

# COA BOARD

## MEETING MINUTES

*COA Office, Sacramento, CA*

*August 24, 2005*

### **A. WELCOME AND CALL TO ORDER**

Chair Eva Conrad called the meeting to order at 10:00AM and introduced the Commission's new Executive Director, Carlyle Carter, who in turn introduced COA staff to the Board: Stu Van Horn, Debra Wheeler, Dave Eadie, Rima Trotter, Mike Conway (Intern), and Judy Centlivre. Board members present introduced themselves: Helen Benjamin, Michael Bagley, Jackie Fisher, Sr., Kathleen Hodge, Jan Kehoe, Ted Martinez, Jr., Logan McKechnie, Rosa Perez, Francisco Rodriguez, and Jean Snuggs. Stan Arterberry, Susan Carroll, Jess Craig, and Ned Doffoney were unable to attend.

### **B. REVIEW OF APRIL 8, 2005, MINUTES**

It was moved, seconded, and the motion carried (MSC) to approve the April 8, 2005, meeting minutes. These are available on the COA website at [http://www.coasports.org/meetings/board\\_mins040805.pdf](http://www.coasports.org/meetings/board_mins040805.pdf)

### **C. REPORTS**

- 1. COA Board Chair Eva Conrad** reviewed the responsibilities of Board members, reminding them that each serves on this Board as a representative of another group. With there being so few COA Board meetings each year, she stressed the importance of attending all meetings. A list of committee assignments was included in the Board packet and will be reviewed later in the meeting. Chair Conrad also noted that the goal and theme of the COA this year is communication.
- 2. Executive Director Carlyle Carter** discussed his plan to meet and visit with the membership, share briefly his experience at the two-year level and his basic philosophy and ideas for achieving the mission of the Commission. Prior to the meeting he posted a synopsis of the COA values (Article 1.4) on the wall with the reminder that all we do should be in alignment with those guiding principals:

- Student Health & Welfare
- Academic Success
- Ethical Conduct
- Amateurism
- Equitable Competition
- Recognition of Excellence
- Gender Equity
- Non-Discrimination

He suggested that COA meetings begin with a review of these principles, with the intent of setting the framework for the discussion of the meeting. He shared the work-in-progress 5-page master calendar staff is developing which will include all meetings, events, tasks and due dates. Executive Director Carter gave a brief overview of information regarding violations, infractions, and other communications he has received since assuming his position at the COA, stressing that compliance and adherence to policy is critical. He encouraged Board members to make sure that their athletic administrators are aware of their philosophy on the place of athletics as well as what the expectations are regarding compliance. He noted that, whether we like it or not, athletics is the window into the campus; it is a consistently visible aspect of what our campuses do. There are newspaper articles every day about our institutions. He urged each to have a conversation with their athletic administrator making sure that their values are clear to them and also their expectations as to how their program should operate. He also informed the Board that the Constitution and Bylaws and Sport Guides will be available online very soon so there need be no excuse for someone to be unaware of the policies and procedures.

Rosa Perez stressed the importance of the Board's support to the Executive Director in promoting the principals and values. She suggested that a retreat be scheduled to review goals and evaluation of the COA and the Executive Director in support of the Executive Director and to form the relationship a little deeper to unite the group.

3. **Associate Executive Director Stu Van Horn** advised the Board that the US Bank partnership recently launched the first of four platforms at 22 colleges. The US Bank partnership is the second largest contract in the history of the COA. Sixty eight percent of total funds go directly back to colleges, student athletes and the championships. The COA remains to be the only state organization actively seeking soft dollars and bringing in corporate partners, acting as a receiving entity passing dollars back to the membership. US Bank is the first contract to extend to non-athletic areas on campuses. It is the first partnership where a portion of the dollars will go to athletic departments to sponsor on-campus events. We will also work with 41 campus newspapers and two dozen major campus events, all of which will be provided funds from this contract to spike the marketing and branding efforts of US Bank at various colleges in California. This is a checking account only, no credit cards and the effort has provided an opportunity to

connect with the membership and non-athletic offices at the campuses. The hope is to deliver new students to US Bank to ensure renewal in year two of the contract.

Associate Executive Director Van Horn encouraged all to take part in inaugural festival events in mid-November. The festival has brought together membership in many ways and allows the COA to exercise more coordination in the championships. Everything we do is with the goal of enhancing the quality of the experience for the student athlete. There are twenty-six organizations affiliated with the COA involved and we are getting in to areas we never imagined: uniformity, branding, ticketing, event management and administration. We are on target to reach 5,000 fourth through eighth graders in classrooms throughout Fresno. Activities, visitations, and workshops are being planned and \$20,000 will be allocated to split between eight sport coaches' groups to hold a banquet for the student athletes. There is a special section on the website dedicated to the Fall Festival and a user ID and password may be issued upon request to stay up-to-date on the activities.

Contract renewals with other sponsors have taken place and we have begun initial outreach with the NJCAA proposing an opportunity to sit down and establish a true national business platform that would allow a better opportunity to look to corporate America for partnerships. This opportunity would involve the three two-year college sanctioning organizations throughout the country: NJCAA, NWAC, and the COA.

- 4. Management Council Representative Jean Snuggs** reported the 'hot issues' perceived by the athletic directors to be:
- 1) A need to establish boundaries for first contact for campuses allowed to recruit out-of-state so there is a definition of the first contact, especially pertaining to international recruiting.
  - 2) Legislation requiring member colleges to compete in COA sports only rather than participating in events of other organizations, i.e. NJCAA, as it presents issues pertaining to recruiting philosophies, different opportunities with the NJCAA rules and conflicts with COA rules.
  - 3) How we determine eligibility is an issue. There is such flexibility on campuses in terms of how classes are offered that our current rule simply states that you have to be enrolled and actively attending classes and 12 units right now, which is no longer appropriate. There are also issues with how unit checks are performed once you have established those 12 units. There is a variety of ways the colleges perform the checks and there needs to be consistency across the board.
  - 4) Another question the athletic directors want the Management Council to discuss is the decorum rule. The decorum rule has been a huge boost to the COA over time and has been very helpful but there are problems with how it is determined when there is a decorum violation. It does not specify whose responsibility it is to enforce the policy. Who starts the paperwork? How is it processed? (It was indicated that the sport

coaches associations want an even stricter policy and also make the policy sport specific.)

- 5) Out-of-season competition remains a hot topic and there is a need for unison on the matter. When one reviews the principle guidelines as discussed earlier in the meeting, the answer is clear.

Rosa Perez suggested that this is a good time to revisit these issues with the CIOs and that the Board Chair and Executive Director might look for an opportunity to meet with them. She encouraged the Executive Director to participate in shepherding the student athletes through for academic success.

Management Council Chair Snuggs mentioned another concern is that coaches feel they are missing the opportunity speak to legislation in a positive manner and that perhaps we should reconsider how Management Council presents legislation; she would like to see the coaches present their legislation.

## **D. BOARD COMMITTEE**

1. **Review of committee membership.** Rosters were reviewed and accepted with corrections made to term expirations of some members, Jackie Fisher, Sr. will serve as the chair of the Southern California Appeals Board and Ted Martinez, Jr. will serve on that committee as an alternate. Francisco Rodriguez will replace Helen Benjamin on the Northern Appeals Board. Michael Bagley will serve on the Gender Equity Committee.
2. **Review of committee process.** It was agreed that the Policy and Competition Committees will both hold open forums in the afternoon, and as required by Constitution and Bylaws, on the first day of the Fall and Spring meetings. The open forum concept will be evaluated and discussed at the Board meeting in April 2006.

## **E. LEGISLATION**

### **1. Article 7 - Due Process**

Carlyle Carter highlighted changes made to Article 7 of the previous issue of the Constitution and Bylaws. The rewrite of this Article was made by the COA's attorney and Logan McKechnie at the direction of the COA Board, to bring this section into compliance with state law. After brief discussion it was moved, seconded, and the motion carried (MSC) to accept Article 7 nunc pro tunc.

### **2. Program Review - possible Form 5**

The Board discussed the status of the Program Reviews and directed Carlyle Carter to contact the commissioners of the conferences that have yet to comply with the schedule and staff will seek ways to publicize the positive aspects of Program Reviews.

**3. Cerro Coso Community College - recruiting request - possible Form 5**

The Board discussed the correspondence from Cerro Coso Community College included in the agenda packet and determined that the out-of-state waiver granted to the institution in April 2005 and Bylaw 2.3 addresses the matter. No further action is needed.

**4. Big 7 Conference - conference hosting - possible Form 5**

The Board's responsibility pertaining to conference hosting is detailed in Bylaw 5.6 and a Form 5 is not necessary, however, it was recommended that Management Council discuss conference hosting at its meeting in October and determine if Bylaw 5.6.1 needs to be revised.

**5. Form 5 - Article 2.3.7**

Jan Kehoe provided background of the need to develop this Form 5 and to ensure that groups are being represented on the COA Board.

**6. Out-of-Season Competition**

It was moved, seconded, and the motion carried (MSC) to enforce the current rules regarding nontraditional season competition and Executive Director Carter will either draft a Form 5 or develop a casebook, or update the current casebook, to make regulations more specific.

## **F. 2005/06 BOARD & MANAGEMENT COUNCIL MEETING**

A revised meeting schedule will be emailed to Board members.

## **G. FUTURE AGENDA ITEMS**

Presentation on Article 7; Discussion of Bylaw 4.7 with regard to the use of steroids and street drugs, develop an educational outreach program; Modesto Jr. College request to change conference recommendation from Management Council. Review the open forum concept at the annual convention in April 2006.

## **H. UPDATES**

**1. Conference Commissioners' Liability Insurance - Logan McKechnie**

Commissioner McKechnie informed the Board that the issue of liability insurance for the conference commissioners has been resolved in that all but one conference has obtained insurance for a one year term. The Board recommended that this matter be reviewed at renewal time.

## **2. Compliance Issues - Carlyle Carter**

### **a. Cerritos College**

Executive Director Carter provided for information purposes only on a situation that has occurred at Cerritos College concerning allegations against one of its coaches. He indicated that he plans to develop a compliance log that will show infractions committed.

### **b. Track and Field**

Executive Director Carter briefed the Board on a situation in Track and Field regarding an ineligible player being allowed to compete and the complications that have ensued as a result. He is formulating a response to address the matter.

## **3. Correction to 2005/06 Constitution - Carlyle Carter**

Carlyle noted that a paragraph was inadvertently omitted from the 2005/06 Constitution and the following should be added to page 76:

### **5.2 Changing Conference Membership - new letters 'F' and 'G'**

- F. The Executive Director will place the item on the COA Board and MC agenda for consideration at the fall or spring meeting.
- G. The MC shall send forward its recommendation to the COA Board for action at the same or the following meeting.

(The remaining sections of Article 5.2 are to be re-lettered accordingly.)

## **I. ADJOURNMENT**

There being no further business the meeting adjourned at 2:00PM.

Respectfully submitted,  
Carlyle Carter  
Executive Director