Meeting was called to order at 3:35 pm


I. Dr. Rosa Jones welcomed everyone and indicated she was pleased with the progress that has been made to keep everything on track. She also wanted to extend a welcome to additional attendees not part of the Steering Committee who were present.

II. Ms. Kristina Raattama introduced the new University Athletic Compliance Director who came from the University of South Carolina, Ms. Valerie Sheley. FIU is pleased Ms. Shelley accepted the position.

III. The minutes for the November 29, 2010, NCAA Steering Committee were approved as submitted.

IV. Dr. Elizabeth Bejar informed the Steering Committee that a productive conference call with Dr. Jones, Dr. Susan Himburg, and Mr. Matt Maher (NCAA Liaison) took place on December 9, 2010. Matt provided feedback and clarification regarding which positions outside of athletics should be analyzed as part of Operating Principle 1.2-4 and 1.2-5.

V. Dr. Jones asked Dr. Mary Tanke, Chair of the Governance and Compliance Subcommittee to present her committee's Plans of Improvement.

A. Dr. Tanke indicated she had invited subcommittee members, Dr. Cathy Akens and Ms. Monique Garcia, who had significantly contributed to the committee's work to attend the meeting. Dr. Jaffus Hardrick was asked to attend to respond to committee members questions regarding the work of Human Resources.

B. Dr. Tanke explained that Dr. Akens reviewed and conducted research on personnel matters for individuals outside of athletics and Ms. Garcia reviewed those within athletics.

C. As reported at the November 29, 2010, Steering Committee Meeting, Dr. Jaffus Hardrick, Vice President of Human Resources, Ms. Julie Berg and Ms. Kristina Raattama, General Counsel, met with Dr. Tanke, Dr. Jones, Dr. Bejar, and Dr.
Himburg to discuss the need to include NCAA Compliance Rules Language related to Operating Principles 1.2-4 & 1.2-5.

1. There were several job descriptions for personnel outside athletics that did not include rules compliance language.
2. A time table was set on how FIU would meet the athletics certification requirement.
3. From now on all future letters of offer would address NCAA compliance rules as part of the position, all current job descriptions would be updated, and 2010-11 performance evaluations would include the compliance language as well.
4. It was noted that for those within athletics that every job description now reflects more detailed language regarding NCAA rules compliance. In addition, every employee in athletics will receive this updated job description.
5. Currently all personnel within athletics evaluated using the university's Performance Excellence Process (PEP) were evaluated under the accountability section for "adheres to university's policies, procedures, and compliance." Human Resources will modify the PEP evaluation form to more clearly specify "NCAA compliance rules."
6. Dr. Jones thanked everyone in the Governance and Compliance subcommittee for their hard work.

VI. Dr. Robertson reviewed the Plans for Improvement for Academic Integrity.

   A. It was suggested that the plans should indicate the ongoing nature of many goals and steps since 2008.
   B. Clarification was requested that issues identified needed to better reflect the narrative in the Academic Integrity section.
   C. The subcommittee will revise the plans based on the Steering Committee's recommendations.

VII. Dr. Jones explained that at the next meeting on February 1, 2011, the Steering Committee will review the Plans of Improvement from the Gender / Diversity Issues and Student-Athlete Well-being Subcommittee.

VIII. Dr. Jones announced a Travel Policy for athletes has been drafted. The policy covers all of the necessary land and air travel. [Once the policy is finalized it will be presented to the Operations Committee to approve].

IX. Dr. Bejar indicated that phone conferences in February and March have been set with Mr. Matt Maher (NCAA) to review sections of the self-study and receive constructive feedback.

X. Dr. Jones discussed future plans. Meetings have been set with each subcommittee chair this week to look at the narratives and pull all of the documents together. She thanked everyone for doing such a great job.

XI. The meeting was adjourned at 5:28 pm.