ACTION ITEMS.

- None.

INFORMATIONAL ITEMS.

1. **Welcome and Review Roster.** The chair, Heather Benning, welcomed the subcommittee to the teleconference and reviewed the roster.

2. **Report from September 4, 2018 Teleconference Minutes.** The subcommittee reviewed the minutes and had no changes.

3. **2019 Convention Plan.** The subcommittee reviewed the following documents for the NCAA Convention.
   a. **Division III delegates schedule.** The subcommittee reviewed the most up to date Division III delegates schedule and had no recommended changes.
   b. **Division III-specific discussion checklist.** The subcommittee reviewed the Division III-specific discussion checklist and assigned Convention-Planning Subcommittee members to act as reviewers for the various Division III Convention sessions. The primary function of these members is to review the agenda, roundtable questions, script and PowerPoint, if applicable. (Attachment)
   c. **Chancellors/Presidents programming.** The subcommittee reviewed the agenda for the Chancellors/Presidents Engagement Program and had no recommended changes. This session will include a breakfast this year, which is open to all chancellors and presidents. Unlike past years, the NCAA will not be providing a $200 honorarium for new presidents and chancellors.
   d. **Athletics Direct Report Institute.** The subcommittee reviewed the agenda for the ADR Institute and had no recommended changes. Thirty-six ADR’s have been selected. The ADR Institute planning committee is finalizing its speakers.
e. **Student Immersion Program.** For the fourth annual Student Immersion Program, the selection committee originally chose 40 (22 male and 18 female) ethnic minority students, interested in a career in Division III athletics, to attend the 2019 NCAA Convention. However, several students recently withdrew from the program, so the cohort will consist of 36 participants. Each participant will have an administrative mentor as well as an early-career mentor. In coordination with the office of inclusion, staff has developed the participant’s Convention programming schedule. All program sessions will be located at the Division III host hotel, the Caribe Royale. Shuttles will be available to take participants between the Caribe Royale and World Marriott throughout Convention.

f. **Special Olympics activity.** Special Olympics Florida, staff and national Student-Athlete Advisory Committee (SAAC) are collaborating to develop this year’s activities, which will include unified bocce and unified soccer events. The Caribe Royale has an outdoor green space that is a perfect location for bocce (weather permitting) and a connected tent space for soccer.

g. **Luncheons.** All Division III specific luncheons will all take place on Thursday, January 24 at the Caribe.

   (1) **Presidents and Chancellors.** The subcommittee reviewed the chancellors and presidents luncheon agenda and had no recommended changes. There will be an opportunity for round table discussions.

   (2) **Athletics Direct Report.** This luncheon will have a similar structure to the Presidents and Chancellors Luncheon. There will be an opportunity for round table discussion.

   (3) **New Athletics Director (AD) Meet and Greet.** Staff anticipates approximately thirty athletics directors in the new AD cohort to attend the luncheon.

   (4) **Luncheon with national SAAC.** Staff presented a draft agenda and noted that the national SAAC would be reviewing and updating, as necessary, at its upcoming meeting.

h. **Issues Forum.** The subcommittee reviewed the agenda and updated accordingly based on its selection of discussion topics. The subcommittee chose the following two topics, from the 2018 Division III Membership Survey results, for the Issues Forum round table discussions:
(1) Student-athlete health & safety. Areas of discussion may include 360 Proof, the Injury Surveillance Program and Division III University modules on sexual assault prevention and mental health.

(2) Leveraging athletics enrollment and its impact on the budget, personnel and facilities.

Subcommittee members will collaborate with staff to make these discussions effective and meaningful for the attendees. Kellen Wells-Mangold and Greg Johnson volunteered for the student-athlete health and safety, and Lisa Melendy, Sean Cain and Julie Kline volunteered for leveraging athletics enrollment.

i. Division III Business Session. The subcommittee reviewed the agenda and had no changes.

4. 2019 Convention Planning Timeline. The subcommittee reviewed the Convention timeline noting the next teleconference is on December 11, 2018. The subcommittee questioned the appropriate time to discuss broad and long-term topics for future Convention planning. Specifically, what constraints exist that the subcommittee cannot recommend changes versus areas of more flexibility to adjust for future Conventions. On its December teleconference, the subcommittee will have this discussion and forward recommendations to the Division III Management Council to review at its January meeting. Staff will share the Council’s feedback on its March 2019 teleconference.

5. Updated Convention Registration Numbers. The subcommittee reviewed the updated Convention registration numbers as of October 15, 2018. To date, over 2,800 total delegates have registered to attend the Convention, with 1,133 Division III registrants. Staff noted a continued increase in registration numbers, including student attendance.

6. Convention Management Update. The subcommittee confirmed the following with the NCAA Convention Management staff:

a. Local transportation. Convention management will once again offer transportation returning to the airport on Saturday, January 26. Anything outside of this time will need to be arranged directly by the delegates and at their own cost. Shuttles between the Caribe and the World Marriott will be provided.
b. **Convention App.** Staff anticipates the Convention App will be accessible by the second week of January.

c. **Honors Celebration and Association Luncheon.** Tickets for both events are sold out for general delegates. There will be a stand-by line for both events. A $20 cash payment will be required for anyone entering the Honors Celebration.

d. **Appointment of delegate form.** The form will be sent out on November 13. The form will go out to all presidents and director of athletics. The forms must be completed in a timely fashion. Whoever is designated will vote on Thursday in the Association-wide Business Session and Saturday in the Division III Business Session.

e. **Association-wide Business Session.** This session will follow 15 minutes after the plenary session, Thursday, January 24, 4:30 to 5:30 p.m. Voting delegates will be able to pick up voting-machines before entering the plenary session.

7. **Other Business.** There was no other business.

8. **Future Subcommittee Conference Call.** The next teleconference is 1 p.m. Eastern time on Tuesday, December 11.

9. **Adjournment.** The teleconference adjourned at 3:50 p.m. Eastern time.

*Committee Chair:  Heather Benning, Midwest Conference  
Staff Liaisons:  Louise McCleary, Division III Governance  
Debbie Brown, Division III Governance*
## NCAA Division III Convention Planning Subcommittee
### November 5, 2018, Teleconference

### Attendees:
- Heather Benning, Midwest Conference
- Sean Cain, Adrian College
- Tiffany Franks, Averett University
- Brian Granata, Arcadia University
- Joe Hakes, Illinois Institute of Technology
- Shantey Hill, St. Joseph’s College (Long Island)
- Greg Johnson, North Central University
- Scott Kilgallon, Webster University
- Julie Kline, Earlham College
- Lori Mazza, Western Connecticut State University
- Lisa Melendy, Williams College
- Kent Trachte, Lycoming College
- Kellen Wells-Mangold, University of Wisconsin-River Falls

### Absentees:
- Joe Onderko, Presidents’ Athletic Conference
- Lori Runksmeier, Eastern Connecticut State University
- Kandis Schram, Maryville College (Tennessee)

### Guests in Attendance:
- Crystal Reimer, Stacey Preston and Jessi Faulk.

### NCAA Staff Support in Attendance:
- Louise McCleary and Lorne McManigle.
<table>
<thead>
<tr>
<th>Session Titles</th>
<th>ADR Institute</th>
<th>Division III Student Immersion Program</th>
<th>Commissioners' Meeting</th>
<th>Division III Sexual Violence Prevention: Promoting a Safe Culture on Division III Campuses</th>
<th>Division III Fundraising: A Roadmap to Success</th>
<th>Presidents/Chancellors Luncheon</th>
<th>National SAAC Luncheon/Issues Forum</th>
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<tbody>
<tr>
<td></td>
<td>Wednesday 1/23 2 to 5:30 p.m. Thursday, 1/24 8 a.m. to 4 p.m.</td>
<td>Wednesday 1/23 2 to 6 p.m. Thursday, 1/24 7 to 8:30 a.m. &amp; 1 to 4 p.m. Saturday, 1/26 11 a.m. to Noon</td>
<td>Thursday, 1/24 8 a.m. to 12 p.m.</td>
<td>Thursday, 1/24 8:30 to 9:30 a.m.</td>
<td>Thursday, 1/24 9:45 to 11:15 a.m.</td>
<td>Thursday, 1/24 11:30 a.m. to 1 p.m.</td>
<td>Thursday, 1/24 11:30 a.m. to 1 p.m.</td>
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<td>Staff Liaison</td>
<td>Karett, Leah</td>
<td>Klich, Yannick McLeary, Louise McManigle, Loren</td>
<td>Jones, Jay McLeary, Louise</td>
<td>Purcell, Kaitlyn</td>
<td>McLeary, Louise</td>
<td>Dufker, Dan Hartung, Eric Kresge, Debbie Myers, Jeff</td>
<td>Jones, Jay McManigle, Loren</td>
</tr>
<tr>
<td>Convention-Planning Representatives</td>
<td>Kline, Julie <a href="mailto:klineju@earlham.edu">klineju@earlham.edu</a></td>
<td>Melendy, Lisa <a href="mailto:lmelendy@williams.edu">lmelendy@williams.edu</a></td>
<td>Onderko, Joe <a href="mailto:onderko@pacificathletics.org">onderko@pacificathletics.org</a></td>
<td>Kilgallon, Scott <a href="mailto:scottkilgallon@webster.edu">scottkilgallon@webster.edu</a></td>
<td>Wells-Mangold, Kellen <a href="mailto:kellen.wellsmangold@uwrf.edu">kellen.wellsmangold@uwrf.edu</a></td>
<td>Johnson, Greg <a href="mailto:gljohnso@northcentral.edu">gljohnso@northcentral.edu</a></td>
<td>Franks, Tiffany <a href="mailto:tffranks@averett.edu">tffranks@averett.edu</a></td>
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<tr>
<td>Identification of Participants and SAAC speakers DUE: 11/30</td>
<td>See agenda</td>
<td>See agenda</td>
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<tr>
<td>Second draft multimedia presentation DUE: 12/18</td>
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<tr>
<td>Outline of sessions &amp; presentations posted on NCAA website DUE: 1/7</td>
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## 2019 NCAA Convention
### Thursday/Friday/Saturday Session Checklist

<table>
<thead>
<tr>
<th>Session Titles</th>
<th>NADIIAA Providing Supplement Around Mental Health</th>
<th>Issues Forum Friday, 1/25 2018 DIII Membership Survey 8:30 to 9:15 a.m.</th>
<th>Issues Forum Friday, 1/25 2018 DIII Membership Survey 9:15 to 10:15 a.m.</th>
<th>Issues Forum Friday, 1/25 2019 Convention Legislative Proposals 10:15 to 11:15 a.m.</th>
<th>Provisional/Reclassifying Members Friday, 1/25 4:30 to 5:30 p.m.</th>
<th>Business Session Saturday, 1/26 Identity Video 8:05 to 8:20 a.m.</th>
<th>Business Session Saturday, 1/26 Legislation Voting 8:30 to 11 a.m.</th>
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<tbody>
<tr>
<td>Staff Liaison</td>
<td>McCleary, Louise</td>
<td>Hartung, Eric McCleary, Louise</td>
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<td>Myers, Jeff Regan, Bill</td>
<td>Alford, Tiffany Jones, Jay McManigle, Loren</td>
<td>McCleary, Louise Skaggs, Adam</td>
<td>Myers, Jeff Regan, Bill</td>
</tr>
<tr>
<td>Convention Planning Representative</td>
<td>Runksmeier, Lori <a href="mailto:runksmeier@eattternct.edu">runksmeier@eattternct.edu</a></td>
<td>Wells-Mangold, Kellen <a href="mailto:jullien.wells-mangold@powrf.edu">jullien.wells-mangold@powrf.edu</a></td>
<td>Melendy, Lisa <a href="mailto:lmelendy@williams.edu">lmelendy@williams.edu</a></td>
<td>Kilgallon, Scott <a href="mailto:scottkilgallon@webster.edu">scottkilgallon@webster.edu</a></td>
<td>Hakes, Joe <a href="mailto:ibhake@iit.edu">ibhake@iit.edu</a></td>
<td>Granata, Brian <a href="mailto:granata@arcadia.edu">granata@arcadia.edu</a></td>
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<td>Identification of Participants and SAAC speakers DUE: 11/24</td>
<td>Brooks, Donnie <a href="mailto:brookda@millsaps.edu">brookda@millsaps.edu</a></td>
<td>Buckel, Maria <a href="mailto:mbuckel@fontbonne.edu">mbuckel@fontbonne.edu</a></td>
<td>Franks, Tiffany <a href="mailto:tfranks@everett.edu">tfranks@everett.edu</a></td>
<td>Land, Matt <a href="mailto:landm@trine.edu">landm@trine.edu</a></td>
<td>Shumann, Ken <a href="mailto:schumank@pacificu.edu">schumank@pacificu.edu</a></td>
<td>Weaver, Amy <a href="mailto:weaver@hendrix.edu">weaver@hendrix.edu</a></td>
<td>Benning, Heather <a href="mailto:benning@midwestconference.org">benning@midwestconference.org</a></td>
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<tr>
<td>Draft multimedia presentation DUE: 12/18</td>
<td>TBD</td>
<td>TBD</td>
<td>Myers, Jeff <a href="mailto:jmyers@ncaa.org">jmyers@ncaa.org</a></td>
<td>Regan, Bill <a href="mailto:bfragan@ncaa.org">bfragan@ncaa.org</a></td>
<td>Kline, Julie dilline@<a href="mailto:law@wes.edu">law@wes.edu</a></td>
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<td>Kline, Julie dilline@<a href="mailto:law@wes.edu">law@wes.edu</a></td>
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NCAA/sites/gov/DIII Committees/07 Convention Planning Subcommittee/Teleconferences/2015/11-05-15/Sup 4 - Division III Session Checklist/LM:dfb/102915