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**ALABAMA STATE UNIVERSITY BOARD OF TRUSTEES MEETING  
RECONVENED FROM THE SEPTEMBER 23, 2011 MEETING**

**WYNFREY HOTEL  
BIRMINGHAM, ALABAMA  
OCTOBER 27, 2011  
9:00 A.M.**

**Minutes**

**I. CALL TO ORDER**

The meeting of the Alabama State University Board of Trustees was called to order by Chairman Elton Dean at 9:31 a.m in the Yorkshire Room of the Wynfrey Hotel in Birmingham, Alabama.

**II. INVOCATION**

The invocation was given by Mr. Henry Davis, Executive Director of the Alabama State University Public Safety department.

**III. ESTABLISHMENT OF QUORUM**

Upon roll call, President Harris affirmed a quorum. Trustees Baker, Crutcher, Dean, Green, Hodge, Junkins, Sawyer, and Wiggins were present. Trustees Crawley, Figures, Lemak and Young were absent.

**IV. ADOPTION OF AGENDA**

Trustee Crutcher moved to adopt the agenda. Trustee Hodge seconded the motion and the agenda was unanimously adopted.

**V. ADOPTION OF MINUTES - September 23, 2011**

Trustee Baker moved, seconded by Trustee Crutcher, to adopt the minutes of the September 23, 2011 meeting. The minutes were unanimously approved.

**VI. ACTION ITEM**

**1. Approval of Changes to the Human Resources Policies and Procedures Handbook**

President Harris presented the action item for board approval.

Trustee Wiggins moved to approve the changes to the Human Resources

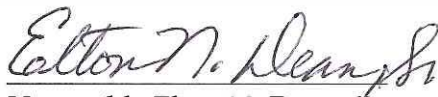
Policies and Procedures Handbook as presented by University administration (*Attachment A*). Trustee Hodge seconded the motion and it passed by unanimous vote.

**VII. OTHER BUSINESS**

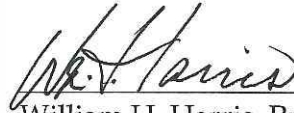
President Harris introduced and welcomed the newly hired Vice President for Student Services, Dr. William Hytche.

**VIII. RECESS**

Upon motion by Trustee Wiggins and seconded by Trustee Crutcher, the meeting of the Alabama State University of Trustees recessed until further notice by the chair.



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



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

February 10, 2012  
DATE

The Alabama State University Board of Trustees has approved the following changes to the Alabama State University Human Resources Policies and Procedures Manual at their regular meeting on October 27, 2011:

- **Definition Amendment – Definitions, Employment Discrimination**

Employment Discrimination: Decisions based upon a person's race, national origin, religion, age (40 and over), color, ~~marital status~~, disability, sex, and sexual orientation. These decisions include all aspects of the employment process including hiring, termination, promotion, and placement. Discrimination occurs when an adverse employment action occurs and said action is based upon an individual's protected status.

- **Definition Amendment – Definitions, Discriminatory Hostile Environment**

Discriminatory Hostile Environment: Unwanted or persistent verbal or physical conduct made on the basis of race, ~~creed~~, color, national origin, disability, ~~marital status~~, ~~gender~~, sex, religion, or age (40 and over) which creates a hostile or intimidating work environment or which unreasonably interferes with an individual's job performance and/or opportunities constitutes discriminatory hostile environment harassment.

- **Rule Amendment – Section 3.1.5 Accommodating the Work Schedule for Religious Observances**

3.1.5 Reasonable Accommodation: The University and its employees will not discriminate on the basis of an employee's religion or disability. When a workplace accommodation is sought, the University will provide reasonable accommodations for the employee's religion or disability provided that no undue hardship is created for the University or its employees, the essential functions of the job can still be performed and the accommodation does not affect safety or health. Contact the Office of Human Resources with any questions or requests for reasonable accommodation.

- **Rule Amendment – Section 3.5 Sick Leave**

Employees who resign from the University may transfer accrued sick leave to membership service in the Teachers Retirement Systems of Alabama. These unused sick leave days can be ~~used for retirement credits~~ or transferred to other participating agencies providing the sick leave is approved. Employees who are retiring must convert such leave to the Teachers' Retirement System of Alabama.

- **Rule Amendment – Section 3.9 Bereavement Leave**

An employee shall, upon request, be granted bereavement leave for the death of a parent, spouse, child, brother or sister, grandparent, grandchild, son-in-law or daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law or any near relative who resides in the same household with the employee or any person with whom the employee has made his/her home. The actual days to be granted in each instance shall be such as shall accommodate the reasonable needs of the employee involved, and it is expected that his/her responsibilities shall be covered by his/her colleagues. Such leave shall be deducted from sick or annual leave where such leave exists. If none, it shall be granted as leave without pay. ~~Such leave is non-accumulative, and the total amount of bereavement leave will not exceed five days within any fiscal year. Bereavement leave is separate from all other types of paid leave.~~

- **Rule Amendment – Section 3.10 Military Leave**

Classified employees who are members of the active reserve of the United States Armed Services, National Guard, or Naval Militia may be granted military leave for training or other services without loss of pay for a period not to exceed 168 hours or **21 days** per fiscal year; however, the amount of military leave granted may not exceed the period specified in the military orders. Employees desiring military leave will submit a copy of their military orders to the Office of Human Resources through the supervisor, division vice president, or equivalent level supervisor as soon as possible.

- **Rule Amendment – Section 4.15 Employee Enrollment Procedures for University Courses**

Any full-time, classified employee is eligible for ½ waiver of tuition for his or her spouse and/or dependent. Proof of marriage and/or dependent status is required. (Example: marriage license, most recent signed copy of IRS Forms 1040/1040A, university's insurance plan or other official document to establish eligibility). **When both spouses are employed by the University, an employee has the option of utilizing the employee ½ waiver of tuition as a spouse or the waiver of tuition cost for one course each semester as an employee. Under no circumstance will an employee be allowed to utilize both waivers for the same semester**

- **Rule Amendment – Section 5.2 Evaluation Procedure**

~~Between May 1 and September 30 of~~ Each calendar-year the annual evaluation should be reviewed and signed by the supervisor and employee. An employee's signature does not represent concurrence with the contents, only that the employee was given the opportunity to review and discuss the evaluation.

- **Rule Amendment – Section 6.1.1 Disciplinary Guidelines Table**

Failure to complete required time and attendance record	Verbal Warning Reprimand	Suspension	Termination
Insubordination or disrespect to supervisor	Suspension	Termination	
<b>Knowingly</b> intentional misrepresentation of University procedures and policies	Termination		

- **Rule Amendment – Section 6.1.2(d) Definitions of Disciplinary Actions**

(d) A recommendation for suspension may be initiated in writing by any supervisor in the employee's chain of command. All suspensions must be approved by the president prior to the effective date. The divisional vice president or his or her designee shall meet with the employee and conduct a due process hearing prior to any suspension. This is a non-adversarial proceeding.



Accordingly, neither the employee nor the University shall be represented by an attorney. **If an employee waives his or her right to a due process hearing, he or she no longer has the right to appeal to the President.**

**Definition/Rule Amendment – Section 6.3 Discrimination and Harassment Policy**

Alabama State University has adopted an equal employment policy and will ensure that all employees/students will abide by the requirement of that policy and that employees and students will not be discriminated against on the basis of their race, sex, religion, ~~creed~~, color, national origin, disability, ~~marital status~~, sexual orientation, or age. The aim of this policy is to establish a zero tolerance for any harassment or discrimination at the University.

The University prohibits the discrimination and harassment of individuals based upon any protected basis: race, national origin, religion, age (40 and over), ~~marital status~~, disability, sex, **color** and sexual orientation. The University will not tolerate any form of harassment or any offensive conduct that has the effect of severely interfering with an employee's work performance or a student's school performance or creating an intimidating or hostile work environment. All employees and representatives of the University (including part-time, full-time, seasonal, and appointed employees) must understand that acts of discrimination and harassment, in the workplace or at University sponsored events, whether on or off property owned by the University, is explicitly forbidden and is subject to disciplinary action up to and including termination of employment. Specifically, the University will not subject employees to adverse terms and conditions of employment (hiring, promotional, and harassment, etc.) which violate Title VII of the Civil Rights Act of 1964, as amended or any other form of prohibited discrimination.

• **Definition/Rule Amendment – Section 6.3.1 Employment Discrimination Defined**

Employment Discrimination Defined: Employment discrimination is defined as decisions based upon a person's race, national origin, religion, age (40 and over), ~~marital status~~, disability, sex, **color** and sexual orientation. These decisions include all aspects of the employment process including hiring, termination, promotion, and placement. Discrimination occurs when an adverse employment action occurs and said action is based upon an individual's protected status.

• **Definition/Rule Amendment – Section 6.3.2(c) Discriminatory Hostile Environment and Retaliation Defined**

Harassment Defined: Harassment of an applicant, student, member of the public, business invitee, customer, or employee by a supervisor, manager, or co-worker on the basis of race, national origin, religion, age (40 and over), ~~marital status~~, ~~physical and mental~~ disability, sex, **color** and sexual orientation ~~not only~~ violates University policy ~~but is~~ **and may be** prohibited under state and federal laws. Harassment may be intentional--targeting an individual--or it may be unintentional. This policy prohibits all forms of harassment including "quid pro quo", "sexual" and "discriminatory hostile environment" harassment as defined below.

(c) Discriminatory Hostile Environment: Unwanted or persistent verbal or physical conduct made on the basis of race, ~~creed~~, color, national origin, disability, **religion**, ~~marital status~~, **sex**, ~~gender~~, or age (40 and over) which creates a hostile or intimidating work environment or which unreasonably interferes with an individual's job performance and/or opportunities constitutes discriminatory hostile environment harassment. Examples include, but are not limited to:

- Offensive language
- Racial or ethnic slurs
- Demeaning or derogatory comments made on the basis of race, religion, ~~creed~~, color, national origin, disability, ~~marital status, gender,~~ sex, age, or ~~disability~~ sexual orientation.

Retaliation Defined: Retaliation is defined as taking or threatening to take an unfavorable employment or academic action or withholding or threatening to withhold a favorable employment or academic action against an individual for attempting to complain about sexual harassment or other forms of workplace discrimination or for participating in an investigation of such activities.

- **Definition/Rule Amendment – Section 6.3.3 Reporting Incidents of Harassment or Discrimination**

A student who believes he or she has experienced harassment or discrimination shall immediately report the allegation to the Vice President for Student Affairs, **Title IX Officer** or the Department of Police and Campus Security. A formal investigation of the matter will begin when a written complaint is filed. If charges of harassment or discrimination are formally filed against any officer of the University who serves at or above

the level of an area vice president the Office of Human Resources shall within 10 business days report that fact and the results of any preliminary investigation to both the president and the chairman of the Board of Trustees.

- **Rule Amendment – Section 7.1 Resignation from the University**

An employee who wishes to resign from the University shall give written notice of his or her intention to resign, through the immediate supervisor, who forwards it to the Office of Human Resources. This action shall be taken at least one full pay period prior to separation. This is in addition to any leave time the employee plans to take prior to leaving the position. Failure to give proper notice may be considered as part of the evaluation for rehiring if the employee seeks re-employment at the University. ~~At the employee's option, accrued sick leave may be transferred to the Teachers Retirement System of Alabama for service credit toward retirement.~~

- **Rule Amendment – Section 8.4.2 Extra Pay for Extra Work (Exempt Employees Only)**

~~(c) The total amount of extra compensation to be paid during a fiscal year does not exceed 20 percent of the annual salary of the staff employee.~~

(cd) Final approval by the Vice President for Business and Finance is required.

(d) Extra pay shall be made through the payroll system.

(e) Extra pay employment agreements must be approved by the president and the Executive Vice President or the Provost.