



**Alabama State University Board of Trustees  
Regular Meeting  
Alabama State University Acadome Board Room  
September 24, 2008**

**MINUTES**

**I. Call to Order**

The meeting of the Alabama State University Board of Trustees was called to order by Chairman Elton Dean at 9:06 a.m. in the Board Room of the ASU Acadome.

**II. Invocation**

The invocation was led by Trustee Marvin Wiggins.

**III. Establishment of Quorum**

Upon roll call, Interim President William Harris affirmed a quorum. In attendance were Trustees Crutcher, Crawley, Dean, Hodge, Reed, Seawright, Wiggins and Young. Trustee Figures and Lemak were absent.

**IV. Adoption of Agenda**

Trustee Hodge moved, seconded by Trustee Crutcher, to adopt the agenda as presented. The motion carried by unanimous vote.

**V. Adoption of Minutes**

Upon motion by Trustee Wiggins and seconded by Trustee Hodge, the minutes were approved with the changes mentioned by Trustee Reed. The minutes passed unanimously.

**VI. President's Report**

President William H. Harris reported on the state of the University. **(A copy of the report is attached to the minutes.)**

Dr. Harris summarized the recommendations made in his report for Board approval as follows:

- Approve the reorganization of the University's Administration
- Approve the appointment of Dr. John F. Knight, Jr. as Interim Executive Vice President /Chief Operating Officer
- Approve the appointment of Dr. Karyn Scissum Gunn as Interim Provost/Chief Academic Officer

- Amend the *Board Bylaws* by striking Section 6. Article 3.
- Approve the Resolution amending the *Non Academic Staff Handbook*, Section 7. 3 as per resolution (Resolution attached)
- Approve the organization of the Student Services Center program as outlined (Summary Sheet of the Student Services Center attached)
- Approve extending the University's eastern boundaries to the west side of Forest Avenue

Chairman Dean asked the Trustees for comments on the President's report and recommendations.

Dr. Reed objected to the action on the *Bylaws* because a ten day notice was not given to review changes.

Dr. Harris withdrew the Resolution on the change of the *Bylaws* taking into consideration that the ten day notice was not met.

After discussion on the President's report, Chairman Dean then called for motions on the President's recommendations as follows:

**Reorganization of the University's Administration**

Trustee Wiggins moved, seconded by Trustee Crawley, to approve the President's recommendation to reorganize the University's Administration. The motion passed by majority vote. Trustee Reed and Young opposed.

**Interim Appointments-Executive Vice President/COO and Provost/Chief Academic Officer**

Trustee Wiggins moved, seconded by Trustee Crutcher, to approve the President's recommendation to appoint Dr. John F. Knight, Jr. and Dr. Karyn Scissum Gunn as Interim Executive Vice President/COO and Interim Provost/Chief Academic Officer, respectively. The motion passed by majority vote.

**Extending the University's Boundaries**

Trustee Wiggins moved, seconded by Trustee Crutcher, to approve extending the University's eastern boundaries to the west side of Forest Avenue. The motion passed by majority vote. Trustee Reed abstained because he was not sure of the estimated cost of this venture.

**Student Services Center Recommendation**

Trustee Wiggins moved, seconded by Trustee Crutcher, to approve the President's recommendation on the Student Services Center. The motion carried by majority vote. Trustee Reed abstained.

**Non Academic Handbook Amendment**

Trustee Wiggins moved, seconded by Trustee Crutcher, to approve the Resolution amending **Section 7.3** of the *Non Academic Staff Handbook*. The motion passed by majority vote. Trustee Reed did not vote.

In conclusion of his report, President Harris informed the Board that the University has engaged several consultants to advise the University on operating processes and developments on campus. The consultants made presentations on their findings and the work that they will be undertaking in the coming months.

- 1) Dr. David Miller and Ms. Linda Vincent from the Alabama Productivity Center have been engaged to review the Human Resources Department and Administrative Services unit, after which they will design and implement a template for Alabama State University using the Baldrige Alabama Quality Award as a management tool. Dr. Miller reported that their goal is to make a difference to ASU by looking at three key components: (1) assessment and evaluation of processes that the University goes through on a daily basis; (2) utilize Baldrige's seven criteria in order to achieve the level of a high performing institution; and (3) work closely with the University to develop an action plan for the University.

At the conclusion of Dr. Miller's report, Dr. Harris stated that the University is currently in the reaffirmation process with the Southern Association of Colleges and Schools/Commission on Colleges to be completed by 2010, therefore the work being done by the Alabama Activity Center is critical at this time and will be very helpful in the reaffirmation effort.

- 2) Maureen O'Mara Carver of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) was engaged during the 2008 summer semester to perform a total assessment of the Registrar's Office. Ms. Carver presented her recommendations as listed:
  - **Grade Entry and Oversight** – suggested that a longer range of time and more students records be audited; not just student athletes
  - **Degree Audit and Graduation Audit** – recommended that the degree audit software be implemented as soon as possible
  - **Structure of Registrar's Office** – staff lacks spirit due to lack of technology and training; recommended revamping the entire office; develop a mission statement and establish goals and objectives in order to move forward
  - **Records Management** – establish a records management policy
  - **Use of Social Security Numbers** – recommended discontinuing this practice immediately
  - **Certifying Athletes for eligibility** – University registrar should be the person responsible for certifying athletes; it should not be the responsibility of Athletics department because it is a conflict of interest; this is not being done at this time
  - **Technology** – need to hire an individual with technology training in the Registrar's office in order to assist with writing programs to retrieve student data and other technology issues

In response to Ms. Carver's report, Dr. Harris informed the Board that he has issued a directive to conduct a transcript audit of all students who pledged Greek organizations during the same time frame in which allegations of inappropriate grade changes were made. Plans are in place to hire an individual in the Registrar's Office to handle

NCAA certification of student athletes. He also stated that the University plans to initiate a University-wide records management system that will meet the state requirements on the disposition of University records/documents. He further responded that the University has implemented a policy on eliminating the use of all Social Security numbers for identifying students. Lastly, he said that the University is aggressively working toward upgrading technology at the University that will enhance the operating function of not only the Registrar's Office, but will improve the technological function throughout the campus.

- 3) Dr. Harris informed the Board that the University has engaged the firm of Wilson Price Barranco Blankenship and Billingsley to examine the University's response to the Department of Public Examiners' Audit findings; examine and test university-wide financial controls; and, assist with the upgrade of the technology platform for ASU. Mr. Carl Barranco and Mr. John McPherson were present to affirm their understanding of the University's charge to conduct a comprehensive review and test of internal fiscal controls university-wide. Mr. McPherson reported that Wilson Price assisted with the RFP process for a higher education technology software vendor for ASU with responses expected by October 10.

## **VII. Committee Reports**

### **A. Academic Affairs Committee**

Trustee Taylor Hodge, Chair of the Academic Affairs Committee, stated that there are no action items from the Academic Affairs Committee.

### **B. Athletics Committee**

Trustee Oscar Crawley, Chair of the Athletics Committee, stated that there were no action items from the Athletics Committee meeting.

President Harris apprised the Board on the NCAA investigation matter. The University is currently seven weeks out from the date of the hearing that took place in Colorado before the NCAA Infractions Committee, and as soon as he is notified of the findings he will contact the Board. The University will immediately begin to prepare an appropriate response.

### **C. Finance Committee**

#### **1. Resolution on the 2008-2009 Budget**

Trustee Young stated that the Finance Committee met and is presenting a Resolution to operate the University on the 2007-2008 Budget base for the first 60 days of the 2008-2009 Fiscal Year for full Board approval. He explained that once the administration has completed the budget process, the Finance Committee will convene to review the 2008-2009 budget followed by the reconvening of the Full Board by the Chairman to take appropriate action on the 2008-2009 Budget.

Chairman Dean asked for the vote on the Resolution to operate the University on the 2007-2008 Budget base for 60 days as presented by Trustee Young. The Resolution passed by majority vote. Trustee Reed abstained.

**D. Property Committee**

Trustee Buford Crutcher, Chair of the Property Committee, reported that there are no action items from the Property Committee.

**E. Student Affairs Committee**

Trustee Marvin Wiggins, Chair of the Student Affairs Committee, reported that there are no action items from the Student Affairs Committee.

**VIII. Report from Faculty Senate – Dr. Derryn Moten, Faculty Senate Chair**

Dr. Moten stated that he had mailed the Faculty Senate report to the Board which highlighted their concerns. The Board did not have any questions regarding his report.

**VIII. Report from Student Government Association – Mr. Bryan Weaver, SGA President**

The Student Government Association is embarking upon several initiatives this academic year. Mr. Weaver cited them as follows:

- 1) A six month student run marketing campaign entitled “One ASU”. This campaign is designed to bridge the gap between the Administration and student perception. Further, its purpose is to develop a greater understanding among all constituents at ASU in order to promote greater prosperity and growth of the University.
- 2) Presidential Fellows program designed for students who aspire to be SGA President. It will include leadership instruction and training, field trips, and mentoring.
- 3) Launching of a comprehensive SGA website; it will explain the SGA mission, goals and list ongoing SGA initiatives and activities.
- 4) Launching of the L. D. Redding Lecture series
- 5) Classes for students on ASU from an historical perspective to ensure that students become more aware of the University’s history.
- 6) Fall elections are taking place today.
- 7) Establishing a shuttle system to transport students on the weekend

Mr. Weaver invited the Board and the Administration to the State of the Association address scheduled for October 2, 2008 in the Leila Barlow Theater.

Finally, Mr. Weaver stated that there are still ongoing technology problems in the residence hall; communication is still an issue with some students, however strides have been made under the leadership of Dr. William Harris to increase student involvement in matters that impact the students at Alabama State University.

**IX. Report from the Non-Academic Staff Council – Mr. Ron Dickerson, Chair**

There was no report from the Non Academic Staff Council.

**XI. Other Business**

No other business was brought before the Board.

**XII. Adjournment**

The meeting was recessed until further notice at the call of the Chair.

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Elton N. Dean, Sr., Chair of the  
Alabama State University Board  
Of Trustees

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William H. Harris, Interim  
President and Secretary to the  
Alabama State University  
Board of Trustees

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Date

***Attachments:***

***Agenda – September 24, 2008***

***President's Report***

***Notice of Posting with the Secretary of State***

***Resolution to Operate the University on the 2007-2008 Budget Base for the first 60 days of the 2008-2009 Fiscal Year***

***Resolution to Amend the Non Academic Handbook, Section 7***

***Alabama State University Organization Chart (reorganization)***

***Alabama State University Student Services Center Space Program Document***



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Alabama State University Board of Trustees  
Regular Meeting  
Alabama State University Acadome Board Room  
September 24, 2008  
9:00 A.M.

AGENDA

- I. Call to Order
- II. Invocation
- III. Establishment of Quorum
- IV. Adoption of Agenda
- V. Adoption of Minutes
- VI. President's Report
- VII. Committee Reports
  - A. Academic Affairs
  - B. Athletics
  - C. Finance Committee
    1. Resolution on the 2008-2009 Budget
  - D. Property Committee
  - E. Student Affairs
- VIII. Report from Faculty Senate
- IX. Report from Non-Academic Staff Council
- X. Report from Student Government Association
- XI. Other Business
- XII. Adjournment

# Alabama State University

## President's Report to the Board of Trustees

September 24, 2008

Honorable Chairman and Members of the Board of Trustees:

It is a pleasure and a privilege for me to have this opportunity to present to you to you this report on the activities of Alabama State University says last he met. I am first pleased to report that at the relatively good **registration we now have 5593 students enrolled for classes. This is a number that is larger than the 5500 students upon which we had based income projections for budgeting for 2008-2009. I am also pleased to say, especially in light of comments and discussion at the meeting of the academic affairs committee, that approximately fifty percent of these students registered online. We can say without a doubt that we have the technological capability of registering students online; we do have to work more with making sure that everybody is comfortable with the process and to remove some obstacles**



**inside that affect the capability of first-time students to use the process.**

**In addition to the fact 5593 students who have been validated, there is an additional 51 students who are in the process of validation. We established in the academic calendar a deadline date of September 23, 2008 as the last day of validation, after which time the students would be administratively withdrawn for failure to complete their financial obligations to the university. I am advised that in the past we have not enforced that day and that students have had a sliding time, almost without end, within which to meet their obligations. As you can tell by the calendar, September 23 passed yesterday. I have instructed the vice president for fiscal affairs to inform all students that as of the end of business on October 3, 2008 all students who have not completed their financial obligations will be administratively withdrawn from university. I have told him to emphasize that this is not a negotiable date and that after that time no readmittance to class or acceptance of money from students**

would be permitted. I have told him further that he should as clearly and effectively as possible inform students that for the Spring 2009 academic semester there will be no slide thing of the date from the published date. We have a responsibility and obligation to hold both our students and our says accountable for the processes that we establish. We also need to make sure that students and others understand without question exactly what is expected of them. We cannot have that kind of assurance unless we meet responsibly our established deadlines.

We can also report that as of this morning's meeting we are housing 2110 students on the universe to contracts. Of those, 190 are in a local hotel. As you know, we continued to be both challenged and relieved at other changes that are occurring in student housing because of the renovation and restoration projects that we have under way. You should know that we received possession of, and students occupied, Bibb Graves Hall and Abercrombie Hall this fall without incidents. By all accounts, students are generally satisfied

with this new space and I am sure that others are looking forward to the improvements that will come to student housing when Benson Hall and Card Hall return to service next fall.

Yet as I indicated above, the effort to make available this renovated space does not come without problems. Indeed, our deficit in available housing will be even greater next year when we take additional buildings off line for renovation. The situation is complicated further by the fact that not only will we have few spaces available than we do this year, but that we will need to continue the costly process of providing security, transportation, and other services to students who live in the hotel during the construction process. We have begun the process of analyzing the costs of those services and are considering whether it is in the best interest of the University to continue them or whether we would be better off if we were to try to find a way to use that money to develop housing someplace else on campus. We will have

more information upon which to base a recommendation concerning that matter in the near future.

I now wish to turn your attention to a matter that I have discussed with members of the board in two formal occasions, in the finance committee and in the academic affairs committee. That matter centers on the immediate and long-term future direction of the university. I do hereby a major reorganization of the university's leadership in accordance with the positions on the reorganization chart that we have made available for you. If you approve this reorganization, which effectively administers the university through its two major "cost centers," then I would also ask you to approve the appointment of two interim officers to fill the newly created posts of Provost and Executive Vice President/COO, respectively.

I should also point out that you approval of this reorganization would have certain ramifications in the Bylaws which go to the question of changing names of certain positions. That would include most of the basic would also

require that you return the vice president for finance and business to the same relationship to the president as of the vice presidents by striking Article VI Section 3 of the Bylaws. While on this matter of structure, I also ask you to restore authority and responsibility to the president for administering the affairs of the University by making all senior-level appointees directly responsible to him. We have prepared a revision to the nonacademic staff handbook that does just that.

As I come to the conclusion I wish to report that we can now make a formal recommendation concerning what we consider calling the Alabama State University Student Services Center. This facility would be a one-stop service facility that will contain all of the basic student and outreach services at the University offers. The program for the Student Services Center, an 81,209 square-foot building with 55,057 hits square feet of space is outlined on the sheet before you. Further on the matter of construction projects, we are pleased report that the life sciences building is now ready for

occupation and that faculty members are actually involved in relocating to that facility. Further, construction owned the Abernathy Education Building is well underway and is reportedly 80% complete. We expect the building to comment on time. Further, we are underway with the renovations to two additional residence halls as I reported above. All in all, a construction activities seem to be well underway.

There are, of course, as in most development activities, some issues that we must consider. We still have a matter of major concern with the opening of the life sciences building an eminent opening of the education building east of Hall Street. That problem centers on the matter of traffic on Hall Street and the fact that our students will need safe passage to get to classes or to faculty offices. We are actively engaged in trying to rectify that problem, but its existence shows that we need to plan more effectively for all contingencies as we continue to expand our university.

**While on this question of expansion, I wish you to consider one additional matter, and that is that we formally extend our eastern boundary to the west side Forest Avenue. Such expansion would move us to what seems to be a natural border on the east side of the campus.**

**In addition to these remarks, we have asked several consultants and advisors to speak with you briefly about developments on campus. They will come to you in due course.**

**I conclude, then, by asking that you:**

**1) Approve the reorganization of the university administration;**

**2) Approve the appointment of Karyn Scissum-Gunn and John F. Knight Jr. as interim Provost and Executive Vice President/CEO;**

**3) Amend the bylaws by striking article 6 section 3 and renumbering as appropriate;**

**4) Amend the Nonacademic Staff Handbook passed a resolution;**

**5) Approve the program for the Student Services Center;**

**6) Extend the eastern boundary for campus expansion to the west side of Forest Avenue**

**Mr. Chairman, this concludes my remarks. I thank you for this time and we would be pleased to answer any questions that you might or in other ways work with you in your deliberations.**

**William H. Harris**



# Alabama Open Meetings Act

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**Posted-By:** Alabama State University  
Board of Trustees

**Notice History:**

Submitted on 8/12/2008 6:11:29 PM

**Meeting-Date:** 9/24/2008

**Meeting-Time:** 09:00 AM

**Meeting-Location:** ALABAMA STATE UNIV/ASU ACADOME BOARD RM

915 S JACKSON STREET

MONTGOMERY

AL,36101

**Phone-Number:** 334-229-6944

**Meeting-Type:** regular

**Submission-datetime:** 8/12/2008 6:11:29 PM

**Notice:**

- I. CALL TO ORDER
- II. INVOCATION
- III. ESTABLISHMENT OF QUORUM
- IV. ADOPTION OF AGENDA
- V. ADOPTION OF MINUTES
- VI. PRESIDENT'S REPORT
- VII. REPORT OF THE FACULTY SENATE
- VIII. REPORT OF THE SGA
- IX. REPORT OF THE NON-ACADEMIC COUNCIL
- X. COMMITTEE REPORTS
  - A. ACADEMIC AFFAIRS
  - B. ATHLETICS
  - C. STUDENT AFFAIRS
  - D. PROPERTY
  - E. FINANCE
- XI. EXECUTIVE SESSION
- XII. REPORT FROM EXECUTIVE SESSION
- XIII. OTHER BUSINESS
- XIV. ADJOURNMENT

ALABAMA STATE UNIVERSITY  
MONTGOMERY, ALABAMA

RESOLUTION TO OPERATE THE UNIVERSITY ON THE 2007-2008 BUDGET  
BASE FOR THE FIRST 60 DAYS OF THE 2008-2009 FISCAL YEAR

WHEREAS, the President of Alabama State University has undertaken a complete reorganization and restructuring of the University; and

WHEREAS, the reorganization and restructuring will have a financial impact on the 2008-2009 Operating Budget; and

WHEREAS, it is the University's belief that these efforts can be accomplished within the next 60 days;

**NOW THEREFORE BE IT RESOLVED THAT:** The Administration recommends and the Board of Trustees' Finance Committee approves that the University will operate on the terms of the 2007-2008 Budget for 60 days in the 2008-2009 Fiscal Year, beginning October 1, 2008.

**BE IT FURTHER RESOLVED THAT:** Once the Administration has completed its Budget preparation process for Fiscal Year 2008-2009, the Administration will request that a Finance Committee meeting be convened to review the 2008-2009 Budget.

**BE IT ALSO FURTHER RESOLVED THAT:** Once the Finance Committee has completed its review, the Administration will request that the Chairman of the Board reconvene the full Board of Trustees to approve the 2008-2009 Operating Budget.



**BE IT RESOLVED  
BY THE ALABAMA STATE UNIVERSITY  
BOARD OF TRUSTEES**

THAT...

WHEREAS, the ASU Non Academic Staff Handbook was last published in 1991

WHEREAS, the 1991 edition of the ASU Non Academic Staff Handbook is the current governing document for Non Academic Staff

WHEREAS, the current governing document, in Section 7.3 defines executive status employees as follows: *"Executive status employees include all persons holding positions of Vice President, Assistant Vice President, Dean, Director of Library and Learning Resources, Controller, Director of Computing and Information Services, Director of Physical Plant, Director of Communications and Public Affairs and Director of Intercollegiate Athletics."*

WHEREAS, the current governing document, in Section 7.3 stipulates the terms of employment for executive status employees as follows: *"Persons holding these positions are employed under annual contracts that provide for a 12 month term of service from October 1 through September 30 but do not provide either a probationary period of employment or the acquiring of permanent employee status. "*

WHEREAS, the current governing document, in Section 7.3 provides for the nonreappointment of executive status employees as follows: *"Any executive status employee whose contract is not renewed for the next fiscal year shall be notified of this fact at least 60 days prior to the expiration of his or her employment contract. Such notice shall be in writing from the President and shall be hand-delivered by the immediate supervisor."*

NOW, THEREFORE, BE IT RESOLVED, that as of this date, September 24, 2008, the governing document, ASU Non Academic Staff Handbook, in Section 7.3 will provide that Executive Status Employees include all persons holding positions of Provost, Executive Vice President, Associate Provost, Associate Vice Provost, Assistant Vice Provost, Vice

President, Assistant Vice President, Dean, Associate Dean, Director (of any Department), Controller (Comptroller), Manager (of any Department), and Special and/or Executive Assistant to the President.

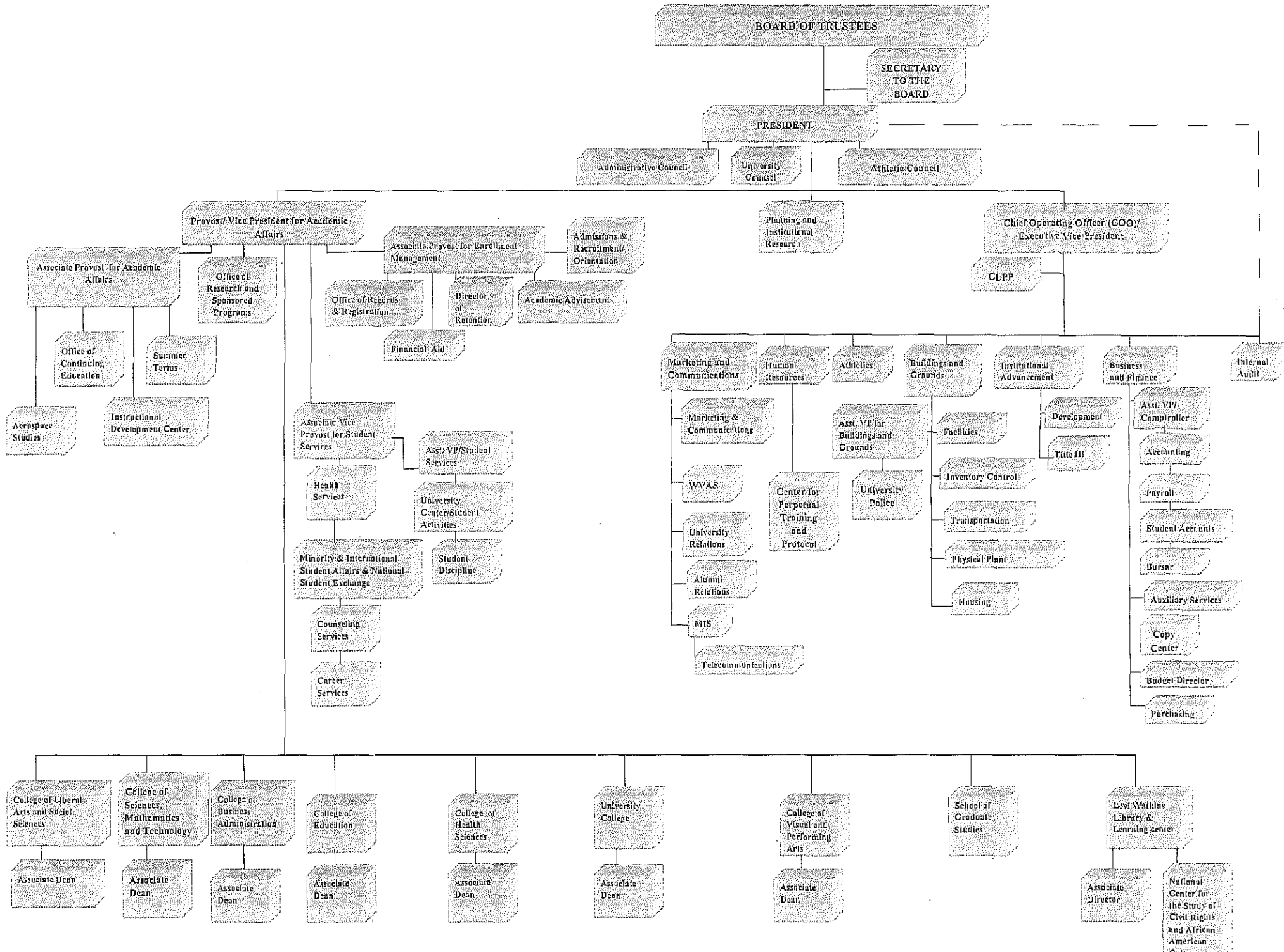
BE IT FURTHER RESOLVED THAT Persons holding these positions are considered to be employees-at-will and work at the pleasure of the President. Executive status positions do not provide either a probationary or permanent status. All executive status employees work at the pleasure of the President. As such, the President may terminate the employment of any executive status employee at his/her discretion with a thirty (30) day notice.

**RESOLVED AND WRITTEN under the hand of the Board of Trustees and the GREAT SEAL OF ALABAMA STATE UNIVERSITY on this the 24<sup>th</sup> day of September 2008,**

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Elton Dean, Sr.  
Chairman, ASU Board of Trustees

# ALABAMA STATE UNIVERSITY



**ALABAMA STATE UNIVERSITY**  
**STUDENT SERVICES CENTER SPACE PROGRAM**  
**SUMMARY SHEET**  
**September 23, 2008**

<b>One Stop Services</b>		<b>Net sq ft</b>
Financial Aid	2,835	
Student Accounts / Cashier	1,100	
Admissions	2,825	
Records and Registration	3,272	
Info / Customer Service I. D. Center	600	
<b>Subtotal – One Stop Services</b>		<b>10,632</b>
<b>Student Services</b>		
Career Services	2,480	
Center Administrative Offices (Suite)	680	
Disability Services	550	
Housing	1,330	
Computer Room	1,000	
Computer Rack Room	100	
Copy / Print Center	1,000	
Counseling Center	900	
Office of Minority & International Student Affairs	600	
<b>Subtotal – Student Services</b>		<b>8,640</b>
<b>Student Activities</b>		
Panhellic Council (Suite)	300	
Student Publications	1,000	
Student Organizations / Club Offices	600	
Student Activities	650	
Student Government	1,135	
<b>Subtotal – Student Activities</b>		<b>3,685</b>
<b>Common Space</b>		
Meeting Room / Small Conference Rooms	900	
Quiet Lounge	400	
Television Lounge	400	
Locker Room	300	
Post Office	1,600	
Security Station	200	
Cyber Café	400	
Multipurpose / Ballroom	7,500	
Food Court	1,900	
Theatre / Auditorium	3,000	
Recreation Room	3,500	
Multipurpose Lounge	2,000	
Book Store	10,000	
<b>Subtotal – Common Space</b>		<b>32,100</b>
<b>Total Net Square Footage</b>		<b>55,057</b>
<b>Total Gross Square Feet 1.475 x 55,057</b>		<b>81,209</b>
<b>TOTAL PROJECT COST .....</b>		<b>\$25,601,058</b>



ALABAMA STATE UNIVERSITY

MONTGOMERY, ALABAMA 36101 • 334 / 229-4200

OFFICE OF THE PRESIDENT

**MEMORANDUM**

TO: Mrs. Beverly Rudolph

FROM: William H. Harris

A handwritten signature in cursive script, appearing to read "W. H. Harris".

DATE: October 8, 2008

**RE: BOARD OF TRUSTEES RESOLUTION**

I send herewith a copy of the Resolution that the Board of Trustees was pleased to pass at its meeting on September 25, 2008. Please revise the Non-Academic Staff Handbook so as to accurately reflect this change.

C: Alabama State University Board of Trustees  
Administrative Council  
Attorney Kenneth L. Thomas