

## **Faculty and Administration Data**

STATEWIDE MONITORING COMMITTEE  
TITLE VI REMEDIAL DECREE REPORT

FALL STAFF SURVEY 2003

INSTITUTION: University of North Alabama

NUMBER OF PERSONS EMPLOYED  
BY RACE AND PAYROLL STATUS\*

	FULL-TIME				PART-TIME				TOTAL ALL
	NON-HISPANIC BLACK	NON-HISPANIC WHITE	OTHER	TOTAL	NON-HISPANIC BLACK	NON-HISPANIC WHITE	OTHER	TOTAL	
1	38	0	0	39	0	0	0	0	39
2	175	12	199	3	79	1	83	282	

ADMINISTRATION  
Executive/Administrative/Managerial

FACULTY  
Faculty (Instruction/Research/Public Service)

\*Includes Permanent and Temporary Employees

*4/18*  
7-28-04

*Robert L. Potts*

Robert L. Potts  
Signature of President or Chancellor

Date

Note: For definitions of employee categories follow instructions for IPEDS 2003 Fall Staff Survey.

DUE DATE May 3, 2004

**REPORT ON THE ACTIONS OF THE  
COMMITTEE ON THE RECRUITMENT AND RETENTION OF BLACK  
FACULTY AND ADMINISTRATIVE STAFF  
2003-2004 SCHOOL YEAR  
AS OF APRIL 20, 2004**

The Committee for the Recruitment and Retention of Black Faculty and Administrative Staff has met four times during the 2003-04 academic year: September 10, 2003; October 15, 2003; March 9, 2004; and April 7, 2004. Detailed actions taken by the committee follows.

Stanley Goldstein resigned as a member of the committee, nominations for membership were taken, and Alex deJarnett was appointed by President Robert L. Potts as the replacement member.

A subcommittee of the committee was formed as a search committee to facilitate the hire of the position of Coordinator for Academic Advising for At-Risk Students. The job description was revised, search guidelines were developed, the position was advertised, applications were accepted, interviews were held, and Joan Williams was hired for the position.

A subcommittee of the committee was formed to develop guidelines for the disbursement of requests for funds for assistance for educational enhancement. The committee developed and approved guidelines, they were approved by President Potts, and disseminated to the campus.

Requests for financial assistance for educational enhancements were considered, and the following approvals were made:

Eddie Elsey	Doctoral degree	\$2,439	2003 fall semester
Emma Haley	Doctoral degree	\$5,245	2004 spring semester
Audrey Mitchell	Master's degree	\$4,905	2004 spring semester
Emma Haley	Doctoral degree	\$1,755	2004 summer term
Kathy Adler	J.D. degree	\$1,920	2004 summer term
Robert Bailey	Doctoral degree	\$567	2004 summer term

Dr. Thomas Lovett, Vice President for Student Affairs and University Counsel, attended the March meeting to provide a briefing on a meeting held in Birmingham on the legal perspective of the hearing of the plaintiffs of the Knight case.

Requests for the reemployment of Malik Khan, Johnson Ogun, and Joan Williams for the 2003-04 academic year were approved with the stipulation that only 50% of the Knight monies are to be utilized for the salaries and on the basis that the departments make the same financial commitment made as last year.

A spreadsheet was provided to the committee which outlined all of the disbursements of the monies made to date.

Minutes of these meetings are enclosed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Roosevelt Newson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Roosevelt Newson, Committee Chairperson and  
Vice President for Academic Affairs and Provost

**RECRUITMENT AND RETENTION OF BLACK  
FACULTY AND ADMINISTRATIVE STAFF COMMITTEE**

**Meeting Notes  
September 10, 2003**

Members Present: Birdie Bailey, Daryl Brown, Ernestine Davis, Lelon Davidson, Kathy Lewis-Adler, Pat Sanders. Dr. Garry Warren, chair, presided. Laura Young attended as a guest.  
Members Absent: Spence Butler, Carol Lyles, and Tammie Ricks.

**APPROVAL OF MINUTES**

On motion by Ms. Sanders and second by Dr. Davis, the July 23, 2003, minutes were approved unanimously.

**REPLACEMENT OF STANLEY GOLDSTEIN AS A COMMITTEE MEMBER**

Dr. Bailey made a motion and Mr. Brown seconded the motion that the committee members provide by e-mail to Dr. Warren nominations for membership to the committee and, thereafter, have Dr. Warren present to President Potts for consideration the names submitted by the committee as well as the original nominations made when Stanley Goldstein was chosen. The motion was approved unanimously.

**COORDINATOR OF ACADEMIC ADVISING FOR AT-RISK STUDENTS**

By consensus, the following was determined: (1) applications for the position would be obtained by committee members seeking applicants and having those persons submit a resume to Dr. Garry Warren by September 19; (2) a search committee was formed consisting of Daryl Brown, chair; Ernestine Davis, Lelon Davidson, Pat Sanders, and Laura Young; (3) the committee was charged with reviewing the job description, developing search guidelines, and reviewing job applications. Review of applications will begin after September 19.

**GUIDELINES FOR DISBURSEMENT OF FUNDS FOR ADDITIONAL EDUCATION**

By consensus, a committee was formed consisting of Birdie Bailey, Kathy Lewis-Adler, and Ernestine Davis for the purpose of developing, by November 1, a set of criteria to be used in the disbursement of Knight monies for graduate studies.

**LEADERSHIP ALABAMA**

Ms. Sanders asked about the possibility of receiving financial assistance for her participation in Leadership Alabama. Since the monies received thus far have already been obligated, Ms. Sanders was asked to submit a proposal for monies that may be made available in the next year. In addition, Ms. Sanders was asked to approach President Potts for assistance since he was the person who nominated her for Leadership Alabama.

**ASSOCIATE PROVOST FOR DIVERSITY/OFFICE OF DIVERSITY**

Dr. Davis reported that she had provided to Dr. Warren a proposal for funding, from future Knight monies, a position in which she would serve as Associate Provost for Diversity in an

Office of Diversity. Dr. Warren mentioned that any proposal of this nature would have to be approved in tandem with the Administration.

Following discussion of the agenda items, extensive discussion followed relative to the need for sensitivity training on the UNA campus.

Following the meeting, Dr. Davis reported that the next meeting of the Black Faculty Association would be held at 1:30 p.m. on September 14 in the College of Business on the UAB campus.

The meeting adjourned at 3:30 p.m.

**COMMITTEE FOR RECRUITMENT AND RETENTION  
OF AFRICAN-AMERICAN FACULTY AND ADMINISTRATION**

**AGENDA**

**1:30 p.m., September 10, 2003**

**Academic Affairs Conference Room (Room 214 of Bibb Graves Hall)**

1. Approval of the minutes of the July 23, 2003, meeting
2. Replacement of Stanley Goldstein as a Committee Member

Listed below is an excerpt from a report provided per the court order which listed the initial committee meetings where nominations were first gathered:

The Alabama Black Faculty Association nominated the following individuals: current UNA faculty – Dr. Ernestine Davis, Mr. Daryl Brown, Dr. Teresa Leonard, Dr. Lelon Davidson, Dr. Lisa Minor, Mrs. Jacqueline Winston, Dr. Kathy Lewis-Adler, Mrs. Patricia Sanders; **local community – Mr. Robert Hughes (former AAMU board member and Auburn Extension), Dr. Chasie Reynolds (former head of Reading Program with Colbert County Schools)**

The Committee for the Recruitment and Retention of African-American Faculty and Administration submitted the recommendations below for committee membership. From its June 18, 2002, meeting, the following names were submitted: **community -- Cedrick Adams (TVA Chemist), Dr. Margaret Austin, Margaret Johnson (retired educator), Sam Pendleton, Freddie Hogan (TVA, Mainstream), Stanley Goldstein (engineer/biology; VP retired), Tammie Ricks (SunTrust Bank), Emmitt Jimmar, Dr. Dorothy Hardy, Charles Carter, Rev. Earl Howard;** faculty – Dr. Kathy Lewis-Adler, Dr. Ernestine Davis, Mrs. Pat Sanders, Mr. Daryl Brown; alternate faculty – Dr. Lisa Minor, Mrs. Jackie Winston, Dr. Lelon Davidson, Dr. Alyce Brown; administrative/staff – Dr. Kaylene Gebert (per order), Dr. Birdie Bailey, Dr. Dan Howard.

Recommendations from Dr. Kaylene Gebert, Vice President for Academic Affairs and Provost, were as follows: current UNA faculty -- Dr. Kathy Lewis-Adler, Dr. Ernestine Davis, Mrs. Pat Sanders, Mr. Daryl Brown; **community – Ms. Tammie Ricks (SunTrust Bank), Freddie Hogan (TVA, Mainstream), Stanley Goldstein, Sam Pendleton or Emmitt Jimmar.**

3. Discuss and Review Directions with regard to the Position of Coordinator of Academic Advising for At-Risk Students

**RECRUITMENT AND RETENTION OF BLACK  
FACULTY AND ADMINISTRATIVE STAFF COMMITTEE**

**Meeting Notes  
July 23, 2003**

Attendees: Birdie Bailey, Carol Lyles, Ernestine Davis, Garry Warren, Lelon Davidson, Spence Butler, and Pat Sanders. Kerry Gatlin and Kay Abbott attended as guests.

**APPROVAL OF MINUTES**

On motion by Dr. Davis and second by Ms. Sanders, the April 30, 2003, minutes were approved unanimously.

**DISCUSS AND ALLOCATE REMAINING MONIES AVAILABLE IN KNIGHT VS.  
ALABAMA ACCOUNT**

Dr. Warren presented a spreadsheet which outlined the monies that had already been allocated from the Knight vs. Alabama monies as well as a proposal for expenditure of the remaining monies based on requests submitted to the VPAA office. Concerns were expressed about the following items: whether or not Malik Khan and Johnson Ogun met the definition of the African-American race, the potential for an available position for Tywana McClinton upon completion of the doctoral degree, the relevance of Kathy Lewis-Adler's J.D. degree to the College of Business, and a suggested change to the At-Risk Coordinator title. Dr. Kerry Gatlin and Dr. Kay Abbott were present during portions of the meeting to field questions concerning their respective requests. Following an extensive and thorough discussion, the following actions were taken. Dr. Davidson made a motion and Dr. Bailey seconded the motion recommending supplementing Tywana McClinton's salary up to \$20,000, an increase of \$4,959 from her 2003-2004 salary of \$15,041. The motion was approved unanimously. Ms. Lyles made a motion and Mr. Butler seconded the motion recommending the following actions: (1) approval of the recommended expenditures as contained in the spreadsheet contingent on clarification of the definition of African-American and ensuring that the individuals recommended for the positions, Malik Khan and Johnson Ogun, meet those definitions – Dr. Ernestine Davis volunteered to investigate this issue; (2) with approval of #1 above, an increase in the contribution from other areas to fund the Tywana McClinton salary supplement; and (3) revision of the job title of Coordinator of At-Risk Students to Coordinator of Academic Advising for At-Risk Students. The motion was approved unanimously. A spreadsheet containing the revised recommendations is contained as an attachment to these minutes.

**STANLEY GOLDSTEIN REPLACEMENT**

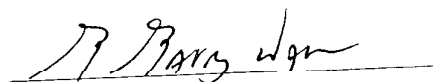
Based on the resignation of Stanley Goldstein from the committee, at the next meeting the committee will make recommendations to President Potts for a replacement committee member based on nominations of community individuals made at one of the initial committee meetings.

The meeting adjourned at 3:50 p.m.

**RECRUITMENT AND RETENTION OF BLACK  
FACULTY AND ADMINISTRATIVE STAFF COMMITTEE**

**Meeting Notes  
October 15, 2003**

In lieu of holding a Recruitment and Retention of Black Faculty and Administrative Staff Committee meeting, information was e-mailed to members relative to a request from Eddie Elsey for assistance with graduate school funding in the amount of \$2,439 for the 2003 fall semester. It was requested that if members had any concerns with approving what was presented or wanted to request that a meeting be held to consider the request, they were to inform the Office of Academic Affairs by October 15. Since no committee members voiced concerns, this action is being placed in the form of approved minutes.



G. Garry Warren, Chairperson

# **RECRUITMENT AND RETENTION OF BLACK FACULTY AND ADMINISTRATIVE STAFF COMMITTEE**

**Meeting Notes  
March 9, 2004**

Members Present: Birdie Bailey, Daryl Brown, Spence Butler, Lelon Davidson, Ernestine Davis, Alex deJarnett, Carol Lyles, and Tammie Ricks. Dr. Roosevelt Newson, chair, presided. Tom Lovett attended as a guest. Members Absent: Kathy Lewis-Adler, and Pat Sanders.

## **APPROVAL OF MINUTES**

On motion by Dr. Bailey and second by Dr. Davis, the September 10 and October 15, 2003, minutes were approved unanimously.

## **WELCOME**

A welcome was given to Mr. Alex deJarnett and Dr. Roosevelt Newson, newest committee members. Introduction of other committee members was made.

## **UPDATE ON BIRMINGHAM MEETING**

Dr. Lovett was in attendance to provide a briefing on a meeting in Birmingham on the legal perspective of the hearing of the plaintiffs of the Knight case. The attachment summarizes the update. It was pointed out that no decision has yet been made as to what will occur when the Court's 1995 remedial decree expires on August 1, 2005.

## **UPDATE ON COORDINATOR OF ACADEMIC ADVISING FOR AT-RISK STUDENTS**

Mr. Daryl Brown, chair of the search committee, reported that the search yielded the employment of Joan Williams as Coordinator of Academic Advising for At-Risk Students.

## **PROPOSAL FROM SUBCOMMITTEE TO DEVELOP CRITERIA FOR DISBURSEMENT OF FUNDS FOR GRADUATE STUDIES**

Upon presentation of the proposal by Chair Birdie Bailey, Dr. Davis made a motion and Dr. Bailey seconded the motion approving the proposal on the condition it be amended to include the following under the Application Process: "3. Applicant may be interviewed at the option of the committee." The motion was approved unanimously. Upon further discussion, Ms. Lyles made a motion and Mr. Brown seconded the motion to amend the procedure to add an application deadline of March 1 of the preceding year of graduate studies. The motion was approved unanimously.

**CONSIDERATION OF THE REQUEST FROM EMMA HALEY FOR  
DOCTORAL ASSISTANCE -- \$5,245 FOR THE 2004 SPRING SEMESTER,  
CONSIDERATION OF THE REQUEST FROM AUDREY MITCHELL FOR  
ADVANCED DEGREE ASSISTANCE -- \$4,905 FOR THE 2004 SPRING  
SEMESTER**

Dr. Davis moved approval and Ms. Lyles seconded the motion. The motion was approved 5 for and 1 against. Dr. Bailey and Ms. Ricks had left the meeting before the vote on this item.

**CONSIDERATION OF THE REQUEST FROM EMMA HALEY FOR  
DOCTORAL ASSISTANCE -- \$8,350 FOR THE 2004 SUMMER TERM**

This item will be considered at the next meeting of the committee.

**ALLOCATION OF FIRST DISBURSEMENT OF KNIGHT VS. ALABAMA  
FUNDS FOR FY 2003-2004 -- \$72,020.50**

This item will be considered at the next meeting of the committee.

The meeting adjourned at 5:15 p.m.

**COMMITTEE FOR RECRUITMENT AND RETENTION  
OF AFRICAN-AMERICAN FACULTY AND ADMINISTRATION**

**AGENDA**

**March 9, 2004**

**3:30 p.m.**

**Academic Affairs Conference Room (Room 214 of Bibb Graves Hall)**

- ✓1. Approval of the minutes of the meetings of September 10, 2003, and October 15, 2003
- ✓2. Welcome to Alex DeJarnett – newest committee member
- ✓3. Update on Position of Coordinator of Academic Advising for At-Risk Students (Daryl Brown)
- ✓4. Consideration of proposal from the subcommittee to develop a set of criteria to be used in the disbursement of Knight monies for graduate studies (Birdie Bailey)
5. Consideration of the request from Emma Haley for doctoral assistance -- \$5,245 for the 2004 spring semester *and \$8,350 for 2004 summer term*
6. Consideration of the request from Audrey Mitchell for advanced degree assistance -- \$4,905 for the 2004 spring semester
7. Allocation of first disbursement of Knight vs. Alabama funds for FY 2003-2004 -- \$72,020.50

**RECRUITMENT AND RETENTION OF BLACK  
FACULTY AND ADMINISTRATIVE STAFF COMMITTEE**

**Meeting Notes  
September 10, 2003**

Members Present: Birdie Bailey, Daryl Brown, Ernestine Davis, Lelon Davidson, Kathy Lewis-Adler, Pat Sanders. Dr. Garry Warren, chair, presided. Laura Young attended as a guest.  
Members Absent: Spence Butler, Carol Lyles, and Tammie Ricks.

**APPROVAL OF MINUTES**

On motion by Ms. Sanders and second by Dr. Davis, the July 23, 2003, minutes were approved unanimously.

**REPLACEMENT OF STANLEY GOLDSTEIN AS A COMMITTEE MEMBER**

Dr. Bailey made a motion and Mr. Brown seconded the motion that the committee members provide by e-mail to Dr. Warren nominations for membership to the committee and, thereafter, have Dr. Warren present to President Potts for consideration the names submitted by the committee as well as the original nominations made when Stanley Goldstein was chosen. The motion was approved unanimously.

**COORDINATOR OF ACADEMIC ADVISING FOR AT-RISK STUDENTS**

By consensus, the following was determined: (1) applications for the position would be obtained by committee members seeking applicants and having those persons submit a resume to Dr. Garry Warren by September 19; (2) a search committee was formed consisting of Daryl Brown, chair; Ernestine Davis, Lelon Davidson, Pat Sanders, and Laura Young; (3) the committee was charged with reviewing the job description, developing search guidelines, and reviewing job applications. Review of applications will begin after September 19.

**GUIDELINES FOR DISBURSEMENT OF FUNDS FOR ADDITIONAL EDUCATION**

By consensus, a committee was formed consisting of Birdie Bailey, Kathy Lewis-Adler, and Ernestine Davis for the purpose of developing, by November 1, a set of criteria to be used in the disbursement of Knight monies for graduate studies.

**LEADERSHIP ALABAMA**

Ms. Sanders asked about the possibility of receiving financial assistance for her participation in Leadership Alabama. Since the monies received thus far have already been obligated, Ms. Sanders was asked to submit a proposal for monies that may be made available in the next year. In addition, Ms. Sanders was asked to approach President Potts for assistance since he was the person who nominated her for Leadership Alabama.

**ASSOCIATE PROVOST FOR DIVERSITY/OFFICE OF DIVERSITY**

Dr. Davis reported that she had provided to Dr. Warren a proposal for funding, from future Knight monies, a position in which she would serve as Associate Provost for Diversity in an

Office of Diversity. Dr. Warren mentioned that any proposal of this nature would have to be approved in tandem with the Administration.

Following discussion of the agenda items, extensive discussion followed relative to the need for sensitivity training on the UNA campus.

Following the meeting, Dr. Davis reported that the next meeting of the Black Faculty Association would be held at 1:30 p.m. on September 14 in the College of Business on the UAB campus.

The meeting adjourned at 3:30 p.m.



UNIVERSITY  
*of* NORTH  
ALABAMA

Florence, Alabama 35632-0001

*Office of the Vice President for Academic Affairs and Provost*  
UNA Box 5041  
(256) 765-4258  
Fax (256) 765-4632

**RECRUITMENT AND RETENTION OF BLACK  
FACULTY AND ADMINISTRATIVE STAFF COMMITTEE**

**Meeting Notes  
October 15, 2003**

In lieu of holding a Recruitment and Retention of Black Faculty and Administrative Staff Committee meeting, information was e-mailed to members relative to a request from Eddie Elsey for assistance with graduate school funding in the amount of \$2,439 for the 2003 fall semester. It was requested that if members had any concerns with approving what was presented or wanted to request that a meeting be held to consider the request, they were to inform the Office of Academic Affairs by October 15. Since no committee members voiced concerns, this action is being placed in the form of approved minutes.

---

G. Garry Warren, Chairperson

RECRUITMENT AND RETENTION OF BLACK FACULTY AND ADMINISTRATIVE STAFF  
COMMITTEE

GUIDELINES FOR DISTRIBUTION OF FUNDS FOR FINANCIAL ASSISTANCE TOWARD  
ADDITIONAL EDUCATIONAL ENHANCEMENTS

Ad Hoc Committee: B. Bailey, E. Davis, K. Lewis-Adler

Primary Criteria:

Participants in this program must meet the qualifications outlined in and in accordance with the court's civil action number CV-83-M-1676-S in the case of John F. Knight, Jr. and the United States of America vs. The State of Alabama, et. al.

Secondary Criteria:

- Enhance the possibility of faculty retention and attaining tenure and/or promotion;
- Support and enhance professional and personal development; and
- Provide positive role models for minority students;

Procedure

Interested faculty and staff will notify the respective dean and/or vice president. The respective dean and department chair will consult with the faculty of intended program for selection requirements, projected enrollment time, and review of written agreement.

A proposal including the participant's course of study, length, cost, tuition, books, travel, and overnight stay will be submitted by each participant. Once the program of study is reviewed and accepted by the Committee, a contract will be issued to the faculty/staff member. The contract will specify the following:

- a) The expected time toward degree completion each year;
- b) The amount of funding the University will provide toward degree completion;
- c) The number of years of employment commitment the candidate has to repay based upon employment commitment (to be consistent with similar UNA contracts); and
- d) The interest rate and forgiveness percent to be applied if the candidate fails to fulfill employment commitment.

**APPLICATION PROCESS:**

1. Applicant must submit the following:
  - a. Letter expressing
    - A Reason for earning master's/terminal degree
    - A Commitment to teaching/employment at UNA
  - b. Area of proposed masters or doctoral study
  - c. Institution at which doctorate study is proposed
  - d. Documentation of admission to doctoral program
2. Applications should be addressed to the Vice President of Academic Affairs and Provost.
3. Applicant may be interviewed at the option of the committee.
4. Application Deadline: **March 1 of the preceding academic year.**

**\*\* Reimbursements shall not exceed \$7,000/year without special approval from the Committee.**

**RECRUITMENT AND RETENTION OF BLACK  
FACULTY AND ADMINISTRATIVE STAFF COMMITTEE**

**Meeting Notes  
April 7, 2004**

Members Present: Birdie Bailey, Daryl Brown, Lelon Davidson, Ernestine Davis, Alex deJarnett, Kathy Lewis-Adler, Carol Lyles, and Pat Sanders. Dr. Roosevelt Newson, chair, presided. Members Absent: Spence Butler, Tammie Ricks.

**APPROVAL OF AGENDA**

Dr. Davidson moved approval and Ms. Sanders seconded the motion. The motion was approved unanimously.

**APPROVAL OF MINUTES**

On motion by Dr. Davis and second by Mr. Brown, the March 9, 2004, minutes were approved unanimously.

**ALLOCATION OF FIRST DISBURSEMENT OF KNIGHT VS. ALABAMA  
FUNDS FOR FY 2003-2004 -- \$72,020.50**

Based on the actions made that follow, the attached spreadsheet outlines the approval of expenditures made to date.

**RECONSIDERATION OF AUDREY MITCHELL REQUEST FOR DEGREE  
ASSISTANCE -- \$4,905 FOR 2004 SPRING SEMESTER**

On motion by Dr. Bailey and second by Dr. Davis, the committee reaffirms its support of Audrey Mitchell's request for degree assistance request in the amount of \$4,905. The motion was approved unanimously.

**CONSIDERATION OF THE REQUESTS FOR REEMPLOYMENT OF MALIK  
KHAN, JOHNSON OGUN, AND JOAN WILLIAMS**

Ms. Lyles made a motion and Mr. deJarnett seconded the motion to allow the memorandum from President Potts to Lynne Butler to go forward to the Shared Governance Committee and to approve the hiring of Malik Khan, Johnson Ogun, and Joan Williams for the 2004-05 academic year only utilizing Knight monies for 50% of the requested salary and fringe benefits with the stipulation that the following areas make the same financial commitment as last year as follows: College of Business -- \$7,000, Department of HES -- \$2,000, and VPAA -- \$3,571. The motion was approved 7 for and 1 against.

**CONSIDERATION OF REIMBURSEMENT REQUESTS FOR DEGREE  
ASSISTANCE**

By consensus, it was determined that: (1) requests for retroactive reimbursement for previous and/or current semesters would not be considered by the committee; (2) consideration for reimbursement requests will only be made for the upcoming semester and/or term, not several semesters in advance; and (3) the following statement will be added to notification letters that are sent to persons successful in obtaining funding: "The granting of this funding may not be ongoing throughout the pursuance of your degree program; therefore, you will still be financially responsible for the completion of your degree program."

**CONSIDERATION OF THE REQUEST FROM EMMA HALEY FOR DOCTORAL ASSISTANCE -- \$8,350 FOR THE 2004 SUMMER TERM**

Dr. Davis made a motion and Dr. Bailey seconded the motion approving \$1,755 for the 2004 summer term. This amount represents the difference between what has already been approved for her and \$7,000 (the maximum that can be awarded in a year). The motion was approved 6 for and 1 against.

**CONSIDERATION OF THE REQUEST FROM KATHY LEWIS ADLER FOR DOCTORAL ASSISTANCE -- \$1,920 FOR THE 2004 SUMMER TERM**

Ms. Lyles made a motion and Ms. Sanders seconded the motion to approve \$1,920 for the 2004 summer term. The motion was approved unanimously.

**CONSIDERATION OF THE REQUEST FROM ROBERT BAILEY FOR DOCTORAL ASSISTANCE -- \$3,969 (\$567 PER SEMESTER FOR 2003 FALL, 2004 SPRING, 2004 SUMMER, 2004 FALL, 2005 SPRING, 2005 SUMMER, 2005 FALL)**

Based on the prior ruling above, Mr. Bailey's requests for fall 2003 and spring 2004 were not granted. Ms. Lyles made a motion and Dr. Davis seconded the motion to approve \$567 for the 2004 summer term. The motion was approved unanimously. Mr. Bailey's requests for future semesters will be considered at a later date.

**CONSIDERATION OF THE REQUEST FROM MS. PAT SANDERS FOR DOCTORAL ASSISTANCE -- \$14,468 (\$4,356 FOR SUMMER 2004, \$5,056 FOR FALL 2004, AND \$5,056 FOR SPRING 2005)**

Dr. Davis made a motion and Ms. Lyles seconded the motion to approve \$4,356 for the 2004 summer term. The motion was approved unanimously. Ms. Sanders' requests for future semesters will be considered at a later date.

**SREB DOCTORAL SCHOLARS PROGRAM – APPLICATION MATERIALS**

Information item only -- the materials were distributed.

## **PRESIDENTIAL SEARCH**

The committee asked Dr. Newson to draft a letter to the Board of Trustees similar to the one submitted by the Shared Governance Committee offering their services during the search for a University President and asking for guidance on ways the University will proceed with a new President with regard to diversity and ethnicity on our campus.

## **BLACK FACULTY ASSOCIATION MEETING**

Dr. Davis announced that the next Black Faculty Association meeting will be held at 1 p.m. on April 18 on the UAB campus. She will be unable to attend and asked that any committee members who could attend in her place to contact her.

A motion was made and seconded to adjourn. The meeting adjourned at 7 p.m.

**COMMITTEE FOR RECRUITMENT AND RETENTION  
OF AFRICAN-AMERICAN FACULTY AND ADMINISTRATION  
AGENDA**

**April 7, 2004**

**5:00 p.m.**

**Academic Affairs Conference Room (Room 214 of Bibb Graves Hall)**

1. Approval of the minutes of the meeting of March 9, 2004
2. Allocation of first disbursement of Knight vs. Alabama funds for FY 2003-2004 -- \$72,020.50
3. Reconsideration of Audrey Mitchell request for degree assistance -- \$4,905 for 2004 spring semester
4. Consideration of the requests for reemployment of Malik Khan, Johnson Ogun, and Joan Williams
5. Consideration of the request from Emma Haley for doctoral assistance -- \$8,350 for the 2004 summer term
6. Consideration of the request from Kathy Lewis Adler for doctoral assistance -- \$1,920 for the 2004 summer term
7. Consideration of the request from Robert Bailey for doctoral assistance -- \$3,969 (\$567 per semester for 2003 fall, 2004 spring, 2004 summer, 2004 fall, 2005 spring, 2005 summer, 2005 fall)
8. Consideration of the request from Ms. Pat Sanders for doctoral assistance -- \$14,468 (\$4,356 for summer 2004, \$5,056 for fall 2004, and \$5,056 for spring 2005)
9. SREB Doctoral Scholars Program -- application materials

# **RECRUITMENT AND RETENTION OF BLACK FACULTY AND ADMINISTRATIVE STAFF COMMITTEE**

**Meeting Notes  
March 9, 2004**

Members Present: Birdie Bailey, Daryl Brown, Spence Butler, LeLon Davidson, Ernestine Davis, Alex deJarnett, Carol Lyles, and Tammie Ricks. Dr. Roosevelt Newson, chair, presided. Tom Lovett attended as a guest. Members Absent: Kathy Lewis-Adler and Pat Sanders.

## **APPROVAL OF MINUTES**

On motion by Dr. Bailey and second by Dr. Davis, the September 10, 2003, and October 15, 2003, minutes were approved unanimously.

## **WELCOME**

A welcome was given to Mr. Alex deJarnett and Dr. Roosevelt Newson, newest committee members. Introduction of other committee members was made.

## **UPDATE ON BIRMINGHAM MEETING**

Dr. Lovett was in attendance to provide a briefing on a meeting in Birmingham on the legal perspective of the hearing of the plaintiffs of the Knight case. The attachment summarizes the update. It was pointed out that no decision has yet been made as to what will occur when the Court's 1995 remedial decree expires on August 1, 2005.

## **UPDATE ON COORDINATOR OF ACADEMIC ADVISING FOR AT-RISK STUDENTS**

Mr. Daryl Brown, chair of the search committee, reported that the search yielded the employment of Joan Williams as Coordinator of Academic Advising for At-Risk Students.

## **PROPOSAL FROM SUBCOMMITTEE TO DEVELOP CRITERIA FOR DISBURSEMENT OF FUNDS FOR GRADUATE STUDIES**

Upon presentation of the proposal by Chair Birdie Bailey, Dr. Davis made a motion and Dr. Bailey seconded the motion approving the proposal on the condition it be amended to include the following under the Application Process: "3. Applicant may be interviewed at the option of the committee." The motion was approved unanimously. Upon further discussion, Ms. Lyles made a motion and Mr. Brown seconded the motion to amend the procedure to add an application deadline of March 1 of the preceding year of graduate studies. The motion was approved unanimously.

**CONSIDERATION OF THE REQUEST FROM EMMA HALEY FOR  
DOCTORAL ASSISTANCE -- \$5,245 FOR THE 2004 SPRING SEMESTER,  
CONSIDERATION OF THE REQUEST FROM AUDREY MITCHELL FOR  
ADVANCED DEGREE ASSISTANCE -- \$4,905 FOR THE 2004 SPRING  
SEMESTER**

Dr. Davis moved approval and Ms. Lyles seconded the motion. The motion was approved 5 for and 1 against. Dr. Bailey and Ms. Ricks had left the meeting before the vote on this item.

**CONSIDERATION OF THE REQUEST FROM EMMA HALEY FOR  
DOCTORAL ASSISTANCE -- \$8,350 FOR THE 2004 SUMMER TERM**

This item will be considered at the next meeting of the committee.

**ALLOCATION OF FIRST DISBURSEMENT OF KNIGHT VS. ALABAMA  
FUNDS FOR FY 2003-2004 -- \$72,020.50**

This item will be considered at the next meeting of the committee.

The meeting adjourned at 5:15 p.m.

**RECRUITMENT AND RETENTION OF BLACK FACULTY AND ADMINISTRATIVE STAFF  
COMMITTEE**

**GUIDELINES FOR DISTRIBUTION OF FUNDS FOR FINANCIAL ASSISTANCE TOWARD  
ADDITIONAL EDUCATIONAL ENHANCEMENTS**

**Ad Hoc Committee:** B. Bailey, E. Davis, K. Lewis-Adler

**Primary Criteria:**

*Participants in this program must meet the qualifications outlined in and in accordance with the court's civil action number CV-83-M-1676-S in the case of John F. Knight, Jr. and the United States of America vs. The State of Alabama, et. al.*

**Secondary Criteria:**

- Enhance the possibility of faculty retention and attaining tenure and/or promotion;
- Support and enhance professional and personal development; and
- Provide positive role models for minority students;

**Procedure**

Interested faculty and staff will notify the respective dean and/or vice president. The respective dean and department chair will consult with the faculty of intended program for selection requirements, projected enrollment time, and review of written agreement.

A proposal including the participant's course of study, length, cost, tuition, books, travel, and overnight stay will be submitted by each participant. Once the program of study is reviewed and accepted by the Committee, a contract will be issued to the faculty/staff member. The contract will specify the following:

- a) The expected time toward degree completion each year;
- b) The amount of funding the University will provide toward degree completion;
- c) The number of years of employment commitment the candidate has to repay based upon employment commitment (to be consistent with similar UNA contracts); and
- d) The interest rate and forgiveness percent to be applied if the candidate fails to fulfill employment commitment.

**APPLICATION PROCESS:**

1. Applicant must submit the following:
  - a. Letter expressing
    - Reason for earning master's/terminal degree
    - Commitment to teaching/employment at UNA
  - b. Area of proposed masters or doctoral study
  - c. Institution at which doctorate study is proposed
  - d. Documentation of admission to doctoral program
2. Applications should be addressed to the Vice President of Academic Affairs and Provost.
3. Applicant may be interviewed at the option of the committee.
4. Application Deadline: **March 1 of the preceding academic year.**

**\*\* Reimbursements shall not exceed \$7,000/year without special approval from the Committee.**

Revised by committee on 3-9-04

**STATEWIDE MONITORING COMMITTEE  
TITLE VI REMEDIAL DECREE REPORT**

**RECRUITMENT AND RETENTION  
OF BLACK FACULTY AND ADMINISTRATIVE STAFF  
ANNUAL FINANCIAL REPORT**

INSTITUTION: University of North Alabama

Amount received Fiscal Year 2002-2003 (Oct 1, 2002-September 30, 2003) \$ 144,041

Method in which Funds were spent

Amount

Recruitment Efforts Black Faculty

\$ 66,412

Retention Efforts Black Faculty

\$ 36,642

Recruitment Efforts Black Administrative Staff

\$ 32,429

Retention Efforts Black Administrative Staff

\$ 8,558

Total amount spent Fiscal Year 2002-2003

\$ 144,041\*

\*This amount includes \$32,807 which was spent in FY 2002-03. The remaining \$111,234 was committed in FY 2002-03 and expended in FY 2003-04. See following spreadsheet for details of commitment.

Were any black faculty members recruited and hired using these funds? yes

if so, how many? 2

Were any black administrative staff members recruited and hired using these funds? yes

if so, how many? 1

Please provide the total amount spent of the Court Ordered Recruitment and Retention funds FY 2002-2003 below:

General Recruitment Efforts**	Salary amounts for New Black Faculty Paid with Funds	Salary amounts for New Black Administrative Staff Paid with Funds	Salary amounts for Existing Black Faculty Paid with Funds	Salary amounts for Existing Black Administrative Staff Paid with Funds	Equipment for Black Faculty	Equipment for Black Administrative Staff	Funds for Research support for Black Faculty**	Funds to cover Departmental costs for Travel, Release Time, etc. **	Other***
	\$66,412	\$32,429							\$45,200

\*\*\*tuition, fees, and other doctoral program costs to aid in retention efforts.

**DUE DATE MAY 3, 2004**

Notes:

- 1) This report is not to be completed by Alabama A&M University or Alabama State University.
  - 2) This report relates to the Court Order issued March 28, 2002.
  - 3) For definitions of employee categories follow instructions for IPEDS 2003 Fall Staff Survey.
- Include a detailed report on how all the funds ordered in the March 28, 2002 Court Order were spent immediately after this form.  
\*\*Include a comprehensive and specific listing of how these funds were spent in the attached report.

STATEWIDE MONITORING COMMITTEE  
TITLE VI REMEDIAL DECREE REPORT

RECRUITMENT AND RETENTION  
OF BLACK FACULTY AND ADMINISTRATIVE STAFF  
ANNUAL FINANCIAL REPORT

INSTITUTION: University of North Alabama

Amount received as of May 1 of Current Fiscal Year (FY 2003-2004) (Oct 1, 2003-May 1, 2004) \$ 72,020

Method in which Funds were spent Amount

Recruitment Efforts Black Faculty \$ 33,205

Retention Efforts Black Faculty \$ 8,599

Recruitment Efforts Black Administrative Staff \$ 18,000

Retention Efforts Black Administrative Staff \$ 0

Total amount spent as of May 1 of Current Fiscal Year \$ 59,804\*

\*This amount has been committed for the purposes listed. The remainder of the 03-04 funds received have not yet been committed but are pending approval by UNA's Committee to Recruit and Retain Black Faculty and Administrative Staff.

Were any black faculty members recruited and hired using these funds? yes If so, how many? 2

Were any black administrative staff members recruited and hired using these funds? yes If so, how many? 1

Please provide the total amount spent of the Court Ordered Recruitment and Retention funds as of May 1 of the Current Fiscal Year below:

General Recruitment Efforts**	Salary amounts for New Black Faculty Paid with Funds	Salary amounts for New Black Administrative Staff Paid with Funds	Salary amounts for Existing Black Faculty Paid with Funds	Salary amounts for Existing Black Administrative Staff Paid with Funds	Equipment for Black Faculty	Equipment for Black Administrative Staff	Funds for Research support for Black Faculty**	Funds to cover Departmental costs for Travel, Release Time, etc.**	Other**
	\$33,205	\$18,000							\$8,599

\*\*tuition, fees, and other doctoral program costs to aid in retention efforts.

DUE DATE MAY 3, 2004

Notes:

- 1) This report is not to be completed by Alabama A&M University or Alabama State University.
- 2) This report relates to the Court Order issued March 28, 2002.
- 3) For definitions of employee categories follow instructions for IPEDS 2003 Fall Staff Survey.

Include a detailed report on how all the funds ordered in the March 28, 2002 Court Order were spent immediately after this form.

\*\*Include a comprehensive and specific listing of how these funds were spent in the attached report.