Appendix A: UIS Athletic Highlights AY2010-11
Information provided by Associate Athletic Director Scott Reed

Players of the Week (last year we had one student-athlete earn this award)
Gozie Umeadi, men’s basketball and Aubrey Watson, softball were both named Great Lakes Valley Conference Player of the Week during their seasons.

All-Conference (last year we had one student-athlete earn such honors)
Michael Fakuade of men’s basketball, Punsisi Daraytne of men’s tennis and both Erin Egolf and Casey Thorpe of women’s soccer were named to the Great Lakes Valley All-Conference teams in their respective sports.

Great Lakes Valley Conference (GLVC) Sportsmanship Award
Men’s tennis player Punsisi Dayaratne was selected as the male winner of the Great Lakes Valley Conference (GLVC) Sportsmanship Award for the 2010-11 academic year. 2010-11 is the inaugural year for the presentation of the GLVC Sportsmanship Award. One male and one female winner were selected by members of the GLVC Executive Committee from among a slate of athletes nominated by their universities’ Student-Athlete Advisory Committees.

Postseason Play (last year no UIS teams qualified for post-season play in the sports that require that)
- Men’s tennis became the first UIS team to earn a berth in a GLVC postseason tournament (golf qualifies automatically).

Other highlights on the playing field…
- Women’s Basketball had a five game improvement in wins and won the program’s first GLVC games including a victory over eventual league tournament champion Lewis in the final game of the season.
- Softball beats seventh ranked Indianapolis, the program’s first victory over an NCAA Division II nationally-ranked opponent.
- Baseball won the first game it ever played, beating an NCAA Division I team in Alcorn State.
- Women’s softball’s Tina Buck tossed a no-hitter against Panhandle State.
- Men’s basketball’s Michael Fakuade finished the season ranked fourth in the entire nation in blocks shots (all of NCAA Division II).
- Both women’s and men’s soccer recorded the program’s first GLVC victories.

Off the playing field…
- 93 student-athletes were named to the UIS Athletic Director’s Academic Honor Roll for having a GPA of 3.0 or better in the fall semester. These student-athletes were honored at halftime of a basketball game in February. Of those 93, 31 had a 3.5 or better and six had a perfect 4.0.
- Student-athletes have participated in many community service events this year. A sample includes: Canned Food Drive, Ball Chatham Fun Fair, Habitat for Humanity, Ronald McDonald House Donations, and Make-A-Wish Foundation.
Appendix B: Athletic Director Position Advertisement

Job description as posted at: https://jobs.uis.edu/default.cfm?page=job&jobID=8493 (retrieved 4/23/11)

Title: Director of Intercollegiate Athletics
Category: Academic Professional
Location: Springfield
Description: Primary Function: The primary function of this position is to manage the daily business of the Intercollegiate Athletic Programs along with the financial accountability as the fiscal officer for all intercollegiate athletic accounts. This position reports directly to the Chancellor, and also has a dotted reporting line, especially for day-to-day operations, to the Vice Chancellor for Student Affairs. The AD is responsible for the supervision of all full time and part time head coaches, all part time assistant coaches, Sports Information Director, Head Athletic Trainer, Athletic Business Manager, Assistant Athletic Director for Compliance and Assistant Athletic Director for Athletic Development, as well as 1-20 non-permanent workers including student workers, office, event management, part time workers, contractual workers and volunteers either directly or indirectly throughout the course of the year. UIS is a member of the Great Lakes Valley Conference (GLVC) and the NCAA Division II.

Duties:
1. Responsible for the administration and development of the Intercollegiate Athletics Sports Programs and Policies.
2. Lead the development of a strategic plan for athletics. In collaboration with the Chancellor and Vice Chancellor for Student Affairs and consultation with the Faculty Athletic Representative and Intercollegiate Athletic Committee, oversee the plan’s implementation.
3. Supervise and participate in the planning and execution of fundraising in the Athletic Department.
4. Responsible for the preparation of reports for regulatory entities. Such reports may include Fee Review, Gender Equity, Academic Progress, Graduation and Retention, IBHE, and other GLVC and NCAA requested reports.
5. Monitor and maintain compliance with the student-athlete concept, the Life in the Balance initiative, the Coalition on Intercollegiate Athletics, Gender Equity, GLVC/NCAA activities, regulations and legislation.
6. Provide oversight for the safety, welfare, and development of all student athletes.
7. Responsible for requiring all coaches to complete timely documentation of their NCAA rules and compliance responsibilities (e.g. telephone, contacts, playing and practice logs, attendance at rules sessions being a mandatory condition of employment and any missed rules education sessions are required to be made up). This will be part of the yearly evaluation process and all coaches will be held accountable for NCAA rules compliance.
8. Coordinate the use of all facilities with the Director of Recreational Sports and Facility Manager.
9. Facilitate and coordinate relationships between the intercollegiate athletic programs and the other University and community units including Foundation/Alumni Association, Financial Assistance, Student Affairs, Student Life, Campus Health Services, Campus Police, Campus Housing, Undergraduate Academic Advising, the Faculty Athletics Representative, and the Intercollegiate Athletic Committee.
10. Budget and fiscal responsibility for all intercollegiate sport-related accounts.
11. Monitor academic progress of student-athletes, serving as mentor/advisor and providing support as needed through the Faculty Athletic Representative.
12. Coordinate with University units which support the intercollegiate athletics program with NCAA compliance responsibilities (i.e. Admissions, Registrar, Financial Assistance, Academic Support/Advising, and Office of Access and Equal Opportunity).
13. Supervise Intercollegiate Athletic Office staff and coaches.
14. Submit recommendations to the Chancellor or Vice Chancellor for Student Affairs for the improvement in scope and quality of the intercollegiate athletic program consistent with University mission and with the regulations of national and regional affiliations to which the University holds membership, including the NCAA and GLVC.

15. Oversee that team and student-athlete discipline is conducted in an equitable manner across all sports programs.


17. Serve as a spokesperson for the Athletic Department and Campus.

18. Perform other duties as assigned by the Chancellor or Vice Chancellor for Student Affairs.

Qualifications:
* Bachelor’s degree required, Master’s degree preferred.
* Five (5) years of significant administrative experience in a leadership position in an Intercollegiate Athletic Department is required.
* Experience in collegiate athletics fundraising and marketing is required.
* Collegiate coaching experience or equivalent is strongly preferred.

Preferred qualifications for this position include:
- Demonstration of the experience to strategically advance the position of UIS athletics in NCAA Division II
- Demonstration of strong interpersonal skills
- Demonstration of excellent oral and written communications skills
- Experience in human resources in the context of intercollegiate athletics
- Demonstration of strong organizational, management and time management skills
- Demonstration of the ability to be a strong advocate for athletics working collaboratively with campus and external constituencies
- Experience administering a budget and demonstrate strong financial management skills

Screening of applications will begin May 6, 2011. For full consideration, applications should be received no later than that date. To apply, submit a letter of application by mail or email explaining your interest in the position and how your qualifications fit the requirements of the position. Include your resume, names and contact information for three references with knowledge of your qualifications for this position; and unofficial transcripts to:

Charlene Lambert
Search Committee -- Director of Intercollegiate Athletics
University of Illinois at Springfield
One University Plaza, MS PAC 556
Springfield, IL 62703-5407

Please direct any questions to Dr. Marcel Yoder at myode1@uis.edu or 217-206-7228.

UIS is an affirmative action, equal opportunity employer. Qualified persons with disabilities, women, minorities, and veterans are encouraged to apply. This position may require pre-employment screening pursuant to the UIS Pre-Employment Policy (effective 1/15/07).
Appendix C: Update on 2010 Report’s Recommendations on Fiscal Responsibility

RECOMMENDATIONS RE ATHLETICS BUDGET & TRANSPARENCY

Recommendation 20 – The Athletics Department and the Chancellor’s Office should work together to prepare a budget document that includes all sources of funding for Athletics and all Athletics Department expenditures. This document should include information on funds raised by or from external sources, including booster organizations. The document should provide as much detail as possible to allow the Intercollegiate Athletics Committee (IAC) to properly carry out its advisory responsibilities relating to budget and finance.

- Administration response: ACCEPTED
- PURSUING this in fall 2010 – budget subcommittee working with VCSA Barnett
- Received FY10 EOY report October 2010, FY11 reports in February and April
- Still to do: when new Athletics Business Manager is in place, work towards regular production of a single document that provides a clearer overview of revenue and expenses by sport

Recommendation 21 – Whenever possible current budget information for the Athletics Department should be made available electronically or posted on the university’s web site in a way that can be accessed by UIS staff, students, and faculty.

- Administration response: AGREED TO REVIEW
- Initial discussions. IAC will continue to explore after new Athletics Business Manager is in place.

Rec. 22 – The proposed annual budget for the Athletics Department should be presented to the Intercollegiate Athletics Committee (IAC) as early as possible before the start of the fiscal year, for purposes of review and consultation.

- Administration response: AGREED TO REVIEW
- 4th response lists it as a report generated in summer. . . said we can have it
- Oct. 2010. This is a problem. Can’t see that there is any proposed budget. Possibly operating on same as last year, chancellor will cover it?
- This will need to be worked out with new AD.

Rec. 23 – The Chancellor should provide the Intercollegiate Athletics Committee (IAC) with an explanation of what the cumulative Athletics deficit is, how the cumulative deficit is currently managed, and what plans exist to reduce or eliminate it. Proposed plans should be as specific as possible, to allow the IAC to fulfill its advisory and oversight responsibilities.

- Administration response: ACCEPTED
- Chancellor briefed IAC in November 2010 on plans to reduce deficit by increasing base budget of Athletics.
- 4/20/11, Ed Wojcicki briefed chair & FAR on deficit reduction plan; IAC will continue to follow up

Rec. 24 – Each year the proposed Athletics Department budget should identify whether additional General Revenue Funds (GRF) and Student Fee funds have been included, and if so, their source. This analysis should distinguish between new, previously unallocated revenue and reallocated funds. If reallocated funds are made available through a general, campus-wide reallocation, the report should include information on which Division or Unit budgets were reduced in the reallocation process.

- Administration response: AGREED TO REVIEW
- Chancellor’s Office worked with Athletics to clarify revenue/expense reports; reports received by IAC include identification of fund transfers for FY10 and FY11.
Chancellor’s briefing November 2010 explained that proposed increase in base budget was not a reallocation but a strategic investment of anticipated tuition revenues due to enrollment increases. Need to follow up on any adjustments needed if anticipated revenues are not realized.

Rec. 25 – Develop a realistic multi-year plan – “first iteration . . . should be presented to the . . . (IAC) no later than December, 2010.”
- Administration response: ACCEPTED
- This has not yet been done – will need to be worked out with new AD. Strategic plan for athletics identified as duty on AD job description.

Rec. 26 – Chancellor should consult with VCSA & VCAA before allocating tuition waivers.
- Administration response: ACCEPTED
- 10/21/10, AD presented information on tuition waivers. IAC had questions which we will need to follow up on in 2011/2012 with new AD.

Rec. 27 – IAC should be consulted on proposals to raise athletic fee.
- Administration response: AGREED TO REVIEW
- IAC received a copy in August 2010 of the Athletic Department’s request for an 8% increase in athletic fee for FY12. IAC discussion – the understanding of SGA is that this was the last of a planned set of increases; IAC will continue to follow up.

Rec. 28 – Student Affairs should study effect of fee levels “on recruitment, enrollment, retention, and diversity at UIS.”
- Administration response: ACCEPTED

Rec. 29 – Reallocation of GRF – should be transparent; reallocating student fees only when consistent with purpose of fee [Question of the online student services fee – FY09 and FY10]
- Administration response: AGREED TO REVIEW
- Fund transfers clearly identified on revenue/expense reports received by IAC in AY2010-11.
- Online student services fee allocated to Campus Channel projects
- IAC will continue to follow up

Rec. 30 – IAC should receive copy of fundraising plan; need “yearly progress reports”
- Administration response: AGREED TO REVIEW
- IAC received a copy of a spring 2010 fundraising plan prepared by consultants.
- Periodic updates from Scott Reed at IAC meetings. Fundraising plan is under revision. Need to revisit in 2011/2012.

Rec. 31 – “Copies of all financial review and audit documents should be provided to the IAC when they are received.”
- Administration response: AGREED TO REVIEW
- IAC Chair discussed this topic with VCSA Tim Barnett and Assoc. Chancellor Ed Wojcicki; IAC will continue to follow up.

Information from L. Fisher; updated 4/29/11
Appendix D: FY10 and FY11 Revenue/Expense Reports
### Athletics Self-Supporting Funds Summary
as of June 30, 2010

<table>
<thead>
<tr>
<th>Fund Balance</th>
<th>FY10 Revenue</th>
<th>FY10 Expenses</th>
<th>Fund Balance</th>
<th>Encumbrances</th>
<th>Fund Balance Available</th>
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<td>6/30/2009</td>
<td>6/30/2010</td>
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<td><strong>Miscellaneous Self-Supporting:</strong></td>
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<tr>
<td>301147</td>
<td>881018 Athletic Corp Spons</td>
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<td>$ -</td>
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<td>8,587.60</td>
<td>3,107.97</td>
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<td>302627</td>
<td>881028 Soccer Camp</td>
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<td>302629</td>
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<td>302637</td>
<td>881029 Ath Spec Events Tennis</td>
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<td>1,167.66</td>
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<td>302638</td>
<td>881030 Athletics Concessions</td>
<td>(305.29)</td>
<td>16,290.70</td>
<td>12,788.81</td>
<td>3,196.60</td>
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<td>302639</td>
<td>881031 Athletic Merchandise</td>
<td>1,063.41</td>
<td>1,240.25</td>
<td>850.38</td>
<td>1,453.28</td>
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</tbody>
</table>

Total Miscellaneous | $ 15,806.82 | $ 35,130.95 | $ 39,206.00 | $ 11,731.77 | $ 1,870.07 | $ 25,604.16 |

| **Intercollegiate Athletics, 301130:** |             |               |              |              |                        |
| 881002      | Men's Soccer | $ - | $ 39,556.76 | $ - | $ 895.00 |
| 881003      | Women's Tennis | 0.00 | 25,423.12 | 0.00 |
| 881004      | Men's Tennis | 0.00 | 35,861.56 | 0.00 |
| 881005      | Women's Volleyball | 0.00 | 66,820.67 | 0.00 |
| 881006      | Athletic Fee | 944,647.92 | 67,355.47 | 0.00 |
| 881007      | Women's Basketball | 0.00 | 80,941.16 | 0.00 |
| 881008      | Athletics | 4,355.00 | 258,152.89 | 42.84 |
| 881010      | UIS HS Girls BB Tour | 0.00 | 0.00 | 0.00 |
| 881012      | Athletics Tickets | 26,078.32 | 4,184.83 | 0.00 |
| 881015      | Soccer Ticket Acct | 0.00 | 0.00 | 0.00 |
| 881019      | Men's Basketball | 7,500.00 | 92,523.09 | 1,806.50 |
| 881022      | Women's Softball | 0.00 | 52,652.67 | 0.00 |
| 881023      | Athletic Training | 0.00 | 40,187.43 | 5,350.00 |
| 881024      | Cheerleading | 0.00 | 6,071.75 | 0.00 |
| 881032      | Women's Golf | 0.00 | 35,232.07 | 0.00 |
| 881033      | Men's Golf | 5,675.00 | 42,463.76 | 0.00 |
| 881034      | Women's Soccer | 0.00 | 39,777.14 | 895.00 |
| 881035      | Men's Baseball | 0.00 | 19,877.82 | 0.00 |
| 881036      | Athletics Info & Marketing | 0.00 | 7,436.42 | 0.00 |

Total Intercollegiate Athletics | $ (201,274.92) | $ 988,256.24 | $ 914,518.61 | $ (127,537.29) | $ 8,989.34 | $ 1,033,066.56 |

Total Self-Supporting | $ (185,468.10) | $ 1,023,387.19 | $ 953,724.61 | $ (115,805.52) | $ 10,859.41 | $ 1,058,670.72 |
University of Illinois at Springfield
Athletics State Support Summary
as of June 30, 2010

<table>
<thead>
<tr>
<th>Program</th>
<th>Permanent Budget</th>
<th>Temporary Budget Reduction - Furloughs</th>
<th>Temporary Budget Increase</th>
<th>Current Budget</th>
<th>Expenses</th>
<th>Encumbrances</th>
<th>Budget Bal Available</th>
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<td>881001</td>
<td>$195,000.00</td>
<td>$ (4,400.00)</td>
<td>$156,618.90 * $</td>
<td>$347,218.90</td>
<td>$340,600.00</td>
<td>$</td>
<td>$6,618.90</td>
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</table>

Budget Increase:

$6,618.90  Termination Vacation Pay/Academic
$150,000.00  One-time funds for Athletics
$156,618.90
## University of Illinois at Springfield
### Athletics Gift Fund Activity by Purpose

**as of June 30, 2010**

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<td></td>
<td>($55,889.06)</td>
<td>$5,707.01</td>
<td>142,344.44</td>
<td>$198,071.45</td>
<td>$31,697.40</td>
<td>$81,132.29</td>
<td>$7,200.00</td>
<td>$73,932.29</td>
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<td><strong>Total Unrestricted</strong></td>
<td>$55,889.06</td>
<td>$191,617.28</td>
<td>$55,707.01</td>
<td>$142,344.44</td>
<td>$198,071.45</td>
<td>$31,697.40</td>
<td>$81,132.29</td>
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<td><strong>Plant</strong></td>
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<td>$704.07</td>
<td>$374.94</td>
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<td>$1,079.01</td>
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<td><strong>Total Plant</strong></td>
<td>$704.07</td>
<td>$374.94</td>
<td>$-</td>
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<td>$1,079.01</td>
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<td><strong>Scholarships</strong></td>
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<td>$22.00</td>
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<td><strong>Total Scholarships</strong></td>
<td>$22.00</td>
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<td><strong>Total Gifts</strong></td>
<td>$69,975.07</td>
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<td>$55,707.01</td>
<td>$152,744.44</td>
<td>$208,471.45</td>
<td>$32,000.00</td>
<td>$106,179.15</td>
<td>$7,200.00</td>
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</table>

**Note:** The Chancellor’s Fund for Excellence transferred $25,000 to Athletic Gift Fund for the construction of the baseball practice field and $7,000 to Athletics Fundraising to cover fundraising costs.
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<td>881002 Men's Soccer</td>
<td>0.00</td>
<td>21,492.04</td>
<td>22,774.69</td>
<td>44,266.73</td>
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<td>881010 HS Girls BB Tour</td>
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<td>881012 Athletics Tickets</td>
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<td>881015 Soccer Ticket Account</td>
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<td>881019 Int. Men's Basketball</td>
<td>20,000.00</td>
<td>66,371.33</td>
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<td>881022 Intercollegiate Women's Softball</td>
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### Miscellaneous Self-Supporting Summary:

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<td>40.00</td>
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<td>(2,545.45)</td>
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<td>25,640.00</td>
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<td>4,345.00</td>
<td>4,345.00</td>
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**Total Miscellaneous**: 11,731.77 48,642.78 14,728.76 (2,545.45) 43,100.34 26,390.39 16,709.95
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<th>Revised Budget</th>
<th>Current Budget</th>
<th>Expenses</th>
<th>Encumbrances</th>
<th>Budget Bal. Available</th>
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## Athletics Gift Fund Activity Summary

### Unrestricted

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<th>3/31/11</th>
<th>Total</th>
<th>3/31/11</th>
<th>Total</th>
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### Plant

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<th>3/31/11</th>
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### Scholarships

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<th>3/31/11</th>
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### Total Gifts

| FY11 | 105,833.08 | 196,665.25 | 94,771.07 | 250.00 | 192,776.69 |

**FY11 revenue & expenses moved to academic affairs/11 per donor. Beginning fund balance was $346.07**
 Appendix E: List of FY2010-11 Fundraising Activities in UIS Athletics  
Information provided by Associate Director of Athletics Scott Reed  

The addition to fundraising through the Shooting Stars booster club and scholarship funds, the following are fund-raising activities carried out by UIS athletics in AY2010-11, along with the sport that ran them. All of these are new fundraising activities initiated within the past two years. In the upcoming year UIS Athletics plans to continue these activities and add a scholarship “gala” dinner and individual game sponsors.

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<th>Activity</th>
<th>Sport Support</th>
<th>Frequency</th>
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<td>Volleyball Serve A Thon</td>
<td>Support for volleyball</td>
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</tr>
<tr>
<td>Men’s Golf Outing</td>
<td>Support for men’s golf</td>
<td>annual</td>
</tr>
<tr>
<td>Girl’s Night Out</td>
<td>Support for women’s golf</td>
<td>annual</td>
</tr>
<tr>
<td>Athletics Golf Outing</td>
<td>Support for athletics</td>
<td>annual</td>
</tr>
<tr>
<td>3-pt. Attack</td>
<td>Support for women’s basketball</td>
<td>annual</td>
</tr>
<tr>
<td>50-Inning Game</td>
<td>Support for baseball</td>
<td>annual</td>
</tr>
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</table>
Appendix F: Revised Academic Contract (Fall 2010)

Name: __________________________________________  Sport: __________________________

Student-Athlete Academic Contract

Dear Professor,

The purpose of this letter is to: 1) enable communication between you and our student-athletes regarding missed class time due to the travel and game schedule, and 2) identify this student as an athlete so that, if you are inclined, you know that you can go to his/her coach with concerns about his/her performance. The dates listed below are dates when conflicts with class time occur. Decisions about accommodating sports schedules (i.e., game and travel schedules), establishing performance standards, and evaluating student-athlete performance in the course are the sole responsibilities of the instructor. Please describe how you will handle any travel/game schedule conflicts with class time. You may use the back of this form if necessary. If you have any questions, please contact this student’s coach or Marcel Yoder, the faculty athletic representative.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates of travel/game that conflict with class time</th>
<th>How will conflict be handled?¹</th>
</tr>
</thead>
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<tr>
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</tr>
</tbody>
</table>

Instructor signature: __________________________  Date: __________

- Form continued on next page -

¹ Examples include: Student may take make-up test, Student may submit paper early, student may complete alternative assessment, student may complete make-up work, student will lose points (requirement cannot be made up or attendance is mandatory).
<table>
<thead>
<tr>
<th>Course</th>
<th>Dates of travel/game that conflict with class time</th>
<th>How will conflict be handled?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
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<tr>
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</tr>
</tbody>
</table>

Instructor signature: ___________________________ Date: ___________________________

Instructor signature: ___________________________ Date: ___________________________

Instructor signature: ___________________________ Date: ___________________________

2 Examples include: Student may take make-up test, Student may submit paper early, student may complete alternative assessment, student may complete make-up work, student will lose points (requirement cannot be made up or attendance is mandatory).

Student-athlete signature ___________________________ Date: ___________________________

Head coach signature ___________________________ Date: ___________________________
Appendix G: Statement from Student Government Association Executive Board

April 29, 2011

To: Campus Senate

From: Student Government Association Executive Board
    President Matt VanVossen
    Secretary Alexandra Kirschbaum

RE: Transition of UIS into NCAA Division II Athletic Competition

As we have made the transition into NCAA Division II athletic competition, the support of students has remained constant. Intercollegiate Athletics at UIS has continued to be a major part of student life on campus. The move to Division II has increased recruitment and retention of student-athletes and non-student athletes. Not only has the number of student-athletes increased but the addition of new athletic teams has increased student participation and pride on campus. Throughout the five year transition to Division II, UIS students have been the main support.

The transition wouldn’t have been possible had it not been for the financial support of the UIS student body. Student fee allocations continue to provide over half of the funding for UIS athletic competition. Although a minority of students are athletes, all UIS students provide financial support for the athletic department. The Student Government Association has voted, over the past five years, to implement these fees which continue to reflect the student body’s ongoing support of NCAA Division II competition.

NCAA Division II has created opportunities for current and future students which previously did not exist in the past. UIS now offers eleven competitive sports teams. As a campus our future potential is limitless. Our hope for UIS athletics is to grow and achieve excellence with the support of students, faculty and staff.

We are proud of the accomplishments of our fellow student athletes on and off the field. We continue to stand in their support.