REPORT OF THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

DIVISION I ADMINISTRATION CABINET

The NCAA Division I Administration Cabinet submits this report from its September 10 – 11, 2008, in-person meeting in Indianapolis, Indiana.

LEGISLATIVE INFORMATIONAL ITEMS.

- **Proposals in the 2008-09 legislative cycle referred to the Administration Cabinet.** The cabinet reviewed Division I legislative proposals assigned to it for review that will be considered by the Division I membership as part of the 2008-09 legislative cycle and offered the following comments: [Reference Admin. Cabinet Supplement No. 8]

  (1) 2008-59 Division Membership – Definitions And Applications – Emerging Sports For Women – Archery, Badminton, Synchronized Swimming, Team Handball And Sand Volleyball Intent: To add sand volleyball as an emerging sport for women; further, to remove archery, badminton, synchronized swimming and team handball as emerging sports for women and to eliminate other specified legislation associated with these sports (e.g., playing and practice season regulations, sports sponsorship minimum contest and participant requirements).

  Cabinet Comment: The cabinet supports the proposal, but recommends that the proposal be divided to permit the NCAA Division I Legislative Council to take one action to include sand volleyball as an emerging sport and one action to eliminate archery, badminton, synchronized swimming and team handball from the list of emerging sports.

  (2) 2008-63 Division Membership – Membership Requirements – Minimum Participants Requirements For Sports Sponsorship – Track And Field – Multi-Day Meets Intent: In track and field, to specify that if the number of student-athletes participating in a multi-day meet on behalf of the institution over the course of the entire meet equals or exceeds the minimum number of participants required for sports sponsorship and the meet is conducted on consecutive days, an institution may use the competition as a contest in meeting the minimum-contest requirements.

  Cabinet Comment: The cabinet took no position on the proposal citing uncertainty about the true impact of the proposal and potential unintended consequences related to maximum dates of competition as set forth in NCAA Bylaw 17.27.5.

(3) **2008-64 Division Membership – Membership Requirements – Football Bowl Subdivision Requirements – Waivers Intent:** To specify that the members of the NCAA Division I Administration Cabinet representing NCAA Division I Football Bowl Subdivision (FBS) conferences, by a two-thirds majority of those members present and voting, may grant waivers of the FBS membership requirements.

Cabinet Comment: The cabinet took no position and recommended that the Division I Legislative Council refer the issue to the NCAA Division I Leadership Council to be considered as part of its broader discussion of Division I membership issues during the moratorium.

(4) **2008-70 Executive Regulations – Selection of Teams and Individuals for Championships Participation – Automatic Qualification – Additional Requirements, Sports Other Than Men's Basketball – Multisport Conference – Definition of Core Institution. Intent:** In sports other than men's basketball, to specify that for the purposes of multisport conference eligibility for automatic qualification in a particular sport, a core institution is an institution that has been an active member of Division I during the eight preceding years or an institution that has sponsored the sport at the Division I level the eight preceding years.

Cabinet Comment: The cabinet took no position and recommended that the Division I Legislative Council refer the issue to the Division I Leadership Council to be considered as part of its broader discussion of Division I membership issues during the moratorium.

(5) **2008-71 Executive Regulations – Selection Of Teams And Individuals For Championships Participation – Automatic Qualification – Additional Requirements, Sports Other Than Men's Basketball – Multisport Conference – Exception – Member That Has Sponsored The Sport At The Division I Level The Eight Preceding Years. Intent:** In sports other than men's basketball, to specify that a multisport conference that falls below six core members may be considered for automatic qualification in that sport, provided the conference adds an institution to its membership (for a total of at least six members) that has sponsored the sport for the preceding eight years at the Division I level and at least six institutions (including the added institution) have conducted conference competition together at the Division I level in the sport the preceding two years.

Cabinet Comment: The cabinet took no position and recommended that the Division I Legislative Council refer the issue to the Division I Leadership

Council to be considered as part of its broader discussion of Division I membership issues during the moratorium.

(6) 2008-72 Executive Regulations – Selection Of Teams And Individuals For Championships Participation – Automatic Qualification – Additional Requirements, Sports Other Than Men's Basketball – Multisport Conference – Exception – Sports Sponsorship. Intent: In sports other than men's basketball, to specify that a multisport conference that adds a conference-sponsored sport may be considered for automatic qualification in that sport, provided at least six institutions have conducted conference competition together at the Division I level for the preceding two years and the sport is sponsored by less than 65 percent of the Division I membership.

Cabinet Comment: The cabinet took no position and recommended that the Division I Legislative Council refer the issue to the Division I Leadership Council to be considered as part of its broader discussion of Division I membership issues during the moratorium.

***NON-LEGISLATIVE INFORMATIONAL ITEMS*.**

a. Understanding NCAA governance and review of the new Division I governance structure. [Reference Admin. Cabinet Supplement No. 1] The staff presented the cabinet members a broad overview of the new Division I governance structure, which highlighted the goals and objectives behind restructuring along with a review of the functions of the various cabinets and Councils. The cabinet was reminded of its responsibility for overseeing and evaluating the new governance structure. The members discussed the structure at length paying particular attention to how the various governance bodies will communicate with one another to ensure a more coordinated Division I agenda. The members also discussed the importance of communicating with all 31 multisport conferences.

b. Update from the Communications and Coordination Committee and the Leadership Council. [Reference Admin. Cabinet Supplement No. 2] The chair informed the cabinet that enhanced communication is intended to be one of the hallmarks of the new Division I governance structure. To assist with the flow of communication between governance groups, the Communications and Coordination Committee, composed of the chairs of the cabinets and the Councils, has been established. This committee is charged with coordinating consideration of issues and legislative concepts between the various Division I governance bodies to facilitate a more cohesive approach to managing the Division I agenda.

c. **Report from the August 6, 2008, Leadership Council meeting.** The cabinet learned that the Division I Board of Directors has identified four primary issues as being appropriate for Leadership Council examination over the course of the next year, and that the Leadership Council, with the help of the cabinets, will be asked to develop suggested recommendations. The four assignments given to the Leadership Council are:

(1) To recommend initiatives that will enhance the level of diversity in the Division I governance structure.

(2) To assess the impact of this membership migration and develop reasonable philosophical expectations and legislative requirements that should be adhered to by all institutions desiring to transition to or remain in Division I.

(3) Following review by the Board of Directors, to offer recommendations concerning the report of the Task Force on Commercial Activity in Intercollegiate Athletics.

(4) To discuss appropriate strategies to consider certain Division I amateurism issues and manage consideration of these issues.

The cabinet was informed that, at the appropriate time, it will be asked to assist the Leadership Council with both developing initiatives to enhance the level of diversity serving in the governance structure and examining the Division I membership process. During the course of this discussion, the cabinet members began to discuss ways to enhance the level of diversity and suggested it would like to begin working on a committee-based mentoring recommendation whereby up and coming administrators would be invited to participate as observers, or in some other capacity, in the governance structure.

d. **Review of the duties and jurisdiction of the Administration Cabinet**. The cabinet learned that it assumed much of the jurisdiction of the former Division I Management Council's subcommittees and the cabinet reviewed its duties, which include overseeing the administrative functions related to the management of the governance structure, appointing the members of the substructure (e.g., cabinets and committees), and administering the legislation and policies and procedures related to Division I membership. The cabinet also noted that, in conjunction with the Research Committee, it will evaluate, supervise and coordinate research activities, make recommendations regarding research expenditures. [Note: It is anticipated the cabinet will spend more time discussing its role relative to research at its February 2009 meeting.]

e. **Background information regarding the Administration Cabinet's responsibilities**:

(1) Governance. [Reference Admin. Cabinet Supplement No. 4] The cabinet reviewed the Guide to the Division I Governance Structure, which sets forth the recommended and required operating procedures under the new structure. During this review, the members discussed the Governance Subcommittee's goal of transparency and the requirement that all cabinets and Councils work as bodies of the whole. They also discussed the subcommittee's desire to enhance the level of diversity serving within the Division I structure and the important role the 31 multisport conferences will play in improving both the level of diversity and communication within the structure. The cabinet members were informed that in their governance oversight role, they would also be asked to oversee Division I NCAA Convention programming and activities.

(2) Membership. [Reference Admin. Cabinet Supplements No. 5a and 5b] The cabinet received an educational presentation from staff related to membership regulations and procedures set forth in NCAA Constitution 3 and Bylaw 20. Specific areas of emphasis included:

(a) Membership categories (e.g., active, provisional).

(b) Division I minimum membership requirements in the areas of financial aid, sports sponsorship and scheduling.

(c) Football Bowl Subdivision (FBS) and Football Championship Subdivision (FCS) requirements.

(d) Reclassification requirements for prospective new Division I members (provisional membership), prospective Division I members reclassifying from Division II and prospective Division II or III members reclassifying one men's and or one women's sport other than football and basketball in Division I (multidivisional membership).

(e) Legislative penalties (e.g., restricted membership, notice of noncompliance) for failure to satisfy a Division I membership requirement.

The cabinet also was provided an overview of the membership areas for which it would have direct responsibilities (e.g., membership waivers, oversight of the reclassification process). The group engaged in a thorough discussion regarding the process for reviewing the annual reports and updated strategic plans of institutions transitioning to Division I active status. The cabinet agreed to continue the previous practice established by the former Division I Management Council Membership Subcommittee to closely scrutinize each institution's progress in meeting the Division I philosophy statement and certification operating principles and determine on an annual basis, whether it is appropriate to advance the institution to the next year of the reclassification process. The group noted that it's review (with the assistance of a consultant) would occur at its summer meeting and began initial discussions to be continued at its February meeting to effectively and efficiently handle the process.

(3) Committee selections. [Reference Admin. Cabinet Supplement No. 6] Staff provided an overview of the committee appointment process. A process flow chart was provided that detailed the solicitation process (communication with conference offices), distribution of materials to the appropriate appointing bodies (Board of Directors and Administration Cabinet), and the notification of selected individuals. Staff also distributed a list of committees to which the Administration Cabinet will appoint members. The list also contained a brief description of the composition of the committees. Finally, staff reviewed the timeline for committee vacancies and reported that the majority of committees have September term rotation dates but noted that the Board, Councils, cabinets and several committees have term rotations of April, July, and January. Staff provided a timeline that included solicitation, deadline and selection information for the specific term rotation periods.

(4) Association-wide matters. The cabinet was informed that while the various Association-wide committees have been assigned specific reporting lines within the Division I governance structure, from time to time there are Association-wide initiatives originating from the NCAA Executive Committee or from a Division I Ad Hoc group that may be assigned to this cabinet for further review and examination.

f. **NCAA Controlling Goals**. The staff reviewed the three controlling goals that are shaping the National Office's efforts and suggested that these goals should be at the forefront of the cabinet's focus as it seeks to develop positions and recommendations. These controlling goals are:

(1) Complete this cycle of academic reform;

(2) Subserve all business, corporate and championships efforts and decisions, especially those concerning basketball, to positioning for and negotiating new media contracts; and

(3) Focus on issues related to student-athletes and athletics personal well-being.

g. Administration of cabinet.

(1) Flow of cabinet's work and the timing of meetings. The cabinet was informed that the meeting schedule for the new Division I governance structure is based on both the Division I Board of Directors' quarterly schedule and the annual Division I legislative cycle. The members learned that the cabinets have the option of having three in-person meetings per year in September, February and June, with the understanding they are encouraged to use technology when possible to reduce the need for in-person meetings.

(2) Establishment of an Administrative Committee. The cabinet determined, based on its assigned jurisdiction, that an administrative committee would be necessary to address the cabinet's interim actions. The cabinet selected the following members to serve on its Administrative Committee:

(a) Dru Hancock, Big 12 Conference.

(b) Jay Jacobs, Auburn University, Southeastern Conference.

(c) Tanya Rush, Morgan State University, Mid-Eastern Athletic Conference.

(d) Rob Halvaks, Big West Conference.

(3) Vice chair. The cabinet was informed that pursuant to the new Division I governance structure, each Council and cabinet has discretion to appoint a vice chair if it is determined that the assignment of such a position would be helpful to the cabinet or council's work. The cabinet made no decision at this time on a vice chair given that this was the first meeting of this group and the current chair may serve up to two years.

h. Development of possible policies regarding the committee nomination process. [Reference Admin. Cabinet Supplement No. 9] The cabinet discussed the value the Division I membership places on serving on committees and noted the importance of ensuring the membership understands the committee appointment process. The cabinet reviewed the policies and practice used for committee appointments under the former governance structure, paying particular attention to the Division I

Championships/Competition Cabinet's committee appointment policies. The members noted there are certain values that should apply to all committee appointments whether they are sport committees or committees with broader jurisdiction, and relying on the foundation developed by the prior structure, agreed to develop some value-based guiding principles to direct the cabinet's appointment process. These principles are set forth below.

The Division I Administration Cabinet shall:

(1) Seek to identify and appoint the most qualified individual nominated for a committee based on the committee's legislated requirements.

(2) Be committed to enhancing the level of diversity serving on Division I and Association-wide committees not only from a gender and ethnicity standpoint but also in terms of positional representation.

(3) Be sensitive to the history of conference representation and seek to ensure a balanced approach to the appointment process so that each multisport conference is provided adequate opportunities to serve on the variety of committees that compose the Division I and Association-wide governance structures.

(4) Strive to indentify and cultivate new professionals from the membership to serve within the governance structure.

(5) Encourage conferences to nominate only one individual for a committee vacancy, except for those instances when a committee is seeking nominees with distinct backgrounds. (For example, when a committee is seeking one coach and one administrator.)

The Administration Cabinet members agreed that these principles will guide their committee appointment work in February and that they will continue to review and monitor the appointment process to assess whether more and different guidelines are needed.

i. Understanding the Committee Selection Process. How to get ready for the February meeting. The cabinet discussed the fact that, at its February meeting, its committee work will be substantial as it is anticipated the cabinet will be asked to make more than 60 committee appointments. The group discussed the importance of each member being prepared and familiar with the nominees prior to that meeting and suggested conducting a conference call prior to the meeting to address some of the less complex appointment requests so that adequate time is available at the meeting to

thoroughly review the remaining appointments. The members discussed the importance of leaving conference and institutional affiliation "at the door" so that the cabinet members can maintain a broader perspective as they seek to adhere to their principle-based guidelines. The cabinet members indicated a desire to receive committee service histories, a staff developed executive summary and a listing of committee projects and areas of focus to assist in the appointment process.

j. Committee Selections. The cabinet made the following committee appointments:

(1) Division I Amateurism Fact-Finding Committee.

(a) Harold Bardo, director/med prep, Southern Illinois University at Carbondale, Missouri Valley Conference, interim vacancy replacing George Browne.

(b) Fred Smith, faculty athletics representative, Davidson College, Southern Conference, interim vacancy replacing Julie Lessiter.

(2) Division I Men's Basketball Issues Committee.

- Rick Costello, director of athletics, Delaware State University, Mid-Eastern Athletic Conference.

(3) Women's Basketball Rules Committee.

- Curt Miller, head women's basketball coach, Bowling Green State University, Mid-American Conference, interim vacancy replacing Kathy Olivier.

(4) Men's and Women's Ice Hockey Rules Committee.

- John Hill, assistant ice hockey coach, University of Minnesota, Twin Cities, interim vacancy replacing Richard Comley.

(5) Division I Initial-Eligibility Waivers Committee.

(a) Foreign-Student Records Subcommittee.

- Sandra Michael, faculty athletics representative, State University of New York at Binghamton, America East Conference. Term begins January 1, 2009.

(b) Core-Course Review Subcommittee:

(1) Melissa Perry Pluchos, director of student-athlete services, Winthrop University, Big South Conference, interim vacancy replacing Thomas Jimenez.

(2) Colleen Evans, director of student-athlete academic support service, San Diego State University, Mountain West Conference. Term begins January 1, 2009.

(3) Jack Thomas, faculty athletics representative, New Mexico State University, Western Athletic Conference. Term begins January 1, 2009.

(c) Transcript Change Subcommittee:

(1) Maura Bolger, assistance director of athletics, Fairfield University, Metro Atlantic Athletic Conference, interim vacancy replacing Molly Myers.

(2) Christopher Peacock, assistant director of athletics, University of Illinois, Champaign, Big Ten Conference. Term begins January 1, 2009.

6. Division I Progress-Toward-Degree Waiver Committee.

- J. Andrew Noel, director of athletics, Cornell University, Ivy Group.

7. Division I Women's Softball Committee.

[Note: Due to an error in the subdivisional listing on the composition chart, the vacancy will be re-advertised for an East region coach or administrator from the Football Championships Subdivision or the Division I Subdivision.]

8. Division I Awards, Benefits, Expenses And Financial Aid Cabinet.

(a) Mike Scott, financial aid director, Texas Christian University, Mountain West Conference.

(b) Jevita Ruchira de Freitas, director, office of student financial aid, George Mason University, Colonial Athletic Association.

k. Communication of key items. The chair reminded the cabinet member of the importance of reporting back to their assigned conference and to the broader membership. Discussion items, which cabinet members were encouraged to share with other constituents, include the guideline principles for committee appointments and the cabinet's position on specific legislative proposals.

l. Future agenda items. In addition to considering a number of committee appointments at its February meeting, the cabinet asked to receive a presentation on NCAA research priorities and current projects. The cabinet will continue its discussion about ways to identify a broader and more diverse pool to serve in the governance structure. Further, the group noted that at either its February or June meetings, it should begin developing a governance assessment tool, start examining, along with the Championships/Sports Management Cabinet the current number and structure of sport committees regions. It is also anticipated the cabinet will continue to assess the committee appointment process in light of its guideline principles and that individual members will be assigned to review the progress of reclassifying institutions' to determine whether it is appropriate to advance the institution to the next year of the reclassification process.

m. Future meeting dates and sites.

a. February 12-13, 2009, Savannah, GA (Hyatt).
b. June 30, 2009, Indianapolis, Indiana.
c. September, 2009 TBD.

Cabinet chair:	*Rob Halvaks, Big West Conference*
Cabinet liaisons:	*Beth DeBauche, governance*
	Steve Mallonee, membership services
	Delise O'Meally, membership and governance
	Dave Schnase, membership services
	Sharon Tufano, governance