ACTION ITEMS

• Committee Appointments.

Ratify the following committee appointment submitted by the Nominating Committee and approved by the Division III Administrative Committee:

 o Division III Student-Athlete Advisory Committee. Ryan Fennelly, men’s lacrosse, Rhodes College, representing the Southern Athletic Association.

INFORMATIONAL ITEMS.

1. General Discussion. The meeting, which was held at the NCAA national office, convened at 8 a.m.

The Administrative Committee discussed items of importance to the NCAA, as a whole, and items specific to Division III. Staff informed the committee that it has three primary functions: to plan for the upcoming year; to act on any emergency issues that arise between Council meetings; and to decide routine issues that need to be acted on between the regular quarterly meetings of the Councils.

2. Leadership Expectations. The committee reviewed the leadership expectations; the updated Policies and Procedures documents for both Management and the Presidents Councils; and committee responsibilities including the Board of Governors and Council meetings. During its review of the policies and procedures, the committee requested staff add language detailing a Council member’s fiduciary responsibility to the entire Association. Staff noted it would be beneficial to add this language to all Division III committee policies.

The committee also discussed the terms of office; the chair stipends; and the 2016-17 meeting schedules for Management Council, Presidents Council, and the Board of Governors.

3. Division III Strategic Plan. The current Division III Strategic Plan details a two-year budget cycle to align with the 2015-2017 budget biennium. Annually, the Strategic Planning and Finance Committee (SPFC) reviews the plan in June and forwards it to the Councils to review and approve during their summer meetings.
4. **Division III Budget.**
   
a. **Budget-to-actual.** The committee reviewed the budget-to-actual document noting that as of the end of January 2016, the fall championships expenses were within budget, while the winter championships were not reflected in the report.

b. **Budget Projections.** The committee reviewed an updated budget projection that included the Championships Committee proposed budget increases including bracket enhancements; intentionally spending down the budget’s surplus beyond the mandated reserve; as well as previously approved host and per diem increases.

5. **Strategic Planning and Finance Committee in-person meeting.** The committee reviewed the draft agenda for the March in-person Strategic Planning and Finance Committee meeting. Key discussions focused on the following:
   
a. A list of championships budget priority initiatives.

b. A review of budget scenarios using the surplus, above and beyond the mandated reserve; and an analysis of the current budget allocation percentage to championships and nonchampionships. Staff noted the leadership’s desire for a specific staff recommendation.

c. Potential budget impacts with Division III initiatives; namely, Athletics Direct Report Institute, Ethnic Minority Programming and the 2016 Women’s Basketball Joint Championship.

d. Conference Grant discussion around updated policies and procedures; review of Tier One spending cap for the Conference Rules Seminar; and reaffirmation of the SPFC Conference Grant Review Subcommittee.

6. **Key Division III Initiatives for 2015-16.**
   
a. **Playing and practice seasons review.** The committee reviewed the results from the Issues Forum straw polls and roundtable discussions. Roundtable topics centered on three key areas: (a) Standardization of contest exemptions; (b) Nontraditional segment alternatives; and (c) Contest limitations in softball and baseball. The committee noted that other than contest exemptions, there doesn’t seem to be significant membership support for legislative change.
The Playing and Practice Seasons Subcommittee will have a teleconference in March and meet in-person prior to the April Management Council meeting to review the results and recommend next steps.

b. **Division III Health and Safety Summit.** The committee reviewed the executive summary from the Division III and Sport Science Institute’s (SSI) Health and Safety Summit. The summit outcomes included: (a) designating a director of medical services; (b) the NCAA providing model care of protocol templates; and (c) delay the start of the fall non-traditional segment. In addition to the outcomes, participants also discussed four of the SSI’s “priority areas” relating to concussion management, cardiovascular care, mental health and wellness, and drug testing and deterrence.

The committee noted the Management Council’s expressed concern with the practical challenges of implementing SSI’s initiatives and directed staff to explore, with SSI, the creation of an advisory group for health and safety initiatives.

c. **Diversity and Inclusion Working Group.** The committee noted the working group, along with the Office of Inclusion, will be developing a best practices document, focusing on the recruitment of a diverse candidate pool, the hiring process and the retention of diverse administrative and coaching staffs. The working group will propose new diversity and inclusion initiatives by this summer. The committee also discussed the creation of a related working group by the Board of Governors [See item 7a (2)].

d. **Sportsmanship and Game Environment Working Group.** The committee reviewed the working group’s report regarding the development of a certification program to improve fan civility.

e. **2015 GOALS Study.** The committee reviewed the initial Division III results from the GOALS study of the student-athlete experience noting the study was designed to provide data to NCAA committees, policymakers and member institutions on a range of issues important to today’s student-athletes. The research staff will present the Division III findings during the upcoming April Council meetings. Staff asked the committee to email specific findings they would like expanded upon in April.

f. **Institutional Performance Program (IPP).** The committee discussed the implementation of the Institutional Performance Program (IPP). Staff noted that IPP will replace the Financial Dashboards, and Councils will have an opportunity to learn more of its capabilities during their upcoming meetings.

g. **Division III Identity Initiative.** The fifth annual Division III Week is set for April 4-10, 2016.
h. Division III Presidents and Commissioners Communication Strategies Subcommittee. The committee noted that Sports Graphics is developing the Division III Communication Best Practices trifold to be shared with the Councils during their April meetings, as well as with the conference commissioners in June. Pending feedback, the goal is to finalize the guide by August 2016.

The committee had an in-depth conversation around the value of internal engagement and communication between presidents and commissioners and ultimately endorsed this new resource. While presidential engagement varies among Division III conferences, the committee believes the resource will set a baseline and establish a practical communication approach for conferences. The committee’s presidential leadership also felt there would be value for a Presidents Council representative and staff leadership to attend the commissioners meeting in September.


a. Board of Governors.

(1) Composition. The committee reviewed the executive summary on the Board of Governors committee structure and composition survey. A major portion of the survey questionnaire asked for opinions on some concepts for revisions to the Board of Governors structure. A total of five concepts were mooted for consideration by the survey respondents. They were:

- Creating greater divisional balance among the membership of the Board of Governors.
- Adding current student-athletes to the Board.
- Requiring the Board to be comprised of only presidents and chancellors.
- Adding membership representation to the Board from among athletics administrators and others such as FARs, conference commissioners, etc.
- Adding external members to the Board, for example community or business leaders.

(2) Diversity and Inclusion Resolution. The committee reviewed the resolution reaffirming the Association’s commitment to cultural diversity and inclusiveness in athletics leadership in addition to the recently created ad hoc committee roster.
b. **NCAA Communication Initiative.** The committee noted that portions of the Association’s new communication initiative will be rolled out during the Division I Men’s basketball tournament in March and April. The messages are not division-specific and will address academic success, fairness and health and wellness.

c. **Sport Science Institute Priority Initiatives.** The committee noted SSI has identified nine areas of focus to improve the health and safety of student-athletes.

- Cardiac health.
- Concussion.
- Doping and substance abuse.
- Mental health.
- Nutrition, sleep and performance.
- Overuse injuries and periodization.
- Sexual assault and interpersonal violence.
- Athletics healthcare administration.
- Data-driven decisions.

An Association-wide concern is the financial abilities that differ between and within the divisions and the best method to effectively ensure that all member schools are meeting baseline health and safety expectations. The Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS) has discussed becoming the ultimate and final body to implement policies around the health, safety and wellness of student-athletes. However, the governance bodies need to further review and discuss this concept.

8. **Other Communication Initiatives.**

a. **Presidents Council Communication Plan.**

   (1) **President’s Advisory Group (PAG).** The committee reviewed the rationale for the establishment of PAG and discussed ways to better utilize this group within the governance structure. Staff will look into the possibility of having PAG members attend Thursday’s joint presidential breakfast following the August PAG meeting or moving the PAG meeting to Thursday afternoon, immediately following the Presidents Council meeting.

   (2) **Presidential Quarterly Update.** The committee noted the current quarterly update is informative.
b. Management Council Communication Plan. Each Management Council member is assigned conferences for the upcoming year. They are given a sample letter to use when contacting their assigned conferences, an updated Governance PowerPoint and an introduction regarding the program and guidelines for attending conference meetings. At the conclusion of conference meeting, Council members are asked to complete an on-line meeting recap summary form. These recaps are then discussed at the next scheduled Management Council meeting.

c. Regular governance communication. Regular communications include the Monthly updates, a regular email to Division III commissioners and occasional updates on the NADIIIAA listserv.

9. Adjournment. The meeting adjourned at 2:30 p.m.

Committee Chair: Alan Cureton, University of Northwestern, St. Paul, Upper Midwest Athletic Conference
Staff Liaisons: Dan Dutcher, Division III Governance
Jay Jones, Division III Governance
Louise McCleary, Division III Governance

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<th>NCAA Division III Administrative Committee</th>
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<tr>
<td><strong>Attendees:</strong></td>
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<tr>
<td>Alan Cureton, University of Northwestern, chair.</td>
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<td>Dennis Leighton, University of New England.</td>
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<td>Jay Lemons, Susquehanna University.</td>
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<td>Tracey Ranieri, State University of New York at Oneonta.</td>
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<td>Troy VanAken, Thiel College.</td>
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<td><strong>Absentee:</strong></td>
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<td>None.</td>
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<td><strong>NCAA Staff Support in Attendance:</strong></td>
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<tr>
<td>Dan Dutcher, Debbie Kresge and Louise McCleary</td>
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<td><strong>Other NCAA Staff Members in Attendance:</strong></td>
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<td>Kate Broshears, Jeff Myers, Jeff O’Barr and Donald Remy.</td>
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