



ALABAMA STATE UNIVERSITY BOARD OF TRUSTEES  
REGULAR BOARD MEETING

DUNN-OLIVER ACADOME BOARD ROOM  
FEBRUARY 5, 2015  
1:00 P.M.

MINUTES

- I. Call to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Establishment of Quorum

Trustees Present: Chairman Locy L. Baker, Vice-Chair Alfreda Green, Robert Gilpin, Bobby Junkins, Angela McKenzie, Ralph Ruggs, Pamela Ware, Lonnie A. Washington, Taylor Hodge and Herbert Young.

Trustees Absent: Buford Crutcher

- V. Adoption of Agenda

After a motion to accept the agenda as presented, the agenda was approved by a unanimous vote.

- VI. Adoption of Minutes

After a motion to accept the minutes from September 26, 2014 and November 21, 2014, they were both approved by a unanimous vote.

- VII. President's Report

- Technology Services Mobile Device Encryption Device Policy
  - A motion was made to accept the Mobile Device Policy, the policy was approved by a unanimous vote.
- Technology Services Job Scheduler Policy
  - A motion was made to accept the amended Job Scheduler Policy, with recommended changes to the policy review process. It was approved by a unanimous vote.

- ✓ Request: Job Scheduler Policy to Full Board on May 8, 2015, by Trustee Ralph Ruggs.

VIII. Faculty Senate

- ✓ Request: Faculty Senate included in the Document Distribution to Board Members, by Faculty Senate Chair Charlie Hardy.

IX. Non-Instructional Staff

- No Report

X. SGA

XI. Committee Reports

- Development Committee

- No Action

- Executive Committee

- ASU Strategic Plan

- ✓ Request: Strategic Plan with metrics to Full Board on May 8, 2015, by Board Chair Lucy L. Baker.

- *After a motion was made to approve the new Strategic Plan 2025 with a minor modification in one sentence, the plan was approved by a majority vote.*

- Athletics Committee

- Intercollegiate Athletics Strategic Plan 2015 and Beyond

- *A motion was made to include metrics to the goals and objectives within the Athletics Strategic Plan by the next meeting, May 8, 2015 for approval. The motion was passed by a majority vote.*

- ✓ Request: All e-mails pertaining to Turkey Day Classic discussions between Interim AD Melvin Hines and Tuskegee Officials by Trustee Pamela Ware.

- Student Affairs Committee

- Resolution Office of Religious Life and Spiritual Development

- *A motion was made to delay action on the resolution until further notice. The motion passed by a majority vote.*

- *After a motion was made to request an AG Opinion to define the responsibilities of the University with regard to the separation of church and state, the motion was approved by a majority vote.*
  
- **Property Committee**
  - **Resolution to Purchase 730 S. Jackson Street, Montgomery, AL 36104**
    - *After a motion to accept the resolution, the motion was passed by a majority vote.*
  - **Resolution to Purchase 2123 Boulter Street, Montgomery, AL 36104**
    - *After a motion to accept the resolution, the motion was passed by a majority vote.*
  - **Brewton Property Report**
  
- **Academic Affairs Committee**
  - **Southern Normal Plan of Action**
    - *A motion was made to move this plan to the purview of the property committee, and allow the committee to make assignments in regard to the projects progress. The motion was accepted by a majority vote.*
  
- **Finance & Audit Committee**
  - **Resolution for University Housing**
    - *A motion was made to accept the resolution. After a roll call vote, the resolution was accepted by a majority vote.*
  - **Resolution for Swap Agreement**
    - *A motion was made to accept the resolution. After a roll call vote, the resolution was passed by a majority vote.*
  
- ✓ **Request:** Custodial Staff Overtime Analysis from October 1, 2014 to January 31, 2015 by Trustee Herbert Young.

## XII. Personnel Actions

- *A motion was made to approve Academic New hires, it was accepted by a majority vote.*

- *A motion was made to approve Non-Instructional Staff New Hires, with exception of number one, it was accepted by a majority vote.*
- *A motion to approve the Retirement, Non-Instructional Staff Separations, and Special Athletic Appointments minus the separations of Karl Jordan and Craig Payne was made and approved by a majority vote.*
- *A motion was made to not approve number one under the Non-Instructional Staff New Hires, the motion was passed by a majority vote.*

XIII. Meeting was recessed to go into Executive Session at 5:26pm.

XIV. Meeting was called to order at 5:50pm.

- *A motion was made to accept actions for Special Athletic Appointments Jordan and Payne, the motioned passed with a majority vote.*

XV. Meeting was recessed to the call of the Chair at 6:04pm.

WITNESSED on the 5<sup>th</sup> day of February 2015 by:



Lucy L. Baker, Chair  
Alabama State University  
Board of Trustees



Dr. Gwendolyn E. Boyd, President  
Alabama State University  
Secretary, Board of Trustees

**ATTACHMENTS:**

1. Technology Services Mobile Device Encryption Device Policy (Cover)
2. Technology Services Job Scheduling Policy
3. ASU 2025 Strategic Plan
4. RESOLUTION- Acquisition of 730 South Jackson Street Montgomery, AL 36104
5. RESOLUTION- Acquisition of 2123 Boulter Street Montgomery, AL 36104
6. RESOLUTION- University Housing
7. RESOLUTION- Swap Agreement
8. Executive Session Certification



## Mobile Device Encryption Guidance Policy

Protection of confidential information is of the highest priority at Alabama State University. Confidential information includes protected student data and personally identifiable information (PII). If possible, users should avoid storing student data or PII on laptops, USB memory sticks, and other mobile devices since any information on a mobile device is at elevated risk for unauthorized disclosure secondary to loss and theft. If storage of student data or PII on a mobile device is necessary, ASU requires that these devices be encrypted.

### What is Encryption?

Encryption is the process of converting data into an unreadable format that is reversible with the use of a security key or password.

There are three parts to encryption: restricted and confidential data to protect, an encryption cipher or algorithm and an encryption key. We have sensitive data to protect so encryption software uses an approved encryption algorithm to "scramble" the data and make it unreadable. The data is stored or transmitted and when someone needs to view the data they use the key or password to "unscramble" or decrypt it.

### Do I have to use Encryption?

If you access, store or use Student data or Personally Identifiable Information (PII) or other confidential data on a laptop or a mobile device you must encrypt the data.

### Why is encrypting sensitive data important?

Protecting student data is of primary importance to the organization. We all need to take due care with student data and ensure that their privacy is not compromised. Mobile devices pose a unique problem as they are easy targets for theft and loss. The data stored on these devices needs to be protected because of this problem. Encryption is a standard solution and is an effective tool to prevent unauthorized access to data.

### How do I encrypt my Mobile Device?

**\*\*Here is a [flow chart](#) to help you determine your encryption needs\*\* ([pdf version](#))**

We have put together a list of options based on the operating system and well known, vetted solutions in the information security industry. ASU promotes the use of full disk encryption for laptops and mobile devices wherever possible. Some of the solutions listed below are not full disk.

Before installing any of the solutions listed below **BACK UP YOUR DATA**. If something happens to your password or key, or if the installation goes wrong you could lose all the data on your laptop or mobile device. Once the encryption solution is installed you should routinely back up your data to make sure you have the most current set of data available to you in case something happens to your device. Any pay solutions listed below are up to the end user to determine how to pay for.

### Free Software Solutions

#### Microsoft - [Printable PDF Instructions](#)

- [Windows Vista, 7, and 8](#)

#### Macintosh - [Printable PDF Instructions](#)

- [Mac OS 10.5 and 10.6](#)
- [Mac OS 10.7 and above](#)

#### Other OS - [Printable PDF Instructions](#)

- [XP SP2 and other Vista and 7 Versions, Linux, Mac 10.3 and Older](#)



## **Job Scheduling Policy & Procedure**

### **Purpose**

The Job scheduling policy & procedure is the process of requesting, developing, approving and implementing a planned or unplanned change. It begins with the creation of a Change Request within the PeopleSoft Application and ends with the satisfactory implementation of the change and communication of the result of the change to all interested parties.

### **Scope**

The intended scope of the job scheduling process is to cover changes to the PeopleSoft ERP Applications in the production environments. Primary functional components include the following: Schedule Changes – Requests for creation, deletion, or revision to job schedules, back-up schedules, or other regularly scheduled jobs managed by the ERP Staff.

### **Policy**

- Formally request a change – All requests for change within the PeopleSoft Application will be documented by creating a new change request (see attached form). The change request will be completed by the change requestor with assistance from a member of the ERP staff.
- Analyze and Justify Change – The change requestor and the ERP Staff will work to develop a specific justification for the change and identify the impact on infrastructure, business operations and budget, identify business as well as technical risks, develop technical requirements, and review specific implementation steps. The change requestor with assistance from the ERP Staff will be required to submit a functional test plan that is sufficiently detailed to provide assurance that the change will have the desired result.
- Approve and Schedule the Change – The ERP Project Manager will chair a Change Management team consisting of – at a minimum - representative IS members from Network Engineering, Server Administration, Operations, Applications Support, Security Administration, Database Administration, Desktop Support, and with appropriate members of the affected end-user community. The group will assess the urgency and impact of the change on the infrastructure, end user productivity and budget
- Plan and Complete the Change – The Change Management Team will assign specific OTS members and identify appropriate end-user members to complete the change in a manner that will minimize impact on the infrastructure and end users. In the event that the change does not perform as expected or causes issues to one or more areas of the production environment, the team will determine if the change should be removed and the production environment returned to its prior stable state.



## **ASU 2025: EXCELLENCE, INNOVATION, OPPORTUNITY**

### **Our Vision**

Alabama State University (ASU) will achieve global recognition through excellence in teaching, research and service. ASU will advance its current status as a premiere, comprehensive, Level VI regionally accredited institution, to a Doctoral/Research University (DRU) Carnegie Classification–designated institution. We shall become the destination university for students seeking a holistic educational experience. We will build upon quality scholarship and academic rigor to graduate a diverse corps of lifelong learners who are fully equipped to lead and succeed as citizens of the global workforce.

### **Mission Statement**

Alabama State University is a comprehensive diverse student-centered public Historically Black Colleges and Universities (HBCU) committed to global excellence in teaching, research and service.

### **Mission Statement Extended**

Alabama State University is a comprehensive diverse student-centered public HBCU committed to global excellence in teaching, research and service.

The University fulfills its mission by:

- Fostering critical thought
- Encouraging artistic creativity
- Developing professional competence
- Promoting responsible citizenship in its students
- Adding to the academic and experiential bodies of knowledge
- Enhancing the quality of life through research and discovery
- Cultivating global citizenship through thoughtful (meaningful, purposeful conscientious, intentional) and engaging public service



ALABAMA STATE  
UNIVERSITY

ASU offers baccalaureate through doctorate degrees in an expansive array of academic programs. We maintain a scholarly and creative faculty, state-of-the-art facilities, and an atmosphere in which members of the university community live, work and learn in pleasant surroundings. ASU offers a bridge to success for those who commit to pursuing quintessential educational opportunities and lifelong endeavors.

### **Core Values**

1. **Integrity:** We model sound principles of dignity, ethics, honesty and accountability in our work, stewardship of resources and interactions with others.
2. **Innovation:** We foster an atmosphere of intellectual and artistic creativity, seeking new ideas, fresh perspectives and pioneering approaches to solving complex problems and shaping the future.
3. **Excellence:** We pursue and uphold uncompromising standards in teaching and learning, research, customer service, student engagement and community involvement.
4. **Diversity:** We value the importance of respect, inclusiveness and appreciation for differences, and we seek common ground and understanding as citizens of a shared world.
5. **Legacy:** We embrace the unique contribution of our forbearers' place in history and we accept the obligation to preserve the relevance of this legacy for future generations.

### **Institutional Goals**

1. **Holistic Student Engagement**  
To employ a holistic student engagement model of focused processes, programs and services that help students achieve success at every point along the college trajectory, from recruitment to graduation to career advancement to alumni involvement.
2. **Fiscal Growth and Integrity**  
To exercise fiscal integrity through compliance with policies that promote prudent management of institutional resources; and to achieve fiscal growth and stability through targeted fundraising efforts and investments, relationship cultivation and by meeting institutional enrollment goals.





**3. Focused Customer Service**

To serve the university community and constituents with exemplary and responsive customer service that places professionalism, timeliness, accountability, efficiency, and effective communication at the heart of every interaction.

**4. Robust Academic Programs and Leadership**

To advance the academic integrity of the community through the development and viability of degree programs, and through the recruitment and retention of the highest quality faculty and administrative leadership

**5. Global Engagement**

To broaden the University's global reach by building international student enrollment, connecting students with meaningful opportunities to study abroad, providing faculty with opportunities for international research collaboration, increasing the number of international articulation agreements and expanding online degree program offerings

**6. Infrastructure Expansion and Sustainability**

To ensure that the physical facilities and infrastructure of the University are adequate to support all programs, activities and services.

**7. Continuous Improvement**

To assure that each operating unit establishes a core values operating philosophy that reflects the university's expectations of accurate, timely and professional interactions with all constituencies, and to enhance professional expertise in and responsibility for unit-specific, divisional and institutional operating processes and policies.

**8. Grow Enrollment and Enhance Intramural Programs**

To increase our ability to serve and expand the University's enrollment and to offer expanded intramural programs for students.

**9. Leadership**

To provide both civic leadership and academic leadership in order to positively impact the community and strengthen the relationship between "town and gown."

## RESOLUTION

### ALABAMA STATE UNIVERSITY BOARD OF TRUSTEES

#### ACQUISITION OF 730 SOUTH JACKSON STREET MONTGOMERY, AL 36104

**WHEREAS**, on or about December 1, 2014, Curtis Moore conveyed his ½ interest in the property at 730 South Jackson Street, Montgomery, AL 36104 to Alabama State University;

**WHEREAS**, the remaining ½ interest is owned by Theodore Moore;


**WHEREAS**, as a part of Alabama State University's continuing effort to expand its boundaries, Alabama State University Officials would like to acquire the remaining ½ interest in said property at a price not to exceed Fair Market Value;

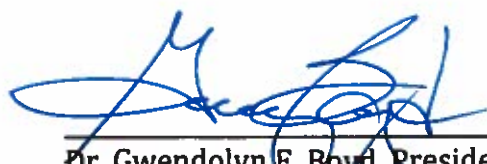
**WHEREAS**, however, Alabama State University understands that Alabama law gives Theodore Moore priority in retaining his family property;

**WHEREAS**, the Circuit Court of Montgomery County, Alabama may ultimately enter an order regarding the disposition of said property, i.e., whether Alabama State University can purchase the remaining ½ interest from Theodore Moore or whether Alabama State University must sell its interest to Theodore Moore; and

**NOW, THEREFORE, BE IT RESOLVED**, the Alabama State University Board of Trustees hereby authorizes the purchase or sell of the property at 730 South Jackson Street, Montgomery, AL 36104 at a price not to exceed Fair Market Value.

Done on this the 5th day of February, 2015.

  
\_\_\_\_\_  
Honorable Lucy L. Baker, Chair  
Alabama State University  
Board of Trustees

  
\_\_\_\_\_  
Dr. Gwendolyn E. Boyd, President  
Alabama State University  
Secretary, Board of Trustees

**RESOLUTION**

**ALABAMA STATE UNIVERSITY BOARD OF TRUSTEES**

**ACQUISITION OF 2123 BOULTIER STREET  
MONTGOMERY, AL 36104**


**WHEREAS**, as a part of Alabama State University's continuing effort to expand its boundaries, ASU officials are constantly monitoring available real estate around 915 S. Jackson Street, Montgomery, AL 36104.

**WHEREAS**, Alabama State University Officials have recently identified property at 2123 Boultier Street, Montgomery, AL 36104 as being available for purchase;

**WHEREAS**, Alabama State University Officials deem it necessary to purchase this property to expand the boundaries of the University; and

**NOW, THEREFORE, BE IT RESOLVED**, the Alabama State University Board of Trustees hereby authorizes the purchase of the property at 2123 Boultier Street, Montgomery, AL 36104.

Done on this the 5th day of February, 2015.

  
\_\_\_\_\_  
Honorable Lucy L. Baker, Chair  
Alabama State University  
Board of Trustees

  
\_\_\_\_\_  
Dr. Gwendolyn E. Boyd, President  
Alabama State University  
Secretary, Board of Trustees

**A RESOLUTION AUTHORIZING CERTAIN ACTION WITH RESPECT TO  
GENERAL TUITION AND FEE REVENUE BONDS, SERIES 2015,  
OF ALABAMA STATE UNIVERSITY**

BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR ALABAMA STATE UNIVERSITY (THE "UNIVERSITY"), as follows:

**Section 1.** The University has found and determined, and does hereby find, determine and declare, as follows:

(a) It is in the best interests of the University to finance the acquisition, construction and installation of capital improvements to the University's campus, including, without limitation, a new student housing facility.

(b) It is necessary and desirable for the University to authorize the structure and offering to the public market of the University's General Tuition and Fee Revenue Bonds, Series 2015 (the "Series 2015 Bonds"), for the foregoing purposes.

**Section 2.** Subject to Section 3 and Section 5 hereof, the University does hereby approve, adopt, authorize, direct, ratify and confirm:

(a) the determination of the proposed structure and sources of payment and uses of proceeds of the Series 2015 Bonds by the President and the Chairman of the Board of Trustees for the University and any other officers or agents of the University designated by the President and the Chairman of the Board of Trustees;

(b) the preliminary marketing of the Series 2015 Bonds by Stifel, Nicolaus & Company, Incorporated, and First Tuskegee Capital Markets, as underwriters (the "Underwriters");

(c) the preparation of the financing documents for the Series 2015 Bonds by Maynard, Cooper & Gale, P.C., as bond counsel;

(d) the terms, and distribution by the Underwriters, of a preliminary official statement with respect to the Series 2015 Bonds, on behalf of the University; and

(e) the terms and provisions of a bond purchase agreement (the "Bond Purchase Agreement") with respect to the Series 2015 Bonds, by the University and the Underwriters.

**Section 3.** The Series 2015 Bonds shall be issued upon the following terms:

(a) the final maturity date of the Series 2015 Bonds shall not be later than March 1, 2045; and

(b) the maximum par amount of the Series 2015 Bonds shall not exceed the amount reasonably necessary to accomplish the purposes stated above and to pay costs of issuance.

**Section 4.** Subject to Section 5 hereof, (i) the President of the University is hereby authorized to approve the sale of the Series 2015 Bonds on behalf of the University upon favorable market conditions and the recommendation of the Underwriters, and (ii) the President of the University is hereby authorized and directed to execute and deliver the Bond Purchase Agreement with respect to the Series 2015 Bonds, upon the terms for such bonds set forth in Section 3 hereof, for and in the name of the University.

**Section 5.** The issuance and sale of the Series 2015 Bonds by the University shall be subject to:

(a) the final approval and authorization thereof by the Board of Trustees for the University, or a committee thereof duly authorized by the Board of Trustees for such purpose, including without limitation the purposes, use of proceeds, principal amounts, terms of maturity and payment dates, interest rates, offering prices and redemption prices and terms, and costs of issuance and credit enhancement; and

(b) the approving legal opinion of Maynard, Cooper & Gale, P.C., as bond counsel.


**Section 6.** All actions heretofore taken, and all agreements, documents, instruments and notices heretofore executed, delivered or made, by any of the officers of the University with respect to any matters referenced herein are hereby ratified and confirmed.


**Section 7.** All resolutions, or parts thereof, of the University in conflict or inconsistent with any provision of this resolution hereby are, to the extent of such conflict or inconsistency, repealed.

**Section 8.** This resolution shall take effect immediately.

Done this 5th day of February 2015.

Witnessed By:

  
\_\_\_\_\_  
Honorable Lucy L. Baker, Chairman  
Alabama State University Board of  
Trustees

  
\_\_\_\_\_  
Dr. Gwendolyn E. Boyd, President  
and Secretary to the Alabama State  
University Board of Trustees

**A RESOLUTION AUTHORIZING CERTAIN ACTION WITH RESPECT TO  
GENERAL TUITION AND FEE REVENUE BONDS, SERIES 2004,  
OF ALABAMA STATE UNIVERSITY**

BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR ALABAMA STATE UNIVERSITY (THE "UNIVERSITY"), as follows:

**Section 1.** The University has found and determined, and does hereby find, determine and declare, as follows:

(a) The University has heretofore issued its General Tuition and Fee Revenue Bonds, Series 2004 (the "Series 2004 Bonds"), and entered into an interest rate swap agreement relating to the Series 2004 Bonds (the "Swap Agreement") with JPMorgan Chase Bank (the "Swap Provider").

(b) The University has determined it is in the best interests of the University to consider either the refunding the Series 2004 Bonds or the restructuring of the indebtedness evidenced thereby, and, accordingly, to enter into discussions with the Swap Provider relating to the Swap Agreement.

(c) It is necessary and desirable for the University to authorize the structure and offering to the public market of certain general tuition and fee revenue bonds of the University (the "Refunding Bonds"), for the foregoing purposes.

**Section 2.** Subject to Section 4 hereof, the University does hereby approve, adopt, authorize, direct, ratify and confirm:

(a) the determination of the proposed structure and sources of payment and uses of proceeds of the Refunding Bonds by the President and the Chairman of the Board of Trustees for the University and any other officers or agents of the University designated by the President and the Chairman of the Board of Trustees;

(b) the preliminary marketing of the Refunding Bonds by Stifel, Nicolaus & Company, Incorporated, and First Tuskegee Capital Markets, as underwriters (the "Underwriters");

(c) the engagement of the Underwriters to initiate a discussion relating to the Swap Agreement with Swap Provider on behalf of the University;

(d) the preparation of the financing documents for the Refunding Bonds by Maynard, Cooper & Gale, P.C., as bond counsel;

(e) the terms, and distribution by the Underwriters, of a preliminary official statement with respect to the Refunding Bonds, on behalf of the University; and

(f) the terms and provisions of a bond purchase agreement (the "Bond Purchase Agreement") with respect to the Refunding Bonds, by the University and the Underwriters.

**Section 3.** Subject to Section 4 hereof, (i) the President of the University is hereby authorized to approve the sale of the Refunding Bonds on behalf of the University upon favorable market conditions and the recommendation of the Underwriters, and (ii) the President of the University is hereby authorized and directed to execute and deliver the Bond Purchase Agreement with respect to the Refunding Bonds, upon the terms for such bonds set forth in Section 3 hereof, for and in the name of the University.

**Section 4.** The issuance and sale of the Refunding Bonds by the University shall be subject to:

(a) the final approval and authorization thereof by the Board of Trustees for the University, or a committee thereof duly authorized by the Board of Trustees for such purpose, including without limitation the purposes, use of proceeds, principal amounts, terms of maturity and payment dates, interest rates, offering prices and redemption prices and terms, and costs of issuance and credit enhancement; and

(b) the approving legal opinion of Maynard, Cooper & Gale, P.C., as bond counsel.


**Section 5.** All actions heretofore taken, and all agreements, documents, instruments and notices heretofore executed, delivered or made, by any of the officers of the University with respect to any matters referenced herein are hereby ratified and confirmed.

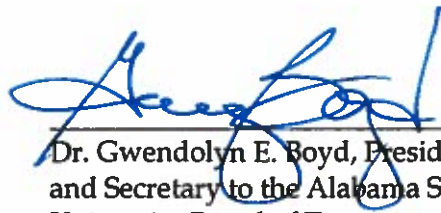
**Section 6.** All resolutions, or parts thereof, of the University in conflict or inconsistent with any provision of this resolution hereby are, to the extent of such conflict or inconsistency, repealed.

**Section 7.** This resolution shall take effect immediately.

DONE this 5th day of February, 2015.

Witnessed By:

  
\_\_\_\_\_  
Honorable Lucy L. Baker, Chairman  
Alabama State University Board of  
Trustees

  
\_\_\_\_\_  
Dr. Gwendolyn E. Boyd, President  
and Secretary to the Alabama State  
University Board of Trustees



OFFICE OF GENERAL COUNSEL

**MEMORANDUM**

To: Board of Trustees for Alabama State University

From: Kenneth L. Thomas/*klt KLT*  
Alabama State Bar Number: ASB-3924-M69K

Re: Executive Session to Discuss Pending/Threatened Litigation

From: February 5, 2015

This letter is to advise the Board of Trustees of Alabama State University (“the Board”) that I have reviewed the matter upon which it is considering convening an executive session for discussion with legal counsel. I have determined that this matter is appropriate for executive session under Section (7)(a)(3) of Act No. 2005-40.

Pursuant to the Act, a copy of this letter should be attached to the Minutes of the Executive Committee Meeting wherein the Executive Committee has considered and approved a Motion to Convene for Executive Session.

:sgs

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STATE  
UNIVERSITY**

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