President – COA Board (Central Valley Conference)
- Ned Doffoney, North Orange County CCD Chancellor – COA Board (At-large)
- Mark Robinson, San Francisco City College Vice Chancellor –
Management Council Member (CCCCSSAA northern region representative)
- Brian King, Cabrillo College President – COA Appeals Board Member
- Rosa Carlson, Porterville College President – Academic Standards Review Committee
Member
- Pam Walker, American River College VP Student Services – Awards Committee Chair
- Rich Kollen, South Coast Conference Commissioner – Constitution Committee Member
- Gary Lewis, Shasta College President – Finance Committee Member

The Board nominee from Big Eight representative will be returned to the Conference as the
necessary (2), (one male, and one female) nominees were not forwarded to the Board for
consideration. Once received, the Board will consider the Big 8 nominee at the September 5,
2008 meeting.

The Board also requested Management Council provide 1 male and 1 female nominee for the
Tennis representative.

H. NONTRADITIONAL SEASON OF SPORT

Survey Results. Management Council Chair Tony Lipold presented survey results on the
nontraditional season submitted by 69 of 103 colleges to the COA Board. After thorough
discussion, the Board decided to take no further action. Therefore, nontraditional sports shall
continue under the same guidelines that existed for 07-08. Policy change request may now be
submitted for consideration.

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I. DRAFT 2008-09 MEETING SCHEDULE

Friday, September 5, 2008 - COA, Sacramento

October 15 - 17, 2008 - CCCAA Fall Conference, Crowne Plaza Hotel, SFO

Friday, October 17, 2008

Wednesday, February 18, 2009 - ACCCA Conference, San Diego

March 31- April 3, 2009 – COA/CCCAA 12th Annual Convention, Doubletree Hotel, Ontario

Friday, April 3, 2009

Thursday, June 18, 2009 – COA, Sacramento

It was moved, seconded, and motion carried (**MSC**) to approve the schedule.

J. OLD BUSINESS

1. Evaluation of Bylaw 3.17 Nontraditional Season of Sport

Please see Agenda Item H. “Nontraditional Season of Sport” for details.

2. Bakersfield College: request for a 60-40 split for all football postconference games hosted at Bakersfield (current policy requires 100% to CCCAA after expenses)

This item was moved forward to Agenda item F.3.b.

3. El Camino College Compton Community Educational Center’s application according to Bylaw 1.9.7 **MSC** to approve the resolution as submitted.

4. Review of Porterville College Out-of-State Recruiting Waiver

After careful analysis of the rationale **MSC** to approve the request for another year.

5. Draft of language for COA/NCAA letter to CCC Presidents/Chancellor

A letter from Dr. Myles Brand, NCAA President, and the COA Board Chair was drafted and presented at the meeting. The letter covers matter concerning the affect of NCAA academic reform on the two-year student athletes. It will be forwarded to the NCAA for review. The letter when completed will be disseminated to all California community college Presidents and Chancellors.

K. NEW BUSINESS

1. Board Nominees: *Please see Agenda Item G for nomination result.*

Don Warkentin (President, West Hills, College Lemmore – CVC)

Rosa Carlson (President, Porterville College – CVC)

Ned Doffoney (Chancellor, North Orange County CCD – at large)

Richard Rose (President, Modesto Jr. College – Big 8)

2. Management Council Nominees: *Please see Agenda Item G for nomination result.*

3. Constitution Committee Nominees: *Please see Agenda Item G for nomination result.*

Rich Kollen (Commissioner, South Coast Conference)

John Woods (Commissioner, Pacific Coast Conference)

4. Proposed: COA Board Committee on Infractions. Please see attached.

Logan McKechnie move to table this agenda item. **MSC** to table this item.

5. Committee Term Limits

The board recommended COA Office to draft language that will reflect the past practice and bring to the next board meeting for discussion.

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6. Bylaw 8

The Board recommended the Finance Committee review Bylaw 8 and draft language reflecting current operation and bring back to the Board.

7. CCCFCA Football Championship Proposal

The Football Coaches Association submitted a proposal requesting a one-year exception to the current policies governing the State Championship Game. The FCA would like to engage an outside organization to promote the Football Championship. The outside organization will guarantee funds to cover game management as well as travel for the participating teams. A complete, in-depth evaluation of the event will be presented to the Board in February 2009. The Board endorsed the proposed concept, but asked that more detail be provided and a proposed "contract" be forwarded to the COA Office for review.

8. Proposal: Southern California Football Association (SCFA) Appeals Board

SCFA requested the approval of the COA Board to establish the following Appeals Board under the provisions of Article 7.5.8.1 of the COA Constitution:

(Excerpt from the SCFA Bylaws)

3.4.1 SCFA Appeals Board

A. Membership

Shall be a standing committee of all Conference Presidents. If the college of one of the Appeals Board member is involved in the case, the SCFA Commissioner will select another athletic administrator from a college in that conference. Each Appeal Board will select its own chairperson.

MSC to approve SCFA's request to establish Appeals Board as submitted.

L. EXECUTIVE DIRECTOR CONTRACT

Closed session. Please see Agenda Item F.3.b.

M. BOARD CHAIR ELECTION

Closed session. Please see Agenda Item F.3.b.

N. ANNOUNCEMENTS

None

O. FUTURE AGENDA ITEMS

No additional item was presented. The next COA Board meeting will be held on September 5, 2008, 10:00AM to 2:00PM at the COA Office, Sacramento.

P. ADJOURNMENT

The meeting was adjourned at 2:16PM.

Carlyle Carter
COA Executive Director

Prepared by Rina Kasim, Executive Assistant