ACTION ITEMS

   a. Recommendation. The Management Council approve noncontroversial legislation to eliminate traditional two-a-day football practices, effective immediately.

   b. Rationale. The committee discussed eliminating two-a-day practices to align with and implement the health and safety measure recommendations in, “Interassociation Consensus: Year-Round Football Practice Contact for College Student-Athletes Recommendations.” The committee supports adopting noncontroversial legislation effective immediately, as the traditional legislative process would not allow implementation for the 2017 season. The committee discussed the need for an updated Q&A document explaining what activities are allowed during a second session on the same day.

   c. Budget Impact. None.

   d. Student-Athlete Impact. The recommendation promotes the health and safety of Division III student-athletes.

2. Blanket One-Time Preseason Practice Waiver for the 2017 Football Season.
   a. Recommendation. The Management Council should determine if it is in the best interest of Division III to establish a limited one-time blanket waiver to extend preseason football practice for 2017.

   b. Rationale. The committee discussed the establishment of a limited one-time blanket waiver that would allow institutions to start preseason practice earlier. The waiver would account for practice opportunities lost by eliminating traditional “two-a-day” practices per, “Interassociation Consensus: Year-Round Football Practice Contact for College Student-Athletes Recommendations.” While the committee noted concerns with potential budgetary impact and competitive equity, it recommended the Management Council act after receiving additional feedback from the Division III Football Committee and the Division III membership. The committee also noted that most feedback, to date, has opposed a blanket waiver.

   c. Budget Impact. Financial cost would be different for each institution, depending on use of potential blanket waiver.

   d. Student-Athlete Impact. No health and safety impact if there is no blanket waiver, per the Sports Science Institute.
INFORMATIONAL ITEMS.

1. **General Discussion.** The meeting, held at Susquehanna University, convened at 8:07 a.m.

   The Administrative Committee discussed items of importance to the NCAA and those specific to Division III. Staff informed the committee of its 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 best acted on between the regular quarterly meetings of the Councils.

2. **Leadership Expectations.** The committee reviewed the leadership expectations; the Policies and Procedures documents for both Management and the Presidents Councils; and committee responsibilities including the Board of Governors and Council meetings.

   The committee recommended the Management Council discuss during its April meeting the potential creation of a Management Council Nominating Subcommittee. This subcommittee would be responsible for identifying and nominating interested Council members to serve as chair and vice chair.

   The committee also discussed the Presidents Council leadership succession plan. The committee noted that the Presidents Council’s Nomination Subcommittee had recently endorsed a revised plan for President Docking to succeed as chair of the Council following President Lemon’s departure in June 2017, while President Cureton will remain as vice chair for the remainder of 2017.

3. **Key Association-wide Issues for 2017.**

   a. **Board of Governors.**

      (1) **Composition.** The committee noted that the Board’s AdHoc Committee on Structure and Composition is not recommending changes to the Board of Governor’s (BOG) composition at this time.

      (2) **Presidential Pledge.** The Presidential Pledge was developed to specifically commit to establishing initiatives for achieving ethnic and racial diversity, gender equity and inclusion with a focus and emphasis on hiring practices. To date, 62% of Division III presidents have signed the pledge. The goal is to have an 80% participation rate in each division. The BOG has recently developed a permanent committee, Board of Governors Committee to Promote Cultural Diversity and Gender Equity, reaffirming the Association’s commitment to cultural diversity and inclusiveness.
(3) **Championships policies.** The committee discussed the Association’s current pilot program that allows the sale of alcohol at selected sites.

The committee expressed concern that this year’s pilot will include the joint men’s lacrosse championship. The concern is that the sale of alcohol runs counter to the Division’s 360 Proof initiative, a web-based alcohol education program.

The committee also discussed the status of the BOG’s support to withdraw NCAA championships from North Carolina in response to discriminatory state laws.

b. **Sport Science Institute (SSI) Strategic Initiatives.** The committee reviewed the SSI’s nine strategic initiatives. In April, the BOG will begin to work more closely with SSI to actively oversee health and safety as Association-wide issues.

c. **Governance Committee Review.** The committee noted there is an internal staff initiative to complete a comprehensive review of the NCAA’s committee structure, including all committees and working groups, in an effort to enhance the overall effectiveness and efficiency of the Association-wide governance structure.

4. **Key Division III Initiatives for 2017-18.**

a. **Diversity and Inclusion Working Group.** The committee reviewed the working group’s report from its February 2 teleconference.

b. **Sportsmanship and Game Environment Working Group.** The committee reviewed the group’s summary from its February 16-17 meeting with the Disney Institute. The meeting began the first phase of its development work for the Division III game environment initiative. It concentrated on developing the elements of an appropriate service framework for the Division III game experience. This framework is the root of a service-focused culture, and consists of three main components: a common purpose, service standards and behavioral guidelines. A second planning session with the Disney Institute will be held mid-April in Indianapolis.

c. **Faculty Athletics Representative (FAR) Engagement Working Group.** The committee reviewed the working group’s report from its December 12, 2016, teleconference.

d. **LGBTQ Working Group.** The committee reviewed the working group’s report from its February 6 teleconference noting the group’s objective to examine the current and potential programming, resources, and recognition of the LGBTQ community and its allies in Division III.
e. **Graduation Rate Report.** The committee reviewed the overview from the 2016 Division III Graduation Rates Report.

f. **Institutional Performance Program (IPP).** The committee discussed the implementation of the program noting staff is providing webinars to conference commissioners to teach its capabilities.

g. **Division III Identity Initiative.** The sixth annual Division III Week is scheduled for April 3-9.

h. **SAAC Mental Health Initiatives.** The committee noted that one of the Student-Athlete Advisory Committee’s (SAAC) priority initiatives for 2017 is mental health.

5. **2018 Division III Legislation.** The committee discussed the following possible significant legislation for the 2018 Convention: (1) sports wagering; (2) academic misconduct; (3) graduate transfer eligibility; and (4) football playing and practice seasons.

6. **Division III Strategic Planning and Finance.**

a. **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. This summer, SPFC will recommend a new 2017-19 Strategic Plan to align with the next budget biennium.

b. **Division III Budget.**

(1) **Budget-to-Actual.** The committee reviewed the budget-to-actual document noting that as of January 2017, the fall championships expenses were within budget, while the winter championships were not yet reflected.

(2) **Budget Projections.** The committee reviewed an updated future budget projection. Staff noted the Strategic Planning and Finance Committee (SPFC) will see an increase to the Division III revenue as a result of one-time payout of $1.2M from realized gains, as well as a team transportation forecasting change that will reduce projected annual team transportation expenses by $1.3M in 2017-18. SPFC will review the impact of the additional revenue as well as new championship and nonchampionship initiatives. It will make specific recommendations to the Councils to review in April.
c. **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:

- Nonchampionship budget initiatives, including a 10% increase in the conference grant program; increase of 23 internships to the Women & Minority Intern Program in 2018-19, increases to the New AD and Commissioner Orientation, the NADIIIAA partnership and the Academic Reporting honorarium.
- Championship budget initiatives, include bracket expansions; ground transportation reimbursement policy; officiating enhancements; championship format change; and sport-specific requests.
- Proposed updated future budget projections.

7. **2018 Division III Membership-wide survey.** The committee noted that NCAA staff will start the planning process for the 2018 Division III membership-wide survey this fall. The survey is conducted once every five years as a means of testing philosophical commitments, communications and Division III programs and initiatives.

8. **Other Communication Initiatives.**

   a. **Communication Survey Results.** The committee reviewed both Association-wide and Division III communication survey results.

   b. **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.

      (2) **Presidential Quarterly Update.** The committee noted the current quarterly update is informative.

   c. **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. Council members also complete an on-line meeting recap summary form. These recaps are then discussed at the next scheduled Management Council meeting.
d. **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 2:03 p.m.

*Committee Chair: Jay Lemons, Susquehanna University, Landmark Conference*

*Staff Liaisons: Dan Dutcher, Division III Governance*

*Jay Jones, Division III Governance*

*Louise McCleary, Division III Governance*

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**NCAA Division III Administrative Committee**

**March 1, 2017, Meeting**

<table>
<thead>
<tr>
<th>Attendees:</th>
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<tbody>
<tr>
<td>Alan Cureton, University of Northwestern.</td>
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<tr>
<td>Jeff Docking, Adrian College.</td>
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<td>Shantey Hill, St. Joseph’s College (Long Island).</td>
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<td>Brit Katz, Millsaps College.</td>
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<td>Jay Lemons, Susquehanna University, chair.</td>
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<td>Troy VanAken, Thiel College.</td>
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| Absentee: | None. |

| NCAA Staff Support in Attendance: | Dan Dutcher, Jay Jones, Debbie Kresge, Louise McCleary and Jeff Myers. |