



Procedures for Title VI
Annual Court Report and Consent Decree
Monitoring Committee/Joint Monitoring
Coordinating Committee Recorder

Title VI Annual Court Report and CDMC/JMCC Recorder Procedures

Background

The 1978 Desegregation Court Case and the subsequent 1990 Consent Decree between TSU and the Justice Department, which was incorporated into the 1991 Remedial Decree and further amended by the 1995 Remedial Decree, established a Consent Decree Monitoring Committee (CDMC) to monitor TSU's compliance with the provisions of the Consent Decree. Each school in the state was directed by the Federal Courts to prepare an annual Remedial/ Consent Decree report addressing compliance to the Decrees as verified by the CDMC. In March 1998, the Chancellor established new measures including creation of Campus Coordinators of Minority Recruitment (CCMR) on each campus. In April 2002, the Federal Judge required creation of new committees to oversee use of new state moneys. These committees were called Minority Coordinating Committees (MCC) and assumed functions of the CCMR.

Title VI Annual Court Report and CDMC Recorder Responsibilities

The Troy University Coordinator for Consent Decree Requirements serves as the Recorder for the Troy University Consent Decree Monitoring Committee (CDMC). In this capacity he arranges CDMC meetings, acts as recorder, prepares minutes, and handles all correspondence among CDMC members and between the CDMC and Troy University lawyer responsible for the Consent Decree. He also tasks, organizes, and prepares Troy University discovery and interrogatory requests to the Court. Finally, the Coordinator is also responsible for the tasking, organizing, and final preparation of the Annual Court Report. The Annual Court Report and CDMC/JMCC Recorder responsibilities and procedures include but are not limited to the following:

A. Annual Court Report

1. In February-March the Coordinator receives the tasking memorandum/letter from the President of the Alabama Council of Presidents. This letter provides guidance for the preparation of the Annual Court Report including guidance on format, content, and timelines.
2. The Coordinator prepares a tasking memorandum under the signature of the CDMC chair for those Troy University offices responsible for answering individual sections of the Annual Court Report. The memorandum includes a copy of the Council of Presidents tasking letter, summary of reporting responsibilities, previous year inputs from the offices, and reporting deadlines.
3. The Coordinator contacts the Troy University Director of Creative Services to coordinate the printing of the Annual Court Report. The Consent Decree Coordinator provides the Director the number of copies needed and how the reports are to be constructed and when the various copies are due.
4. After receiving the inputs for the Annual Court Report, the Coordinator organizes and proofs the report and takes the draft to Troy University Creative Services for the copying and tabbing of a small number of unbound copies.

5. After receiving the copies back from Creative Services, one of the copies is overnighted to the Troy University Consent Decree lawyer who reviews it before it goes before the CDMC.
6. The Coordinator organizes a meeting of the CDMC in which the Annual Court Report is reviewed and approved. Any comments from the Troy University lawyer are reviewed and incorporated if approved. This CDMC meeting is held in late April to allow for corrections to be made in the draft Annual Court Report in time to allow for final printing before the May 1st deadline.
7. After approval by the CDMC and making any corrections, the approved draft is returned to Troy University Creative Services to have five tabbed but unbound copies printed.
8. After completion, the Coordinator gets the five copies from Creative Services and does a final proofreading. Four unbound but tabbed copies plus the original are provided to the Alabama Commission on Higher Education (ACHE) by the May 1st deadline.
9. The Statewide Monitoring Committee (Council of Presidents) meets in June to approve the overall Statewide Remedial Decree Report. The Coordinator reviews the statewide draft report for the CDMC Chair and attends the June meeting.
10. Some time in the May-June time frame, a specified set number of the final copies of the Annual Court Report are produced by Creative Services in a bound and tabbed version.
11. After receiving these bound and tabbed copies from Creative Services, the Coordinator ensures copies are provided to the lawyers for the Public Alabama colleges and universities plus others designated by the Court by July 1. This service list is provided by the Court or ACHE.
12. Copies of the final bound report are provided to CDMC members, those who provided input, and other designated personnel at Troy University.
13. The Consent Decree Coordinator prepares a report for the CDMC Chair that summarizes the total cost for producing the Annual Court Report, including labor, postage, packaging and printing, and divides the amount three ways for each Troy University major site.

B. CDMC/JMCC Recorder Duties

1. The Consent Decree Monitoring Committee (CDMC) and Joint Minority Coordinating Committee (JMCC) each meet at least twice a year. The CDMC meets in April and October and the JMCC meets in March and October. The October meeting is normally a joint CDMC/JMCC meeting.
2. The Coordinator serves as recorder for both the CDMC and JMCC, answerable to the CDMC Chair.
3. The Recorder maintains rosters of both committees as well as the official minutes of all meetings. He also maintains copies of all Court orders, correspondence with lawyers, and interrogatory and discovery paperwork.

4. All normal Title VI Court related requests and correspondence should come through the Recorder. At the minimum, the Recorder should be provided copies of all such correspondence.
5. CDMC/JMCC Meetings.
 - a. The Recorder, in collaboration with the CDMC chair, will establish meeting times and locations for the meetings. Notice of meetings will be prepared by the Recorder and go out under the CDMC chair's signature.
 - b. The Recorder reserves a meeting site and prepares an agenda and supporting documentation including previous meeting minutes. The week prior to the meeting, the Recorder sends out an email notice to all participants.
 - c. The day of the meeting, the Recorder arranges the room and materials, annotates the CDMC Chair's agenda and/or briefs the Chair on the agenda. The Recorder takes notes during the meeting and helps facilitates the meeting. In the absence of the CDMC Chair, the Recorder will chair the meeting.
 - d. After the meeting, the Recorder will prepare the draft minutes of the meeting and send them to the members for review and correction. Any action items or correspondence arising from the meeting will be prepared by the Recorder, who will ensure follow-up.
6. The JMCC meeting in March is to help those who are preparing input for the Annual Court Report gather information and discuss their ideas and concerns. The CDMC meeting that takes place in April is for reviewing and approving the Annual Court Report. The Joint CDMC/JMCC meeting in October is a review of actions and progress to date. The minutes of the October meeting are joint minutes and the joint meeting has many of the same members serving on both committees.
7. When the Recorder receives Court actions through the Troy University Consent Decree lawyer, he determines actions to take and makes appropriate copies and distribution. If the action requires a response, the Recorder prepares a response for the CDMC Chair. If a discovery or interrogatory action is received, the Recorder coordinates and organizes the responses before they are submitted.