

MSU INVESTMENT PROPOSAL FOR INSTITUTIONAL PRIORITIES

PROPOSAL OVERVIEW

Title	NCAA Compliance Assistants	Request Date	Jan 11, 2012
Department	Athletics	Email	pfields@msubobcats.com
Requestor	Peter Fields	Phone	994-4221

STRATEGIC ALIGNMENT

Core Themes and Objectives (check all that apply)

Educate Students

- Our graduates will have achieved mastery in their major disciplines
- Our graduates will become active citizens and leaders
- Our graduates will have a multicultural and global perspective
- Our graduates will understand the ways that knowledge & art are created and applied in a variety of disciplines
- Our graduates are prepared for careers in their field
- We will provide increased access to our educational programs
- Communities and external stake holders benefit from broadly defined education partnerships with MSU

Create Knowledge and Art

- Students, faculty, and staff will create knowledge and art that is communicated widely

Serve Communities

- We help meet a fundamental need of the citizens of Montana by providing degree programs for our students
- We help meet the educational needs of the citizens of Montana by providing a wide range of educational opportunities to a variety of students
- Our students, faculty, staff, and administrators reach out to engage and serve communities
- Our students, faculty, staff, and administrator reach in to build the university community

Integrate Learning, Discovery, and Engagement

- Each graduate will have had experiences that integrate learning, discovery and engagement
- Outreach activities will educate students and address the needs of the communities we serve
- Students, faculty, and staff will create knowledge and art that addresses societal needs
- MSU is a community that will be characterized by synergy within and across disciplines, roles and functions.

Stewardship

- The public trusts the institution to operate openly and use resources wisely
- The faculty and staff are well-qualified and supported
- MSU will support Native American students, programs, and communities
- MSU will be an inclusive community, supporting and encouraging diversity
- Our publicly provided resources are used efficiently and effectively
- Natural resources are used efficiently and sustainably
- MSU nurtures a culture of resource conservation and ecological literacy among students, faculty and staff
- Our physical infrastructure (e.g., building, equipment, open spaces) will be well-maintained and useful

INSITUTIONAL BENEFIT

Campuses	<input checked="" type="checkbox"/> Bozeman <input type="checkbox"/> Billings <input type="checkbox"/> Havre <input type="checkbox"/> Great Falls <input type="checkbox"/> FSTS <input type="checkbox"/> Extension <input type="checkbox"/> MAES
Cross Depts	Please List: Admissions, Registrar, Student Success/Dean of Students, Financial Aid, Faculty/Academic Departments

TIMEFRAME

Proposed Dates	Start: July 1, 2012	End: None
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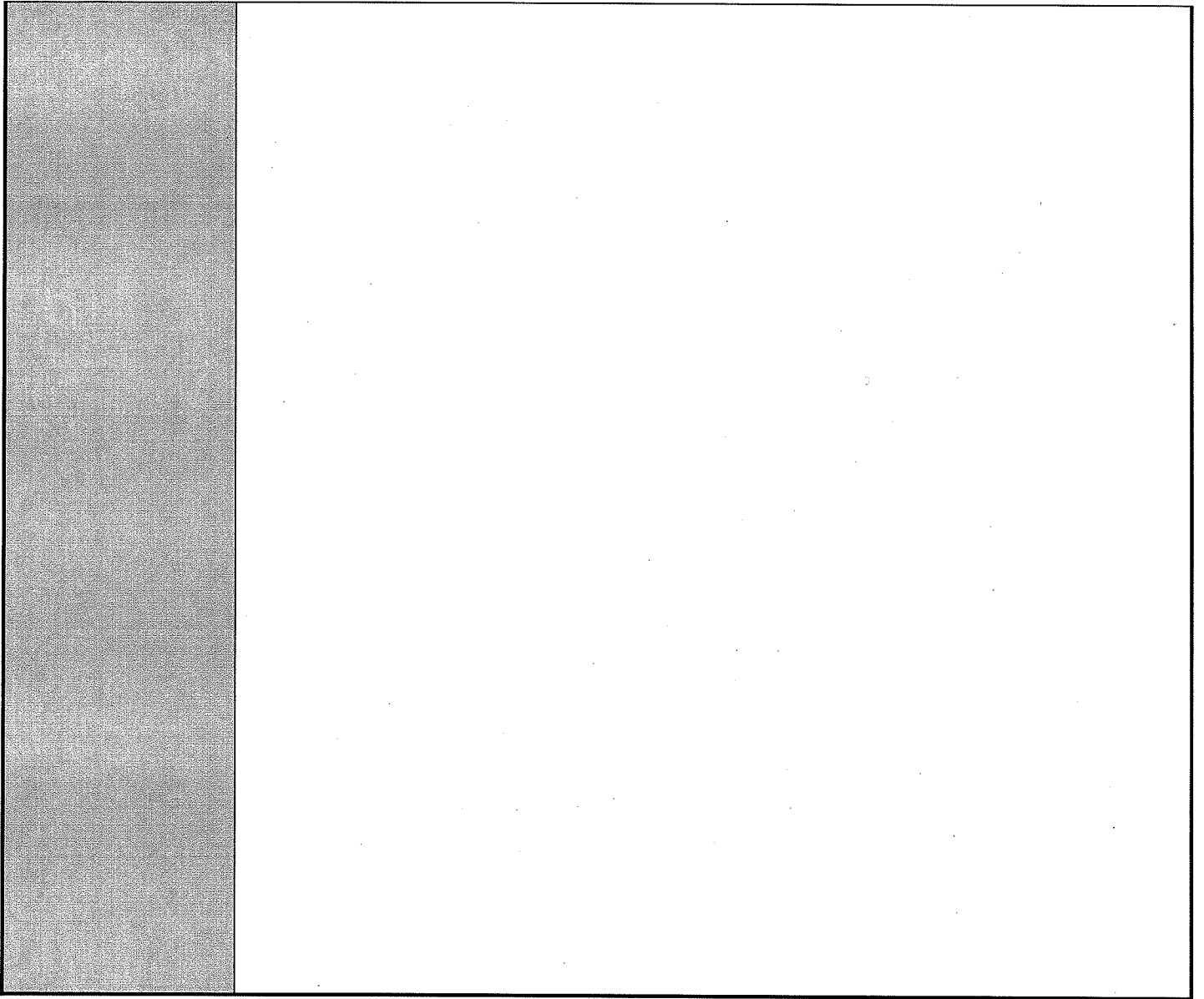
COST AND REQUIREMENTS

Funding Type	One-Time (\$)	Multi-Year (\$)			Base (\$)	FTE
		Year 1	Year 2	Year 3		
Personnel (w/benefits)					100,970	2.0
Materials & Supplies						
Travel						
Contracted Services						
Capital						
Other Operations						
TOTAL					100,970	2.0

Two full time positions calculated at:

Annual Salary	\$35,000
Professional benefit rate of 19.11%	\$6,689
Health Insurance	\$8,796
Total for each position	\$50,485 x 2 FTE = \$100,970

Please comment, if necessary, regarding cost and requirements.



PROPOSAL SCOPE

Describe the Proposal

PROPOSAL:

MSU proposes the addition of two full-time staff member to the compliance operations. These positions would assist in the daily operations of the compliance office which would include monitoring compliance with all NCAA, Big Sky, and MSU rules and regulations, providing education to students, staff, boosters, parents, and other constituents, and monitoring and developing policy and procedures.

The additional staff members would allow the department to provide a better service to our constituents and help to ensure institutional control. Monitoring efforts take time and resources, but in the end could save a high profile investigation or penalties resulting from alleged or real violations. At a very basic level, the additional staff members would allow us to provide a level of care and responsibility to our constituents necessary to be productive and healthy members of the NCAA and the Big Sky Conference.

BACKGROUND:

Currently MSU employs one full-time administrator, the Associate Director of Athletics for Compliance and Student Services, who oversees the compliance operations and one full-time classified position, Compliance Assistant, who assists with compliance related duties.

The Associate Director of Athletics for Compliance and Student Services has additional duties outside of compliance which include overseeing athletically related financial aid, athletic academic services, is a member of the senior staff, and serves as the supervisor for volleyball, men's tennis, women's tennis and the athletic sports medicine staff. Overall, about 60% of her time is spent on compliance related activities which include: reporting of violations, offering interpretations and clarifications to staff, monitoring the applications of rules and regulations, writing waivers, educating staff and students, developing and writing policies, updating policies as rules change, monitoring NCAA legislation and its impact on MSU, assisting with certification of eligibility, and overall monitoring efforts to ensure compliance with NCAA, Big Sky, and MSU policies.

The Compliance Assistant is also the Administrative Assistant for the Senior Staff in the athletic department which includes the Athletic Director. About 50% of her time is spent on compliance related activities. She specifically tracks the application of recruiting rules and the monitoring of sports camps, countable athletically related activities, seasons of competition, playing seasons, and complimentary admissions.

PROPOSAL SCOPE

Describe the broader impacts and benefits of this proposal

NATIONAL TRENDS:

The Michael L Buckner Law firm, which specializes in college sports law, conducted a survey in the summer of 2011. Seventy-Six member institutions responded. The average FCS institution has two full-time compliance staff members while FBS institutions have three full-time compliance staff with one part-time staff. The firm, which aids institutions in NCAA investigations and education, recommends each Division I institution hire a minimum of three full-time compliance staff members. This will create a better environment for institutional control, as well as ensure policies & procedures that not only require reporting, but monitoring of the reporting to aid in institutional control over specific problem areas (i.e. summer employment monitoring). In addition, this staff size will allow for institutions to develop a broad based education program that reaches all constituents who could negatively impact the reputation of the University if a violation were to occur.

Within the Big Sky Conference, all schools, with the exception of Portland State, have at least two full-time individuals working in compliance. The University of Montana has an SWA and a full-time compliance assistant. Although the structures vary, there has been growth in compliance staffs throughout the conference within the last five years.

It is important to note as well, that the Big Sky audit conducted in 2009 recommended additional resources be allocated to the compliance operations.

In addition, the National Association for Athletics Compliance (NAAC) developed reasonable standards in some areas of NCAA compliance in September of 2010. NAAC continues to work on additional reasonable standards to assist athletic departments in providing consistency and institutional control in all areas of compliance. The developed standards are in the following areas: Countable Athletically Related Activities, Complimentary Admissions, Recruiting Contacts and Evaluations, Financial Support from Outside Sources for Student-Athletes' Education Expenses, Playing and Practice Seasons, and Recruiting Correspondence with Prospects. MSU is committed to incorporating these best practices, but to-date we are only current on 4 of the 6. Without additional support, it will be hard to incorporate the suggested best practices due to the heavy monitoring load.

EFFORTS CURRENTLY UNDERWAY IN THE ATHLETIC DEPARTMENT:

Last year, the athletic department moved some staff to provide more resources to the Compliance Office. The administrative staff member who currently assists with compliance, was moved from the athletic business operations to the compliance office.

In addition, the department has recently invested in a software program to assist in monitoring recruiting activities as well as provide a department-wide database. This system, ACS, is the leading compliance software and will automatically alert the compliance office of possible violations in the areas of recruiting, countable athletically related activity, and complimentary tickets.

ADDITIONAL INFORMATION

Implementation Plan *(Please describe with timelines)*

To implement these two positions, MSU athletics will do the following:

- 1) APRIL: Develop specific job descriptions that outline specific areas of oversight and expertise needed. Forward these for approval.
- 2) MAY: Advertise the positions on a national level to secure a qualified candidate pool.
- 3) MAY & JUNE: Proceed through the search process until successful candidates can be determined and hired.

With this timeline in mind, this process can be easily adjusted at the time a funding source is determined.

Assessment Plan *(Please describe with indicators)*

The positions would be evaluated annually as required by MSU Human Resources. Annual Evaluations would be conducted by the Associate Director of Athletics for Compliance and Student Services.

Additionally, annual goals will be created and assessed, in consultation with the Associate Director of Athletics for Compliance and Student Services, for each position. This review would be to 1) assess effectiveness, 2) evaluate possible areas that are not thoroughly being addressed within MSU's compliance structure and 3) Adjust for NCAA legislative changes.

In addition, the action plan developed by the Big Sky Conference resulting from the 2009 audit would be evaluated annually to make sure the action items are being addressed. Additional audits will be scheduled with the Big Sky Conference (as required every four years) and action items will be used in annual assessments.

If assessed objectives are not met in the timeframe outlined, what is the plan to sunset this proposal?

Per the terms of their employment contracts, these positions could be eliminated as necessitated by changes to NCAA legislation and the Athletic Department's needs in addressing compliance concerns.

SIGNATURES						
Department Head (please print)		Signature (required)			Date	
Dept Head Priority (please circle one): Very High High Medium Low Very Low						
Dean/Director (please print)		Signature (required)			Date	
Dean/Director Priority (please circle one): Very High High Medium Low Very Low						
Executive/VP (please print)		Signatures (required)			Date	
Peter Field		P. Field			1/18/12	
Executive/VP Priority (please circle one): <u>Very High</u> High Medium Low Very Low						