

Consultation Council/Strategic Planning Committee Minutes

October 28, 2010

Present

Terry Bartley (management)
Shelly Baxter (management)
Sandy Beckwith (Div Chair –faculty)
Tina Bishop (Lead Counselor - faculty)
David Burris (Exec Director-HR)
Kayleigh Carabajal (Exec Director-IR)

Dave Clausen (Exec Director –Fiscal Services)
Phil Horner (classified)
Jeff Lang (classified)
Sue Mouck (Accreditation Liaison -faculty)
Cary Templeton (Dean of Student Services)
Brian Wolf (Div Chair –faculty)

Absent

Cheryl Aschenbach (AS-faculty)
Dr. Irving Berkowitz (Dean of Instruction)
Carie Camacho (Div Chair -faculty)
Monica Cochran (Public Relations)

Toni Gomez (ASB)
Dr. Doug Houston (President)
Logan Merchant (Chair/IT Planning)
Carol Montgomery (classified)
Eric Rulofson (Chair/ Facilities Planning)

Guest

Shawn Hubbard (ASB)

With a quorum present, the meeting began at 2:50 pm.

1. Review of November 9, 2010 Governing Board Agenda (Information)

Dr. Carabajal presented the board agenda identifying that the Minimum Qualifications/Equivalency and Curriculum Action for AJ 48.02 and FS 98.21 had been removed. She also indicated that the short-term assignment in the Information Technology area had an end date of June 2011, but the intention is to complete the project this semester. She will report back to Consultation Council when the projects (Wireless Implementation and Server Refresh) are completed.

2. Personnel Update (Information) - Administration

David Burris presented the personnel update:

- a. Library Director – screening next week
- b. Distance Education Coordinator – position re-opened, screening November 18
- c. Athletic Director – forming the screening committees – open until filled (currently 8 applicants)
- d. Ex Assistant (Student Services) – in screening
- e. Library Assistant – closes tomorrow
- f. Accounting Tech II – open in house

Strategic Planning:

None

Information:

Athletic Review (attached) and visit November 4, 2010

Dr. Carabajal indicated that the Commission on Athletics (COA) renamed the California Community College Athletic Association (CCCAA) has oversight of athletic programs on community college campuses. As part to the process each college completes a questionnaire similar to the self-study done for accreditation, which is followed by a site visit. The review occurs on a five-year cycle. The last review for Lassen College occurred in 2005. Dr. Carabajal indicated that the review document provided as an attachment to the agenda was only one component of the materials being provided. Additional information includes a Coaches Manual and Student/Athlete Handbook. Jeff Lang questioned the athletic eligibility clerk position identified in the document. He informed the attendees that duties of this position had previously been within a bargaining unit position. Cary Templeton identified that athletic eligibility checks, which must be performed weekly are being done by a classified employee under the enrollment

services area. A back-up person is also involved in the task. Mr. Lang suggested that it might be better if the local job titles matched the job titles required by outside agencies such as CCCAA. Mr. Lang indicated that removing individual names and keeping the processes more generic would improve the document. Dr. Carabajal indicated that the document, due October 18, has already been sent to CCCAA. However, she stated that a revised printed version would be made available to the visitors on November 4. She welcomed any suggestions for improvement. She also stated that the document should have been made available for review prior to being sent, but there had not been sufficient time. In the future, documents need to be completed earlier to allow for more extensive review.

Other:

1. Phil Horner asked about the status of the new bus stop. David Burris indicated that bids are being solicited. The cost will be split between the bus company and the college. The cost to the college is expected to be about \$ 8,000.00. An enclosed structure with solar powered lighting is being considered.
2. Cary Templeton indicated that he would welcome assistance in the chaperoning of the Halloween Dance tomorrow night from 7:30 – 11::00 pm. Many ghoulish events are planned.

The meeting adjourned at 3:15 pm

Future Agendas:

1. **Budget Impact of Cougar Works Program (Consultation) - November 4, 2010 -Cary Templeton/Dave Clausen**
2. **Campus Security (Consultation) – November 4, 2010 - Dr. Kayleigh Carabajal/Eric Rulofson**
3. **Civility – Students and Staff (Consultation) – November 4, 2010 – Dr. Houston**
4. **Distance Education NIPR (Information) - November 4, 2010 -Drs. Irving Berkowitz & Kayleigh Carabajal**
5. **Community Services NIPR (Information) - November 4, 2010 -Drs. Irving Berkowitz & Kayleigh Carabajal**
6. **Marketing/Community Relations NIPR (Information) — November 4, 2010 - Monica Cochran**
7. **Human Resource NIPR (Information) – November 4, 2010 – David Burris**
8. **Physical Education/Athletics IPR (Information) – November 4, 2010 - Cheryl Aschenbach/PE Faculty**
9. **Agriculture IPR (Information) - November 4, 2010 – Cheryl Aschenbach/ Brian Wolf**
10. **Child Development IPR (Information) – November 4, 2010 – Cheryl Aschenbach/ Betsy Elam**
11. **Nursing IPR (Information) – November 4, 2010 – Cheryl Aschenbach/Monna Walters & Liona Baker**
12. **Acceptance of draft 2011-2016 Educational Master Plan (Consultation) – November 4, 2010 – Dr. Berkowitz**
13. **Fiscal Operations NIPR (Information) – November 18, 2010 - Dave Clausen**
14. **Auxiliary Services (Bookstore) NIPR (Information) – November 18, 2010 – Dave Clausen**

LASSEN COMMUNITY COLLEGE

**ATHLETIC
PROGRAM REVIEW**

**GOLDEN VALLEY
CONFERENCE**

Submitted by
Lassen Community College Athletic Director John Jones
and
Dr Kayleigh Carabajal Ph.D. Office of Institutional Research

OCTOBER 2010

This self-study program review is submitted
as a requirement by the
Commission on Athletics/California Community College Athletic Association
And the Golden Valley Conference

**Lassen Community College
Athletic Program Review
Golden Valley Conference
October 2010**

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Additional Appedices to be mailed with a hard copy of this study.

Introduction Statement

Lassen Community College Athletic Department has a rich athletic tradition spanning more than eight decades. In the current landscape of budget constraints the commitment to this tradition is powerfully evidenced by the revival of three athletic sports over the last three years. Not only does this reflect the College's dedication to enhancing the rural college educational experience through intercollegiate athletics, but also demonstrates a firm commitment to gender equity. The college proudly supports five male sports and five sports for female student-athletes.

Lassen College competes within the Golden Valley Conference with seven sports; they are men's and women's soccer, men's and women's basketball, softball, baseball, and women's volleyball. Men's wrestling is hosted by the Big Eight Conference. Lassen College also competes in men's and women's rodeo which is under the direction of the National Intercollegiate Rodeo Association (NIRA). The Athletic Director and the rodeo coaching staff oversee the compliance, eligibility, and citizenship of the Rodeo Team.

| Male Sports | Female Sports | Conference |
|-------------|---------------|--|
| Basketball | Basketball | Golden Valley Conference |
| Soccer | Soccer | Golden Valley Conference |
| Baseball | Softball | Golden Valley Conference |
| | Volleyball | Golden Valley Conference |
| Wrestling | | Big Eight Conference |
| Rodeo | Rodeo | National Intercollegiate Rodeo Association |

PROGRAM REVIEW STANDARD ONE – CONSTITUTION COMPLAINE

A. In what manner is Form R-2, "Statement of In-Service Training", accomplished on your campus?

❖ **Outline the process step by step. Include the latest R-1 and R-2 forms in the self-study.**

1. At the beginning of the fall semester all coaches attend the mandatory athletic department meeting/in-service training. A new revised copy of the COA/CCCAA Constitution and Bylaws is distributed to each coach. Coaches are also given a copy of the Lassen Community College Coaches Manual.
2. Each coach signs the R-2 Form and it is kept on file in the Athletic Director's Office.
3. If a coach misses the mandatory meeting a make-up time must be scheduled with the Athletic Director.
4. After the meeting, the Athletic Director meets with the President/ Superintendent of the college. Upon review of the signed R-2 Forms, the Athletic Director and President sign the R-1.
5. The original is mailed to the Office of the Executive Director.
6. A copy is mailed to the Conference Commissioner.
7. A copy is retained on file in the campus office of the college's President/ Superintendent.

R-1 and R-2 Forms are included in Appendix I.

B. List any decorum violations (athlete or coach) that have occurred in the last two years.

Softball Coach- 4/17/09

C. List and explain any Constitution violations in the last two years.

In the fall of 2009, Lassen College's Men's Basketball Program was sanctioned for violation of Bylaw 2.11- Subsidizing, inducement and special privileges in involving 2 international student- athletes.

D. If it appears that a team at your institution has violated the State Athletic constitution, what college process is followed?

- ❖ **Outline the process step by step**
Have administrators and athletic staff been made aware of this process in writing?

1. The Athletic Director notified his supervisor Vice President-Dean of Instruction in person and with a written copy of said violation.
2. Athletic Director notified the Golden Valley Commissioner.
3. The Vice President-Dean of Instruction notified the President and started an internal investigation into the alleged violation.
4. A meeting was held with the Athletic Director, Men's Basketball Coach, Faculty Representative, Registrar, and 3 Deans. Documentation and input regarding the violation was reviewed and discussed.
5. The Vice President-Dean of Instruction and other Deans met with the two international students.
6. The Vice President-Dean of Instruction met with the Golden Valley Conference Commissioner.
7. On September 21, 2009 the Golden Valley Conference Commissioner notified Lassen Community College on the sanctions being placed on the school.
8. The Athletic Director notified the President of Bylaw 7.46 Appeals.
9. Lassen Community College did not appeal.

Administrators and athletic staff were notified in writing through the office of the Vice President-Dean of Instruction.

E. State your method of institutional control over out-of-season competition.

The Athletic Director informs coaches of the opportunity to participate in out-of season competition at the mandatory athletic department meeting/in-service training. The Athletic Director also informs the coaches of the CCCAA/COA rules and guidelines governing out-of season competition. Should they choose to participate, the coaches must submit a schedule to the Athletic Director that adheres to the CCCAA/COA guidelines and sign the R-3 Form. The Athletic Director evaluates the impact to facilities and athletic training and approves or disapproves the schedule. Once approved, transportation only will be provided for away contests. Home games are monitored by the Athletic Director. The R-3 Form is signed by the coaches, the Athletic Director and the college's President/Superintendent and submitted to the CCCAA and the appropriate Commissioner.

F. Demonstrate the steps to verify institutional control over student athletes in the following areas:

❖ Payment of enrollment fees, tuition and books

It is the sole responsibility of each Lassen Community College student-athlete to pay for enrollment fees and text books. The College does not subsidize

student-athletes in these areas. However, all LCC students are encouraged to submit FAFSAs and to secure funding from scholarships and grants if they do not personally have the funding to pay for attending the college.

In addition, LCC has a formal payment plan option that is available to all students meeting financial eligibility criteria at the college. A copy of the Fee Payment Contract is included in the Appendices. This option allows any qualified LCC student to contract time payments with the college through a believable and achievable payment plan. Each student is responsible for this debt and is not allowed to re-enroll until the debt is paid.

❖ **Room and board**

Each Lassen Community College student is responsible for his/her own room and board. While the college maintains a 120-bed residence hall, no priority is given to student-athletes. The housing is secured on a first-come, first-serve basis. It is the responsibility of the student-athlete and their family to complete the necessary paperwork in a timely manner to secure a room in the residence hall.

Student-athletes who by choice, or because of limited availability in the residence hall, live in off-campus housing are responsible for all housing arrangements and rental agreements as well as transportation to and from campus.

❖ **Transportation costs**

Lassen Community College does not supply or reimburse student-athletes for personal travel. Transportation to away contests is provided by Lassen Community College, using college owned or college-chartered vehicles. "Team travel" in personal vehicles is never allowed with the exception that students may return after a competitive event with their parents or guardians. Student-athletes who choose to make this after-event personal travel arrangement must complete the Lassen Community College *Voluntary Transportation Form*.

All students attending Lassen Community College have access to free public transportation provided by Lassen County Rural bus service.

PROGRAM REVIEW

STANDARD TWO – ELIGIBILITY PROCESSING

- A. List step by step, the procedures used to fill out the following forms, and who is involved in each step.**

❖ **Form 1 – Student Eligibility Report**

List the name and title of the individual who signs off on Form 1 under “Registrar’s or Administrative Representative’s Signature.”

1. The Athletic Director provides Form 1 to all coaches. At a formal meeting directed by the Athletic Director and the team coach, prospective team members complete and sign the form before their season of competition.
2. The Athletic Director checks Form 1 to assure they are completed correctly and the coach and the Athletic Director sign the form.
3. The Athletic Director then delivers the completed and signed forms to the Administrative Assistant/ Eligibility Clerk. The Administrative Assistant/ Eligibility Clerk is responsible for insuring that all of the requirements have been met by the student-athlete.
4. After verifying eligibility, the Form 1 is then signed by the Athletic Director and Cary Templeton, Dean of Student Services. The original form is sent to the Conference Commissioner. A duplicate is placed in the student-athlete’s file. All student-athlete files are kept in the office of the Administrative Assistant/ Eligibility Clerk in a locked cabinet.

❖ **Form 2 – Tracer Report**

Athletic Tracer Form 2’s are sent out by the Administrative Assistant/ Eligibility Clerk to the student-athlete’s prior college of attendance. Completed forms are faxed back to the Administrative Assistant/ Eligibility Clerk and reviewed. The fax machine is secured in the Administrative Assistant/Eligibility Clerk’s office in the Sports Complex. The information provided is used to complete the bottom portion of *the Form 1 – Student Eligibility Report*. A copy is made and placed in the student-athlete’s file.

❖ **Form 3 – Census/Participation Team Eligibility Report**

List the name and title of the individual who signs off under “College Official/Signature on Form 3.

The Administrative Assistant/ Eligibility Clerk completes the Form 3 from information provided on the Form 1. The completed form is then sent electronically to the COA/CCCAA and a hard copy is mailed to the Conference Commissioner along with the Form 1’s prior to the first contest. Copies of all Form 1’s and Form 3’s are filed in the Eligibility Clerk’s Office by sport and year. All files are kept in a locked cabinet. The Administrative Assistant/ Eligibility Clerk (Heather DelCarlo) and the team coach sign off on this form.

B. Where are Forms 1 and 3 kept? How long are they kept? Are they secure?

The Form 1 and the Form 3 are kept in the Administrative Assistant/ Eligibility Clerks office in a locked file cabinet. These forms are kept for five years. They are secure.

C. How do you keep abreast of eligibility changes made by the Commissions on Athletics?

It is the Athletic Director's responsibility to stay current on all policies and to communicate any changes with the entire department. If the change happens before the start of school, the change is reviewed at the first departmental meeting. If after that, it is sent out by email to all coaches.

D. Compliance of Student Education Plan (SEP) requirement.

1. Describe the process for developing Student Education Plans (SEP).

First semester students:

All LCC first semester students enrolling in 9 credit hours or more are required to see a Counselor prior to enrollment. During that time various activities occur including transcript analysis, class scheduling and a discussion of educational goals. During September and October, counselors visit with student-athletes team by team to provide an opportunity to create the SEP. Please see the section on Counseling Services available to students for further explanation of the activities for first semester student-athletes.

Second year students:

The Administrative Assistant/ Eligibility Clerk contacts the counseling office to verify that second year student-athletes have a current SEP on file. If the student-athlete does not have a SEP on file the Administrative Assistant/ Eligibility Clerk notifies the Athletic Director and coach. From here the SEP can be initiated by the student-athlete or by the counseling office staff in conjunction with the coach.

If the student-athlete initiates the process, she/he does so by contacting the counseling office requesting an appointment for a SEP. Once the appointment is made, the counselor completes the SEP, utilizing the information the student-athlete has provided regarding their goals and intentions. The student-athlete then meets with the counselor to discuss the plan.

The process is slightly different if the coach and counseling staff initiate the process. In this case a counselor will attend a team meeting and again discuss the purpose of SEP's and their importance to the student-athlete's academic success. The student-athletes complete a short form listing their goals, desire for degrees, and convenient times to meet. The counselor will complete the SEP. Finally, the student-athletes will either come to the counseling office for individual appointments or the counselor will attend another team meeting to individually discuss the SEP with the student-athlete.

2. Where are the SEP's stored?

The Student Education Plans (SEP's) are filed in the student-athlete's individual educational file stored in the Lassen Community College Counseling Office. A copy is available to the student-athlete upon request.

E. Explain the college procedures for verifying Bylaws 1.3.1. and 1.4.2 of the constitution. (Weekly verification that athletes are enrolled in 12 units)

Every Monday the Administrative Assistant/ Eligibility Clerk prints out the unit verification of each student-athlete who is "in-season". To assure the accuracy of the data, the college's Research, Planning and Information Services office included this report on the DataMart-informed Report Server. The DataMart retrieves data from the college ERP on a daily basis.

If a student-athlete falls below 12 units, the coach and Athletic Director receive an *Athletic Eligibility Status Report*. The student-athlete will not be allowed to take part in practices, games or travel with the team until a copy of the student-athlete schedule has been shown to the Administrative Assistant/ Eligibility Clerk showing that the student-athlete is enrolled in 12 units.

PROGRAM REVIEW STANDARD THREE – PHILOSOPHY

A. Provide your college's Statement of Athletics Philosophy which would affirm and support your Conference's Statement of Philosophy.

Mission – Personal and Collaborative Excellence

The mission of the Lassen Community College Athletic Program is to create an innovative, challenging and supportive learning environment for our athletic students, where all participants act as role models in athletic sportsmanship and academic achievement. Our athletic students will be able to aspire to:

- personal and collaborative excellence
- full academic and athletic potential
- opportunities for physical, social and cultural development and lifelong fitness and wellness, and
- the development of values that foster leadership, self-discipline, teamwork, communication, critical thinking, personal and civic responsibility, integrity, dignity and lifelong learning.

Furthermore, our mission is to become known as a leader among community college athletic programs offering broad based, equitable, Title IX compliant student-centered programming committed to the guidelines and bylaws of the CCCAA/COA Golden Valley Conference, Big Eight Conference and the NRIA.

B. What is your college's philosophy on athletic gender equity?

Lassen's philosophy stems from the general non-discrimination/equity policy:

Lassen Community College is committed to equal opportunity in education and employment, regardless of sex, race, color, religion or national origin. This includes admissions to the college, enrollment in classes, student services, activities, financial aid and employment in accordance with provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972 (45CRF 86); Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA). Student, staff and all others associated with the college should understand the importance of reporting concerns about possible violations of the policy. Lassen's commitment to equal opportunity demands full investigation of possible violations and an opportunity for a full and impartial hearing on any matter relating to these laws and policies. Further related inquiries should be directed to the Equal Employment Opportunity Officer at (530) 251-8811.

C. What is your college athletic recruiting philosophy?

Each coach is expected to recruit student-athletes within the Lassen Community College District. It is noteworthy however, that fewer than 400 students graduate annually from Lassen County high schools. In addition, the college is geographically isolated and located in a small rural community. A limited number of local athletes are willing to locate or re-locate in Susanville. We do have a reciprocal "Good Neighbor Agreement" with Nevada. In consideration of these factors, Lassen Community College applied for and received permission from the CCCAA/COA to recruit out of state. The current administration and Athletic Director strongly suggest to each coach that they establish contact with the California schools that are within our district and contiguous locations. Coaches must understand and adhere to the CCCAA/COA rules and regulation regarding out-of-district student-athletes.

D. Do you have a written statement on athletic recruiting philosophy? If so, enclose it.

Included in the Coaches Manual:

Each coach is expected to recruit student-athletes within the Lassen Community College District. Coaches must adhere to the CCCAA recruiting guidelines as well as GVC and the Big Eight conferences. To do so, coaches are expected to establish good rapport with local high school coaches from Big Valley, Herlong, Lassen Union and Westwood. All coaches are expected to use exemplary, ethical and professional recruiting techniques.

PROGRAM REVIEW
STANDARD FOUR – STAFF PROFESSIONALISM

- A. Using the chart on the next page, list participation by members of your institution in professional activities other than athletic participation within the last 12 months.**
- B. Using the chart:**
- 1. List COA attendance dates and any committee assignments.**
 - 2. Include local campus committee and special service accomplishments (i.e., membership on Academic Senate, budget committees, etc.)**
 - 3. List any community service/volunteer participation or achievements by any member of your athletic staff (i.e. community sports camps, community activities).**

PROGRAM REVIEW

STANDARD FOUR – STAFF PROFESSIONALISM

| Name of Staff Member | Conference meetings (list dates) Committee Assignments (list committee) | Coaches Meetings (list dates) | COA Meetings (list dates) | On-Campus Committee Membership (name of each-committee) | Community Service or volunteer Activities (list activity) |
|----------------------|--|---|---------------------------|---|--|
| Carl Johnson | | LCC Mandatory Coaches Meeting 9/22/09 & 8/19/10 | | | Susanville American Legion Susanville Adult Softball League Susanville Adult Baseball League United Way Drive |
| John Jones | GVC Meeting 10/09 & 3/10 Athletic Review Committee Member Meeting Spring 2010 | LCC Mandatory Coaches Meeting 9/22/09 & 8/19/10 | 10/27/09- 10/29/09 | | |
| Mark Nareau | 2/2010 | LCC Mandatory Coaches Meeting 9/22/09 & 8/19/10 | | Human Resources Student Aid and Appeals | Scouts Clinics |

| | | | | | |
|-----------------|---|---|--|---|---|
| | | | | | |
| Dorinda Shaffer | | LCC Mandatory Coaches Meeting 9/22/09 & 8/19/10 | | | Field hockey Coach at Lassen High School Volunteer Assistant Girl's Basketball Coach Lassen Hoops Board Member A.AU. Basketbal Team Lassen Youth Soccer Board Member Lassen Humane Society Member Church of Christ Member and Webmaster/Secretary Lassen Fast pitch Softball Volunteer Coach |
| | | | | | |
| Glen Yonan | Spring GVC Softball Meeting CCC/FAC-Business Meeting | LCC Mandatory Coaches Meeting 9/22/09 & 8/19/10 | | Academic Appeals Committee 3 Hiring Committees Student services Master Planning Committee | Softball Travel Team coach Assistant LHS Basketball Coach Assistant LHS Softball Coach LHS Baseball Boosters Officer Youth Softball Camp Youth Volleyball Camp Leaf Pick Up for Seniors |

PROGRAM REVIEW

STANDARD FIVE – ACADEMIC ACHIEVEMENT AND SUPPORT

A. Describe activities directed toward supporting the concept of student athletic matriculation. (From high school to community college and from community college to four-year institution.) Attach any documents to substantiate the activities.

A mandatory orientation for all students was provided by the counseling department. A copy of the Power Point Presentation is included in the “Golden Valley Conference Athletic Review” Binder. The primary goal of matriculation at LCC (covered fully in the college’s Matriculation Plan) is to help students transition into the college and achieve academic success. To that end, the college provides the following:

1. An admissions and records process that enables the college to collect all information from the students that is required by the state.
2. An assessment process that requires all students to participate in a multiple measure assessment process that determines their academic readiness in English, Math and Reading in order to ensure their placement in the appropriate level of classes. Additionally, students have the opportunity to take assessments regarding their vocational interests and study/learning skills.
3. An orientation process designed to acquaint students with facilities, programs and services, academic expectations and college policies and procedures.
4. Counseling services that are more completely explained in C. on the following page.
5. Progress monitoring to assure students are informed of assistance available when they are exceeding, meeting or struggling to meet their academic goals.
6. Providing students with district procedures for challenging matriculation regulatory provisions.
7. As an example, Lassen Community College offered a “College Day” on September 20, 2010 for all high school juniors in the area that provided information on transition to college.

B. Prepare for the visiting committee, a list of all of the college’s second-year athletes by sport. The visiting committee will randomly select students from the list – at least one per sport – and ask you to provide transcripts for the selected students for review by the committee.

| Lassen Community College Second Year Athletes | | |
|---|-------------------|-----------------|
| Women’s Soccer | Volleyball | Wrestling |
| Marlina Camire | Franchesca Beatty | Joe Madison |
| Ashley Ingram | Camille Betton | Christian White |
| Rachel McCullough | Arlette Scott | |
| Sylvia Meza | | |

C. Describe services and/or interaction the athletic program has with the counseling area in terms of planning the student's academic schedule.

The Counseling Office offers many services for students including the following:

- **New Student Orientation:** designed to help incoming students familiarize themselves with the programs, facilities policies and procedural expectations of the College. The orientation program seeks to break down the barriers and roadblocks that new students often encounter when arriving at college.
- **Academic Counseling:** Assist students
 - in interpreting assessment results,
 - in selecting courses,
 - by discussing educational concerns,
 - and provide guidance toward educational goals
- **Student Educational Plans (SEP):** The SEP outlines all course work necessary to reach the student-athlete's educational goal. Educational research has verified that students are more successful in college when they have a firm educational plan. All student athletes must complete an SEP with the assistance of their assigned counselor. Counselors set aside time in September and October to assure every student-athlete completes an educational plan. These plans are subject to revision whenever a student changes their anticipated major or field of study or if they change the course pattern outlined in their SEP. First semester students must meet with a counselor to plan their schedule. If the student does not have a SEP completed, they must meet with counselors in subsequent semesters. Once the SEP is complete, the student does not have to see a counselor unless they are deviating from the SEP and have changed their academic goal.
- **Career Assistance:** The Career Development Center offers a variety of resources to aid students in making a career choice, changing career paths or confirming career goals.
- **Transfer Assistance:** The Transfer Center serves as a resource for students making the transition from Lassen Community College to a four-year college or university. At the center, located in the Student Services Building, student-athletes can acquire information about admissions, specific majors, general education requirements and the transfer process.
- **Counseling and Guidance Courses (CG1 and CG 125):** These courses are taught by the counselors and are designed to enable students to develop and improve skills needed to be successful in college and in life. CG1 includes study techniques, goal setting, test-taking, note-taking, memory techniques, time management, and personal issues such as stress management, addictions, communication and decision making. CG125 is a short-term course designed to teach personal finance. It covers basic aspects of budgeting, spending personal cash management and major purchasing

decisions. This course is especially helpful for student-athletes who have chosen to borrow for their education.

Other services that augment the counseling office include:

I. CalWORKs

Students receiving Temporary Assistance for Needy Families (TANF) Cash Aid are eligible for job placement, career and job search assistance, CalWORKs work study and specialized counseling assistance.

II. DSPS

Special courses and services are offered for students with verified disabilities on an ongoing basis. Diagnostic testing, counseling and registration assistance is available for all students with disabilities.

III. EOP&S

The Extended Opportunity Programs and Services (EOP&S) provide “above and beyond” student success services. If eligible, students may receive the following services:

- Academic advising and counseling
- Book grants and book lending
- Progress reporting
- Transfer assistance/Fee waivers
- Caps and gowns

IV. Book Loan and Rental Program

This program allows students to save money on textbooks. The services are based upon financial need but may include free book loans or 50% book rentals. Students are strongly encouraged to access this service.

D. Describe academic support services offered to athletes.

All Lassen Community College students are offered non-credit labs in Math, English and Reading. Free tutoring is also offered in the Learning Center. The Learning center offers ongoing workshops to support academic for our students.

As an example of these workshops, the Basic Skills Program provided a workshop during the fall 2010 term “Challenges of the Students Athlete”. This workshop was facilitated by counselor Brian Gosney. (a copy of the workshop schedule and Power Point presentation is provided in the GVC Athletic Program Review binder).

E. Fill in “Retention Chart” on the following page.

Completed – see following page.

F. Does your college, on a regular basis, nominate your athletes or teams for conference and state awards? If so, please list all nominations over the last three years.

Lassen Community College does regularly nominate athletes for conference awards but not state awards.

Baseball

2008- Ken Bartz, Jason Carr, Trent Evins, Joaquin Hinojosa.
2009- Zach Garcia, Daveron Ross
2010- Daveron Ross

Basketball- Men's

2008- Josh Buck, Chris Carlson, Pat Carlson, Darius Stewart, Jordan Stokes
2009- Chris Carlson, Jemier Dodd
2010- Zarizk Pryor

Basketball- Women's

2008- Jessica Nolan, Katarina Olivo, Mary Alice Palmer
2009- Savannah Carlo, Oceana Johnson, Jessica Nolan,
2010- Savannah Carlo

Softball

2008- Sarah Harwell, Veronica Rothenhausler
2009- Xiaoxue Chang
2010- none

Volleyball

2008- Emlyn Ngiratmab
2009- Emlyn Ngiratmab

G. How many commission on Athletics teams and individual awards for academic excellence have you nominated students for over the last three years?

None.

RETENTION CHART

Program Review – Standard Five

Academic Achievement and Support

| Women's Sports | # of athletes on F-3 or 2 yrs previous participating for 1 st year | # of athletes on last year's F-3 participating for 1 st year | # of athletes on last year's F-3 who were 2 nd year participants who participated 2 yrs previous as 1st year | # of athletes on last year's F-3 who were 2 nd year participants |
|----------------|---|---|---|---|
| Basketball | 9 | 5 | 3 | 3 |
| Cross Country | | | | |
| Golf | | | | |
| Soccer | 11 | 12 | NA – No Soccer this year | 1 |
| Softball | 6 | 9 | 3 | 7 |
| Swimming | | | | |
| Tennis | | | | |
| Track | | | | |
| Volleyball | 8 | 8 | 4 | 4 |
| Water Polo | | | | |
| TOTALS | 34 | 34 | 10 | 15 |

| Men's Sports | # of athletes on F-3 or 2 yrs previous participating for 1 st year | # of athletes on last year's F-3 participating for first year | # of athletes on last year's F-3 who were 2 nd year participants who participated 2 yrs previous as 1 st year | # of athletes on last year's F-3 who were 2 nd year participants |
|---------------|---|---|---|---|
| Basketball | 8 | 14 | 2 | 2 |
| Cross Country | | | | |
| Football | | | | |
| Golf | | | | |
| Soccer | | | | |
| Swimming | | | | |
| Tennis | | | | |
| Track | | | | |
| Volleyball | | | | |
| Water Polo | | | | |
| Wrestling | 6 | 10 | 2 | 2 |
| TOTALS | 14 | 24 | 4 | 4 |

PROGRAM REVIEW

STANDARD SIX – CITIZENSHIP

A. Describe the programs designed to foster good citizenship. Attach any documents to substantiate the programs listed.

Lassen Community College Athletics Department promotes and strongly encourages good citizenship in our athletic program. The Athletic Director meets with each coach and team after eligibility has been established but prior to the start of competition. During this meeting the Student Athlete Handbook is distributed and reviewed with the student-athletes. The Student Athlete Handbook states the expected behavior of student-athletes as well as disciplinary action.

B. Describe the process by which you communicate the Commission on Athletics Decorum policy.

The Athletic Director meets with each coach and team prior to the start of competition. At this meeting the Form 1's are discussed, read and completed by each student-athlete. State Decorum Policy is printed on Side 2 of the Form 1. The student-athlete signs the Form 1 confirming their understanding of the policy. In addition, after eligibility is established for each student-athlete, a second meeting is called. The Athletic Director and the coach distribute and review the Student Athlete Handbook. Student-athletes sign the Code of Conduct in the handbook. The signed form is kept in the student-athlete's file in the Administrative Assistant/ Eligibility Clerk's office in the Sports complex.

The Decorum policy is also addressed in the Coaches Manual where the expectations of the coaches with regard to Decorum are stated.

C. List the number of decorum violations for last year, categorized by sport.

| | | |
|-------------|---------------------|--------------|
| Baseball- 0 | M & W Basketball- 0 | W Soccer- 0 |
| Softball- 1 | Volleyball- 0 | Wrestling- 0 |

D. Describe what has been done to sensitize your athletes and athletic staff to sexual harassment issues.

1. Lassen Community College's course catalog has a general statement regarding sexual harassment.
2. The "Sexual Harassment, A Policy Guide for Students and Employees" pamphlet is available to students in various departments of the institution.
3. Sexual harassment is defined and discussed in the Student Athlete Handbook.
4. All employees of Lassen Community College receive "Sexual Harassment, A Policy Guide for Students and Employees" pamphlet and a copy of Board Policy 4011-4012 regarding sexual harassment. All employees sign the

- Receipt of District's Policies, Notification and Affirmation of Allegiance, certifying that they received this information.
5. On October 26, 2009 Lassen Community College President, Dr. Douglas Houston presented a mandatory sexual harassment workshop for all managers and supervisors. This workshop is presented annually and is attended by the Athletic Director. This fall the workshop is scheduled for all full-time faculty and head coaches and will be offered on November 12m 2010.
 6. In addition, the college encourages all assistant coaches and volunteer coaches to complete an online Sexual Harassment training provided by the college's insurance provider Keenan and Associates.

**PROGRAM REVIEW
STANDARD SEVEN – GENDER EQUITY**

Gender equity in intercollegiate athletics describes an environment in which equitable athletic opportunities, benefits, and resources are available to all students. The title IX requirement that both sexes' interests and abilities be accommodated includes the obligation to provide a sufficient number of participation opportunities for individuals of each sex. The three-part test used in determining whether the required number of participation opportunities are being provided are:

- ❖ that intercollegiate participation opportunities for its students of each sex are substantially proportionate to its male and female undergraduate enrollments, or**
- ❖ a history and continuing practice of program expansion responsive to developing interests and abilities of members of the “underrepresented sex, ” or**
- ❖ that the interests and abilities of the “underrepresented sex” are fully and effectively” accommodated by the existing program.**

**Title IX has 13 program components of athletics. They are:
Athletic Financial Assistance (Does not apply to community colleges.)**

- 1. Accommodation of Interests and Abilities**
 - 2. Equipment and supplies**
 - 3. Scheduling of Games and Practice Times**
 - 4. Travel and Per diem allowance**
 - 5. Tutors**
 - 6. Coaches**
 - 7. Locker Rooms, Practice, and competitive Facilities**
 - 8. Medical and Training Facilities and Services**
 - 9. Housing and dining Facilities and Services**
 - 10. Publicity**
 - 11. Support Services**
 - 12. Recruitment of Student Athletes**
- A. Using the above three-part components and the 12 applicable program components, what is your college doing to achieve and comply with gender equity?**
 - B. Attach your most recent Commission on Athletics Gender Equity Report. (Included in hard copy to be mailed October 19, 2010)**
 - C. Enclose your current Equity in Athletics Disclosure Act form (EADA).**
 - D. Fill out the Participation Proportionality Form (next page and submit with the self-study.**

PROGRAM REVIEW PARTICIPATION PROPORTIONALITY

NOTE: THE NUMBER OF ATHLETES ARE BASED UPON THE BENCHMARK OF THOSE SUBMITTED FOR ELIGIBILITY ON FORM 3.

| | 2 YEARS AGO | | LAST YEAR | | CURRENT YEAR | |
|-----------------|-------------|-------|-----------|-------|--------------|---------|
| | W | M | W | M | W | M |
| BASEBALL | NA | 28 | NA | 20 | NA | Pending |
| BASKETBALL | 14 | 12 | 8 | 17 | Pending | Pending |
| CROSS COUNTRY | | | | | | |
| FOOTBALL | | | | | | |
| GOLF | | | | | | |
| SOCCER | NA | NA | 13 | NA | 15 | 28 |
| SOFTBALL | 11 | NA | 16 | NA | Pending | NA |
| SWIMMING | | | | | | |
| TENNIS | | | | | | |
| TRACK | | | | | | |
| VOLLEYBALL | 10 | NA | 12 | NA | 11 | NA |
| WATER POLO | | | | | | |
| WRESTLING | NA | 25 | NA | 12 | NA | 8 |
| TOTAL ATHLETES | 35 | 65 | 49 | 49 | 26 | 36 |
| * % OF ATHLETES | 35% | 65% | 50% | 50% | 42% | 58% |
| % OF STUDENTS | 14.9% | 21.9% | 20.1% | 18.2% | 9.5% | 10.4% |
| # OF TEAMS | 3 | 3 | 4 | 3 | 4 | 4 |

*% OF TOTAL COLLEGE STUDENTS ATTEMPTING 12 UNITS OR MORE.

| 2008-09 | CA Resident | Good Neighbor | Out of State | Foreign Country |
|-----------------------|-------------|---------------|--------------|-----------------|
| Athletes | 67 | 62 | 10 | 3 |
| *General Student Body | 3674 | 178 | 72 | 14 |
| Percent | 1.8% | 34.8% | 13.9% | 21.4% |

| 2009-10 | CA Resident | Good Neighbor | Out of State | Foreign Country |
|----------------------|-------------|---------------|--------------|-----------------|
| Athletes | 41 | 25 | 7 | 0 |
| General Student body | 4644 | 140 | 46 | 12 |

PROGRAM REVIEW STANDARD EIGHT – FUNDRAISING

A. What institutional controls are in place to insure proper accounting and distribution of funds raised from foundations, trust accounts, booster clubs and donations?

All fundraising monies are deposited to the business office and accounted for in separate accounts for each sport. There is also a general “all sport” account. The Athletic Director approves all expenditures by either signature or by purchase requisitions in Datatel. The decisions are based so that the expenditures following the spirit of Equity.

B. Does the Athletic Director have institutional control of all revenues and expenses generated from the foundations, trust accounts, booster club and donations? If not, who does?

As noted above the Athletic Director approves purchases and requisitions. The Athletic Director also approves fund raising activities within their department.

C. Are these accounting procedures in writing and if so, in what document do they appear? Attach documentation to self-study.

Yes, these accounting procedures are in writing. Coaches fill out the fundraising form, “Coaches Form C.” Fundraising activities and dates are listed on this form. After the fundraiser the coach fills out the “Business Office Deposit Form” and monies are distributed into that sports booster account. The “Purchase Requisition Form” or “Check Request Form” is filled out when booster funds are to be issued.

These procedures were noted in the prior Athletic Review. As the business office accounting procedures are re-written during fiscal year 2010/2011, these procedures will be noted in the updated Procedure Manual.

D. Describe how revenue from foundations, trust accounts, booster clubs and donations are distributed to men’s and women’s athletics.

Revenue from booster clubs and donations are distributed to their designated sport. During the Fiscal Year 2010/2011 the accounting for booster club activities will be transferred to the Lassen College Foundation. Below are the policies and procedures that will be put in place:

LASSEN COLLEGE FOUNDATION BOOSTER FUND POLICY 2010/2011

The Booster Fund Policy is written to provide uniform guidelines for all Lassen College Foundation booster accounts. The Foundation strives to promote effective controls to ensure the protection of your assets, accurate financial reporting and the efficient use of financial resources. This policy establishes a consistent and uniform policy pertaining to the approval authority required for expenditure documents. The policy promotes the observance of internal controls thereby providing sound cash management practices.

By opening an account all users agree to the terms established in this Policy. The Foundation reserves the right to change, modify, add, or remove portions of this policy at any time. It is the users' responsibility to stay informed to these changes. Account managers are responsible for all actions performed with the use of their accounts. Accounts may be terminated for noncompliance with policies on usage.

ACCOUNT MANAGEMENT

The **Dean/Director** for each area will review quarterly reports for all funds maintained for departments and/or organizations within their administrative areas. Directors will be responsible to ensure that each department and/or organization comply with Foundation and District policies in the management of their booster accounts.

The **Dean/Director** will assign account managers to oversee the booster accounts within their areas. Dean signatures, or designated authority, will be required to countersign all fund expenditures in a timely manner. Deans are responsible to notify the Foundation of any changes in signatory authority. The Dean should prepare a memorandum setting forth the reason for the change, and provide the name and signature of the newly designated account manager.

The **Athletic Director** is responsible for all expenditures from their assigned booster account. The Athletic Director is defined as the staff representative who is designated to administratively overseeing the interest and intent of the fund's purpose and has primary signatory authority for fund disbursements. The Athletic Director is responsible to insure the compliance with Foundation and District policies.

REPORTING

The Foundation will provide management reports on a semi-annual basis; individual account managers may request reports on demand as their needs require. Reports will contain balance and activity summaries.

SIGNATORIES

All transaction requests must be made in writing using the Foundation's disbursement forms. Each request will require authorization by two signatures, by both the Athletic Director and the representative constituent Dean/Director.

PROGRAM REVIEW

STANDARD NINE – PROGRAM DEMOGRAPHICS

A. Fill in the chart on the following page and attach it to the self study:

- 1. Beginning number of participants (total number – based on Form 3)**
- 2. Of (A) 1, both numbers and percentages of out-of-recruiting area athletes.**
- 3. Of (A) 1, both number and percentages of out-of-state athletes.**
- 4. Of those out-of-recruiting area athletes, state how the student made first contact.**
- 5. Of those out-of-state athletes, state how the student made first contact.**

Completed chart attached shows the above requested information.

B. Of all the college athletic teams, indicate which teams had more than 10% of the athletes from out-of-recruiting area, out-of-state, and out-of-country:

Teams that had more than 10% of athlete's from out of the recruiting area were men's baseball and basketball.

Teams that had more than 10% from out of state were men's baseball, basketball and wrestling and women's Basketball, soccer, softball and volleyball.

- 1. Compare the percentage of out-of-recruiting area, out-of-state and out-of-country with the general student body population.**

***Definition of out-of-recruiting area students: Students who have not graduated from the district's high schools or high schools from within the contiguous districts or have not lived in the district/contiguous district for one year after graduation from your district's/contiguous district's high school before entering your college. (Amended 5/19/92 and 6/95.)**

PROGRAM REVIEW STANDARD 9

Men's Sports – 2009/2010

| | Total Number of Participants | Number and Percentage of out-of-district/area | | Number and Percentage of out-of-state | | Out-of-District State How First contract was Made | Out-of-State State How First Contract was Made |
|-------------------|------------------------------|---|-----|---------------------------------------|-----|---|--|
| | | | | | | | |
| Baseball | 20 | 7/20 | 35% | 11/20 | 55% | By Student Athlete | * |
| Basketball | 17 | 4/17 | 24% | 13/17 | 76% | By Student Athlete | * |
| Cross Country | | | | | | | |
| Football | | | | | | | |
| Golf | | | | | | | |
| Ski/Snow Boarding | | | | | | | |
| Soccer | | | | | | | |
| Swimming | | | | | | | |
| Tennis | | | | | | | |
| Track & Field | | | | | | | |
| Volleyball | | | | | | | |
| Water Polo | | | | | | | |
| Wrestling | 12 | 1/12 | 8% | 9/12 | 75% | By Student Athlete | * |

* Due to lack of enrollment and geographical location, Lassen Community College petitioned the Commission on Athletics and received permission to recruit out-of-state. Coaches are strongly encouraged to establish contact with the California schools that are within this district and contiguous locations.

PROGRAM REVIEW STANDARD 9

Women's Sports – 2009/2010

| | Total Number of Participants | Number and Percentage of out-of-district/area | | Number and Percentage of out-of-state | | Out-of-District State How First contract was Made | Out-of-State State How First Contract was Made |
|-------------------|------------------------------|---|-----------|---------------------------------------|------------|---|--|
| | | | | | | | |
| Basketball | 8 | 0/8 | 0% | 6/8 | 75% | -0- | * |
| Cross Country | | | | | | | |
| Golf | | | | | | | |
| Ski/Snow Boarding | | | | | | | |
| Soccer | 13 | 1/13 | 8% | 2/13 | 15% | By Student Athlete | * |
| Softball | 16 | 1/16 | 6% | 7/16 | 44% | By Student Athlete | * |
| Swimming | | | | | | | |
| Tennis | | | | | | | |
| Track & Field | | | | | | | |
| Volleyball | 12 | 0/12 | 0% | 9/12 | 75% | -0- | * |
| Water Polo | | | | | | | |
| Wrestling | | | | | | | |

* Due to lack of enrollment and geographical location, Lassen Community College petitioned the Commission on Athletics and received permission to recruit out-of-state. Coaches are strongly encouraged to establish contact with the California schools that are within this district and contiguous locations.

APPENDIX I

Form R-1.....29
Form R-2.....30
EADA 2008-09.....31



STATEMENT OF COMPLIANCE

This statement of compliance is to verify that our college shall adhere to the COA/CCCAA Constitution and Bylaws rules and regulations.

The athletic administrators of our college have reviewed the contents, interpretations, and implications of the current COA/CCCAA Constitution and Bylaws with our staff, employees, representatives, and each person who works with the athletic program, with additional emphasis on rules of recruitment, eligibility, decorum, and sport seasons. In addition, the college has completed a Statement of Compliance Title IX Gender Equity Form (FORM R-4) regarding state and federal Title IX laws pertaining to interests and abilities for men and women for the preceding year. We affirm that our representatives shall adhere to its rules and regulations. We understand that violations of the COA/CCCAA Constitution and Bylaws may subject our college and/or personnel to penalties: (Adopted April 1, 2010; effective July 1, 2010.)

| | | |
|---|----------------------|--|
| <u>Irving Berkowitz</u> Administrative Representative (Type/Print) | <u></u> Signature | <u>08/19/2010</u> Date (mm/dd/yy) |
| <u>JOHN JONES</u> Athletic Director, Men's (Type/Print) | <u></u> Signature | <u>August 19-2010</u> Date (mm/dd/yy) |
| <u></u> Athletic Director, Women's (Type/Print) | <u></u> Signature | <u> </u> Date (mm/dd/yy) |

This statement shall be completed and forwarded to the Office of the Executive Director, with a copy sent to the conference commissioner, and a copy retained on file in the president's office on campus, by **August 27** of each year. Failure to file this form by **August 27** will result in the forfeiture of all completed contests. (Adopted April 6, 2007; effective April 6, 2007.)

| | | |
|--|----------------------|--------------------------------------|
| <u>Douglas B. Houston, Ed.D.</u> President (Type/Print) | <u></u> Signature | <u>08/19/2010</u> Date (mm/dd/yy) |
| <u>Lassen Community College</u> College | | |

Please forward your completed original Form R-1 to: **COA/R1**
OFFICE OF THE COA EXECUTIVE DIRECTOR
2017 "O" ST
SACRAMENTO CA 95811-5211

(Must be postmarked on or prior to August 27)

2008-09 EADA Survey Data

Lassen Community College

Unit ID: 117274

General Information

Hwy 139
 P.O. Box 3000
 Susanville, CA 96130
 Phone: 530-257-6181

Number of Full-time Undergraduates: 525
Men: 298
Women: 227

Athletic Department Information

Director: John Jones
 478-200 HWY 139
 P.O. Box 3000
 SUSANVILLE, CA 96130

Reporting Year: 7/1/2008 - 6/30/2009
Reporting Official: John Jones
Title: Athletic Director
Phone: 530-257-6181(8929)
Sanctioning Body: Other (CCCCOA)

Athletics Participation

| Varsity Teams | Number of participants as of the day of the first scheduled contest | |
|--|---|---------------|
| | Men's Teams | Women's Teams |
| Baseball | 28 | |
| Basketball | 15 | 15 |
| Rodeo | 12 | 12 |
| Softball | | 12 |
| Volleyball | | 10 |
| Wrestling | 25 | |
| Total Participants Men's and Women's Teams | 80 | 49 |
| Unduplicated Count of Participants (Number of individuals who participated on at least one varsity team.) | 80 | 49 |
| CAVEAT | | |

General Information

Hwy 139
 P.O. Box 3000
 Susanville, CA 96130
 Phone: 530-257-6181

Number of Full-time Undergraduates: 525

Men: 298

Women: 227

Athletic Department Information

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 478-200 HWY 139
 P.O. Box 3000
 SUSANVILLE, CA 96130

Reporting Year: 7/1/2008 - 6/30/2009

Reporting Official: John Jones

Title: Athletic Director

Phone: 530-257-6181 (8929)

Sanctioning Body: Other (CCCCOA)

Head Coaches - Men's Teams

| Varsity Teams | Male Head Coaches | | | | Female Head Coaches | | | | Total Head Coaches |
|--------------------------|---------------------------------------|---------------------------------------|--------------------------------|---|---------------------------------------|---------------------------------------|--------------------------------|---|--------------------|
| | Assigned to Team on a Full-Time Basis | Assigned to Team on a Part-Time Basis | Full-Time Institution Employee | Part-Time Institution Employee or Volunteer | Assigned to Team on a Full-Time Basis | Assigned to Team on a Part-Time Basis | Full-Time Institution Employee | Part-Time Institution Employee or Volunteer | |
| Baseball | | 1 | | 1 | | | | | 1 |
| Basketball | | 1 | | 1 | | | | | 1 |
| Rodeo | | 1 | | 1 | | | | | 1 |
| Wrestling | | 1 | | 1 | | | | | 1 |
| Coaching Position Totals | 0 | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 4 |

CAVEAT

Head Coaches' Salaries

| | Men's Teams | Women's Teams |
|--|-------------|---------------|
| Average Annual Institutional Salary per Head Coach | \$18,375 | \$30,000 |
| Number of Head Coaches Included in Average | 4 | 4 |
| Average Annual Institutional Salary per FTE | \$63,362 | \$67,039 |
| Number of FTEs Included in Average | 1.16 | 1.79 |

CAVEAT

| Varsity Teams | Male Head Coaches | | | | Female Head Coaches | | | | Total Head Coaches |
|--------------------------|---------------------------------------|---------------------------------------|--------------------------------|---|---------------------------------------|---------------------------------------|--------------------------------|---|--------------------|
| | Assigned to Team on a Full-Time Basis | Assigned to Team on a Part-Time Basis | Full-Time Institution Employee | Part-Time Institution Employee or Volunteer | Assigned to Team on a Full-Time Basis | Assigned to Team on a Part-Time Basis | Full-Time Institution Employee | Part-Time Institution Employee or Volunteer | |
| Basketball | | 1 | 1 | | | | | | 1 |
| Rodeo | | 1 | | 1 | | | | | 1 |
| Softball | | 1 | 1 | | | | | | 1 |
| Volleyball | | | | | | 1 | 1 | | 1 |
| Coaching Position Totals | 0 | 3 | 2 | 1 | 0 | 1 | 1 | 0 | 4 |

CAVEAT

General Information

Hwy 139
 P.O. Box 3000
 Susanville, CA 96130
 Phone: 530-257-6181

Number of Full-time Undergraduates: 525
Men: 298
Women: 227

Athletic Department Information

Director: John Jones
 478-200 HWY 139
 P.O. Box 3000
 SUSANVILLE, CA 96130

Reporting Year: 7/1/2008 - 6/30/2009
Reporting Official: John Jones
Title: Athletic Director
Phone: 530-257-6181(8929)
Sanctioning Body: Other (CCCCOA)

Athletically Related Student Aid

| | Men's Teams | Women's Teams | Total |
|-----------------|-------------|---------------|-------|
| Total | \$0 | \$0 | \$0 |
| Ratio (percent) | 0 | 0 | 100% |
| CAVEAT | | | |

Recruiting Expenses

| | Men's Teams | Women's Teams | Total |
|--------|-------------|---------------|-------|
| Total | \$0 | \$0 | \$0 |
| CAVEAT | | | |

Operating (Game-Day) Expenses by Team

| Varsity Teams | Men's Teams | | | Women's Teams | | | Total Operating Expenses |
|-----------------|--------------|------------------------------------|----------|---------------|------------------------------------|----------|--------------------------|
| | Participants | Operating Expenses per Participant | By Team | Participants | Operating Expenses per Participant | By Team | |
| Basketball | 15 | \$953 | \$14,301 | 15 | \$976 | \$14,633 | \$28,934 |
| Baseball | 28 | \$582 | \$16,297 | | | | \$16,297 |
| Rodeo | 12 | \$928 | \$11,141 | 12 | \$928 | \$11,141 | \$22,282 |
| Softball | | | | 12 | \$1,065 | \$12,775 | \$12,775 |
| Volleyball | | | | 10 | \$708 | \$7,077 | \$7,077 |
| Wrestling | 25 | \$617 | \$15,428 | | | | \$15,428 |
| Total Operating | 80 | | \$57,167 | 49 | | \$45,626 | \$102,793 |

| | | | | | | | |
|---|--|--|--|--|--|--|--|
| Expenses Men's and Women's Teams | | | | | | | |
| CAVEAT | | | | | | | |

Total Expenses by Team

| Varsity Teams | Men's Teams | Women's Teams | Total |
|---|----------------|------------------|-----------|
| Basketball | \$41,094 | \$72,608 | \$113,702 |
| Total Expenses of all Sports, Except Football and Basketball, Combined | \$119,213 | \$150,234 | \$269,447 |
| Total Expenses Men's and Women's Teams | \$160,307 | \$222,842 | \$383,149 |
| Not Allocated by Gender/Sport | | | \$76,771 |
| Grand Total Expenses | | | \$459,920 |
| CAVEAT | | | |

Total Revenues by Team

| Varsity Teams | Men's Teams | Women's Teams | Total |
|---|----------------|------------------|-----------|
| Basketball | \$41,094 | \$72,608 | \$113,702 |
| Total Revenues of all Sports, Except Football and Basketball, Combined | \$119,213 | \$150,234 | \$269,447 |
| Total Revenues Men's and Women's Teams | \$160,307 | \$222,842 | \$383,149 |
| Not Allocated by Gender/Sport | | | \$76,771 |
| Grand Total for all Teams (includes by team and not allocated by gender/sport) | | | \$459,920 |
| CAVEAT | | | |

Revenues and Expenses Summary

| | | Men's Teams | Women's Teams | Total |
|---|--|----------------|------------------|-----------|
| 1 | Total of Head Coaches' Salaries | \$73,500 | \$120,000 | \$193,500 |
| 2 | Total of Assistant Coaches' Salaries | \$0 | \$0 | \$0 |
| 3 | Total Salaries (Lines 1+2) | \$73,500 | \$120,000 | \$193,500 |
| 4 | Athletically Related Student Aid | \$0 | \$0 | \$0 |
| 5 | Recruiting Expenses | \$0 | \$0 | \$0 |
| 6 | Operating (Game-Day) Expenses | \$57,167 | \$45,626 | \$102,793 |
| 7 | Summary of Subset Expenses (Lines 3+4+5+6) | \$130,667 | \$165,626 | \$296,293 |
| 8 | Total Expenses for Teams | \$160,307 | \$222,842 | \$383,149 |

| | | | | |
|----|--|-----------|-----------|-----------|
| 9 | Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7) | \$29,640 | \$57,216 | \$86,856 |
| 10 | Not Allocated Expenses | | | \$76,771 |
| 11 | Grand Total Expenses (Lines 8+10) | | | \$459,920 |
| 12 | Total Revenues for Teams | \$160,307 | \$222,842 | \$383,149 |
| 13 | Not Allocated Revenues | | | \$76,771 |
| 14 | Grand Total Revenues (Lines 12+13) | | | \$459,920 |
| 15 | Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8) | \$0 | \$0 | \$0 |
| 16 | Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11) | | | \$0 |