



Enclosure 8a.
August 13, 2015

Barbara S. Cottam
Chair

August 7, 2015

Council on Elementary and
Secondary Education

To: Council on Postsecondary Education

Daniel P. McConaghy
Chair

From: Commissioner Jim Purcell, Ed.D.

Amy Beretta, Esq.

RE: Request of the System Personnel Review committee
(SPRC).

Colleen A. Callahan, Ed.D.

Motion:

Karin Forbes

THAT the Council on Postsecondary Education approves the following System Personnel Review Committee's recommendation.

Jo Eva Gaines

Marta V. Martinez

Background:

Lawrence Purtill

The change in title and job description from Coordinator, Compliance Office to Assistant Director, Compliance Office reflects the increased oversight and reporting requirements related to the NCAA and Atlantic 10 Conferences as well as those related to the CAA Football Conference. The attached justification for this contains numerous increases in responsibilities placed on the coordinator that demand greater knowledge and skill in these complex requirements according to Paul Kassabian, Associate Athletic Director – NCAA Compliance.

Joyce L. Stevos, Ph.D.

Council on Postsecondary
Education

William Foulkes
Chair

Michael Bernstein

This request has been reviewed by University officials and with the members of the System's Personnel Review Committee made up of the Director of Labor Relations and the three institutional Administrative Vice Presidents.

Dennis Duffy, Esq.

The Honorable Thomas Izzo

Judy Ouellette

Kerry I. Rafanelli, Esq.

As a result of that review process, the System Personnel Review Committee is recommending that the Council approves the following:

John J. Smith, Jr.

Dr. Jeffery A. Williams

At the University of Rhode Island:

Reclassify the Coordinator, Compliance Office (Grade 7) to Assistant Director, Compliance Office (Grade 9) at the University of Rhode Island.

**THE UNIVERSITY OF RHODE ISLAND
NON-CLASSIFIED CHANGE IN POSITION REQUEST FORM**

EMPLOYEE/POSITION INFORMATION:

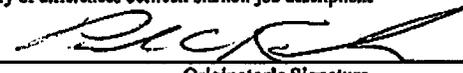
Name: Kacey Light Title: Coordinator, Compliance Office
Salary: \$45,000 Department: NCAA Compliance Office
Grade: 7 Salary Range: \$33,604 - \$70,527
Union Status: Non-Union General Revenue: YES
Union Appeal: NO Administrative Action: YES

REQUEST:

- A. **Reclassify:** (change in title/ grade/job description)
New Title: Assistant Director, Compliance Office
New Pay Grade: 9 New Salary Range: \$39,190 - \$82,646
New Union: (remains Non-Union)
- B. **Upgrade:** (change in job description/grade only)
New Pay Grade: New Salary Range:
- C. **Establish New Classification:**
Title:
Pay Grade: Salary Range:

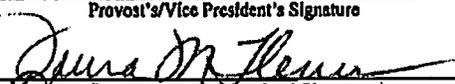
ATTACH THE FOLLOWING DOCUMENTS (if applicable):

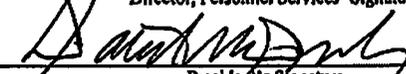
1. Supervisor's statement of justification
2. Old position description
3. New position description
4. Organizational Chart
5. Summary of differences between old/new job descriptions

Approval/Disapproval  8/3/15
Originator's Signature Date

Approval/Disapproval  8/3/15
Dean's/Director's Signature Date

Approval/Disapproval _____
Provost's/Vice President's Signature Date

Approval/Disapproval  7/31/15
Director, Personnel Services' Signature Date

Approval/Disapproval  8/3/15
President's Signature Date

**THE
UNIVERSITY
OF RHODE ISLAND
ATHLETICS**

THINK BIG  WE DO

NCAA COMPLIANCE OFFICE
3 Koanney Road, Suite 1, Kingston, RI 02881 USA gorhedy.com


July 31, 2015

Dear Laura Kenerson:

There have been several changes that have taken place within the NCAA and Atlantic 10 Conference as well as the CAA Football Conference. As such there have been numerous increases in the responsibilities within the NCAA Compliance Office. Those such as the items listed below have come into effect since the time of hiring of the Compliance Coordinator in 2013. These changes have caused an increase in responsibilities in reporting, monitoring, investigating, advising and overall operational programming function.

The trend of oversight within all athletics as well as the university community as a whole will continue to increase and thereby putting more responsibility within Compliance. The Coordinators position needs to progress with the changing landscape of athletics. The position needs to reflect the level of responsibility and committee to NCAA Compliance that are required to maintain and safeguard the integrity of University of Rhode Island and a Division I program. This is why I am requesting an elevation to pay grade 9, Assistant Director, which President Dooley has agreed with and asked me to process with your office.

Listed below are the increased responsibilities since Compliance Coordinator Kacey Light was hired in September 2013.

- Primary contact for select sport programs for all compliance functions (interpretations, waivers, review of paperwork)
- Serve as financial aid liaison – maintain communication as to scholarship allotment and distribution
- Responsible for keeping all team squad lists up-to-date and accurate
- Coordinate non-renewals and cancellations of athletics aid with Financial Services
- Anticipate and correct any financial aid issues
- Oversight of Compliance database (JumpForward) and student-athlete files
- Serve as a contact for rules education program for athletic staff, student-athletes, boosters/alumni and staff outside of athletics
- Assist in scheduling Coaches Recruiting Exam and monitoring when necessary



- Assist with all Coaches/Staff compliance meetings
- Develop projects for student interns
- Assist Associate AD with all NCAA and conference reporting requirements
- NCAA Sport Sponsorship, Major/Secondary Infractions, APR
- Provide guidance and leadership to student-athletes for graduate school and career goals
- Liaison to the Student Athlete Advisory Committee
- Liaison to the NCAA Eligibility Center for Initial Certification for both domestic and international student-athletes
- Develop and maintain key educational material for all college/high school and competition site college fairs
- Process all and assist in investigation of reported NCAA, University or Conference rules violations as they relate to intercollegiate athletics
- Process all incoming and outgoing transfer tracers as they relate to the Academic Performance Reports as well as athletic eligibility and amateurism eligibility.

Thank you for your consideration.

Paul C Kassabian, M.Ed.

Associate Athletic Director, NCAA Compliance

" OLD "

Position #: (NUNC) ... 0138
Developed by: PK
Reviewed by: SG
Approved by: LK
Date: .. 1/10; 08/19/10; 7/13

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Compliance Office
DIVISION: Office of the President
REPORTS TO: Associate Director, Athletics Compliance
GRADE: 7.
SUPERVISES: No staff supervision

BASIC FUNCTION:

Assist the Associate Director of Athletics Compliance in the administration of all aspects of a comprehensive NCAA compliance program, with responsibility for the day-to-day management of the program. Work encompasses compliance-related issues in all sports, and includes, but is not limited to, the following: amateurism, recruiting, eligibility, financial aid, awards/benefits, and playing/practice seasons.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in issuing NCAA and A-10 Conference rules interpretations, and in the creation of rules educational materials.

Coordinate the coaches' recruiting certification exams.

Monitor the coaches' recruiting and activity logs.

Assist coaches with the completion of academic review forms, student-athlete employment, eligibility reports, and summer camps.

Monitor the awarding of athletic financial aid to ensure that institutional and NCAA maximums are not exceeded.

With regard to athletics compliance issues, work with entities outside the Athletic Department, such as, but not limited to, Enrollment Services, Admissions, the various academic deans, etc.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

NCAA computer software (IBM compatible).

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; minimum of two years of experience in NCAA compliance or related area; prior experience with NCAA eligibility certification and/or NCAA Clearinghouse/Eligibility; demonstrated outstanding administrative and organizational skills which required high attention to detail and accuracy; strong computer and Internet skills, including MS Word, Excel, PeopleSoft, and CAI; ability to set priorities, coordinate multiple projects, meet deadlines, and work with minimal supervision; strong organizational and time management skills; ability to work in a dynamic, fast-paced environment; strong interpersonal skills and ability to work with a diverse population; strong oral and written communication skills, with ability to write and present concise and accurate compliance-related reports.

Preferred: Master's degree; demonstrated working knowledge of JumpForward compliance software or similar software.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

NEW

Position #: (NUNC) ... 0138
Developed by: PK
Reviewed by: SG
Approved by: LK
Date: .. 1/10/08/19/10/7/13/
7/15

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Compliance Office
DIVISION: Office of the President
REPORTS TO: Associate Director, Athletics Compliance
GRADE: 9
SUPERVISES: No staff supervision

BASIC FUNCTION:

Assist the Associate Director of Athletics Compliance in the administration of all aspects of a comprehensive NCAA compliance program, with responsibility for the day-to-day management of the program. Work encompasses compliance-related issues in all sports, and includes, but is not limited to, the following: amateurism, recruiting, eligibility, financial aid, awards/benefits, and playing/practice seasons.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in issuing NCAA and A-10 Conference rules interpretations, and in the creation of rules educational materials.

Coordinate the coaches' recruiting certification exams.

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Assist coaches with the completion of academic review forms, student-athlete employment, eligibility reports, and summer camps.

Monitor the awarding of athletic financial aid to ensure that institutional and NCAA maximums are not exceeded.

With regard to athletics compliance issues, work with entities outside the Athletic Department, such as, but not limited to, Enrollment Services, Admissions, the various academic deans, etc.

Liaison to the Student Athlete Advisory Committee.

Liaison to the NCAA Eligibility Center for Initial Certification for both domestic and international student-athletes.

Develop and maintain key educational material for all college/high school and competition site college fairs.

Serve as compliance representative on Athletic Department search committees for Athletic Coaches and support staff positions.

Process all, and assist in, investigations of reported NCAA, University, or Conference rules violations as they relate to intercollegiate athletics.

Supervise any undergraduate/graduate student internships.

Process all incoming and outgoing transfer tracers as they relate to the Academic Performance Reports, as well as athletics eligibility and amateurism eligibility.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

NCAA computer software (IBM compatible).

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

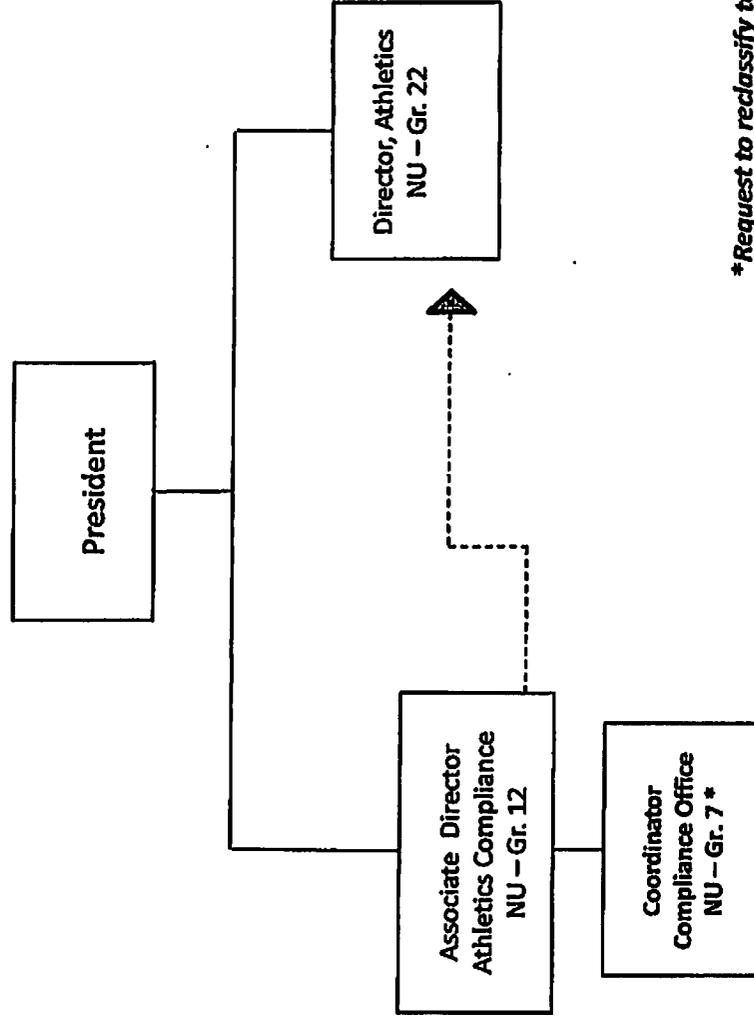
QUALIFICATIONS:

Required: Bachelor's degree; minimum of three years of experience in NCAA compliance or related area; prior experience with NCAA eligibility certification and/or NCAA Clearinghouse/Eligibility; demonstrated outstanding administrative and organizational skills which required high attention to detail and accuracy; strong computer and Internet skills, including MS Word, Excel, PeopleSoft, and CAI; ability to set priorities, coordinate multiple projects, meet deadlines, and work with minimal supervision; strong organizational and time management skills; ability to work in a dynamic, fast-paced environment; strong interpersonal skills and ability to work with a diverse population; strong oral and written communication skills, with ability to write and present concise and accurate compliance-related reports.

Preferred: Master's degree; demonstrated working knowledge of JumpForward compliance software or similar software.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

**Compliance Office (Athletics)
July 2015**



***Request to reclassify to:
Assistant Director, Compliance Office, NU - Gr. 9**