

**MINUTES OF THE REGULAR MEETING
BOARD OF REGENTS OF HARRIS-STOWE STATE UNIVERSITY
August 27, 2013**

The regular meeting of the Board of Regents of Harris-Stowe State University was held on Tuesday, August 27, 2013, starting at 8:45 a.m. in the Board of Regents Conference Room (101), of the Dr. Henry Givens, Jr. Administration Building. Attendance at this meeting is summarized below:

MEMBERS OF THE BOARD OF REGENTS:

Present:

Mrs. Thelma V. Cook, Chairwoman
Mrs. Christine Chadwick
Mr. Reginald Dickson, Vice Chairman
Ms. Debra Hollingsworth

Absent:

Atty. Wayman F. Smith III

REPRESENTATIVES FROM THE PRESIDENT'S OFFICE

Present:

Mrs. Constance Gully, Interim President/Executive Vice President for Business and Financial Affairs
Mrs. Lea Sutherlin, Executive Assistant to the President and Secretary to the Board

MEMBERS OF THE PRESIDENT'S EXECUTIVE CABINET

Present:

Dr. Dwyane Smith, Vice President for Academic Affairs
Ms. Lashanda Boone, Vice President for Student Affairs and Enrollment Management
Mr. James Fogt, Vice President for Strategic Planning and IT Services
Ms. Courtney McCall, Associate Vice President for University Relations
Mr. Charles Gooden, Dean, Student Affairs
Mrs. Heather Bostic, Executive Director, Title III and Sponsored Programs

Other Attendees:

Dr. Fara Zakery, Dean, Anheuser-Busch School of Business
Atty. Thomas Mickes, Mickes, Goldman LLC Attorneys at Law

FOREWORD:

The minutes presented below are a summary of the discussions, deliberations, and actions of the Board of Regents at its August 27, 2013 meeting. As such, only the main ideas, suggestions and courses of action are substantively presented. Verbatim statements or detailed descriptions of discussions and actions are not included.

SUMMARY OF REPORTS, DELIBERATIONS, AND ACTIONS:

1. ***REPORT(S) OF THE CHAIRWOMAN AND MEMBERS OF THE BOARD:***

Chairwoman Cook stated that it looked to be a wonderful fall semester at Harris-Stowe. She stated that she had the opportunity to visit the Faculty/Professional Staff Institute, and that she was very pleased with the messages and response of the faculty and the new freshmen student panel. She also shared that she attended the new students' Rites of Passage ceremony, and that the staff did an impeccable job. She extended kudos to everyone involved.

She then called for a brief report on the Harris-Stowe Foundation.

Ms. McCall distributed a draft of the Bylaws that had been established years ago by the Late Dr. George Hiram. She shared that Chairwoman Cook had asked her to revise and review the Bylaws so that a new board could be pursued. Ms. McCall then stated that she and Mrs. Bostic revised the draft based on FY 2011 when she first became involved with the Foundation. She gave a PowerPoint presentation on the Foundation that can be found with the August 2013 Board Book.

2. **APPROVAL OF THE JUNE 2013 MINUTES:** A motion was made by Regent Dickson seconded by Regent Chadwick and unanimously carried for approval of the June 2013 Board minutes.
3. **REPORT OF THE PRESIDENT ON A VARIETY OF INSTITUTIONAL PROGRAMS AND PROJECTS:**

Interim President Gully report included the following:.....Mrs. Gully

Mrs. Gully thanked members of the Board of Regents for their confidence and for her recent appointment as interim president. She then shared that she will have Cabinet members made up of two formats – executive and administrative. She explained that the purpose of two Cabinets is to improve communications at the university at all levels. She then introduced members of her President’s Administrative Cabinet which included members of the Executive Cabinet, Dr. Dwyane Smith, Charles Gooden, Courtney McCall, LaShanda Boone, Heather Bostic and James Fogt along with College of Education Dean Veola Martin, Arts & Sciences Dean Lateef Adelani, Human Resources Director Ginny Malone, Asst. VP for Academic Affairs Dr. Michelle McClure, Anheuser-Busch School of Business Dean Fara Zakery, and Public Safety Chief Howard Richards.

- A. **UPDATE ON MISSOURI COMPLETION ACADEMY.....Mr. Fogt**

Mr. Fogt reported that HSSU will participate in the Missouri Completion Academy on September 10-11, in St. Louis. He reported that nine public colleges and universities will work with experts from Complete College America to set effective strategies to improve completion rates. He added that the intensive two-day session will focus on data pertaining to institutions’ rates of remediation, gateway course success, retention, course completion, time to degree and other metrics to find the best leverage points to move completion rates. He further reported that institutions were selected to participate based on submitted self-assessments that demonstrated their commitment and ability to use data to devise effective strategies for improvement and measure their successes.

Regent Chadwick stated that she is excited to hear about the Missouri Completion Academy outcomes at the next Board meeting.

Regent Dickson stated that this is an opportunity to form a strategic alliance with organizations that help students. He further stated that a summer institute sponsored by Inroads or College Summit on campus would give prospective students the opportunity for an extensive academic experience and to live in the dorms. He noted that after the process students would come to HSSU better prepared.

- B. **LETTERS OF APPRECIATION RECEIVED FROM THE U.S. SMALL BUSINESS ADMINISTRATION:** President Gully reported that letters of appreciation had been received from the U.S. Small Business Administration as the National Small Business Administration Conference was held on Harris-Stowe’s campus. She reminded everyone that the keynote speaker was Dr. David Steward, chairman and founder of World Wide Technology and that the conference focused on the importance of bringing jobs to St. Louis. She noted that all panelists and presenters did an outstanding job, and that the Conference was streamed nationally online.
- C. **EFFECTIVE INTERNAL AND EXTERNAL COMMUNICATIONS AT HARRIS-STOWE:** President Gully stated that a main priority at HSSU is effective internal and external

communications – which is why she introduced the administrative team earlier in the meeting. She further stated that the administration will work together to make sure everything possible is being done to make HSSU a “first choice” institution.

President Gully then shared information on the 50th Anniversary of the March on Washington and “I Have a Dream” speech that would be held on August 28, as a part of HSSU’s Welcome Week for students. She stated that Rev. Earl Nance, Jr. would serve as the keynote speaker, as he had “first hand” experiences with Dr. Martin Luther King, Jr. President Gully invited everyone to attend.

- D. **JULY 2013 FINANCIAL REPORTS:** Mrs. Gully reported that she met with the Board Finance Committee on August 23, 2013. She then reported that the general operating fund revenues for period ending June 2013 were at 4%, and expenditures at 7%; Gillespie Residence Hall housing rental revenues were at 1% with expenditures at 1%; Bosley Hall housing rental revenues were at 1% with expenditures at 3%; Clay Center revenues were at 9% with expenditures at 9%; and Consortium for Leadership Development (CLD) revenues were at \$0 with a net surplus of \$(22,692) (revenues for current year pay for operating expenses of the program) and expenditures at 22% for the month of July.

She announced that the university received \$8,000 from selling the old kitchen equipment.

- E. **JULY 2013 PERSONNEL REPORTS:** Mrs. Gully reported that the monthly personnel report for June could be found under Tab 5 and included new employees, promotions and conclusions.

A motion was made by Regent Dickson, seconded by Regent Chadwick and unanimously carried for the approval of the July 2013 Financial Report and to accept the July 2013 Personnel Reports.

4. ***REPORT OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS..... Dr. Smith***

Prior to Dr. Smith’s report, Chairwoman Cook stated that he did a wonderful job in rallying the students during the Faculty/Staff Institute, in presenting role models from our campus to incoming students and in acknowledging faculty on their achievements. She stated that during her observations of the institute, Dr. Smith was highly motivated and focused and she extended kudos to him for all of his efforts.

- A. **REPORT ON FALL 2013 FACULTY/PROFESSIONAL STAFF INSTITUTE:** Dr. Smith reported that Chairwoman Cook’s presence meant a lot to the faculty and professional staff, especially in the midst of transition. He shared that the goal for retaining this year’s freshmen is 75% and that everyone has their marching orders from President Gully – to do all that can be done in order to retain those students. He further stated that student and parent panels were held. Dr. Smith shared that the 2013 fall Faculty and Professional Staff Institute theme was “Their Dreams, Their Place, Our Purpose” which focused on the institution’s responsibility in retaining and successfully graduating Harris-Stowe students. He added that the Faculty and Professional Staff Institute afforded the university community various professional development opportunities, and that highlights included panel discussions from students as well as faculty. He thanked Faculty Senate Chair Dr. JohnDavid Kerr, as the HSSU Faculty Senate presided over the first day of activities.

Dr. Smith then reported on the following: (1) Chairwoman Thelma Cook offered remarks and introduced Interim President Constance Gully who delivered the State of the University address as well as gave a budget update; (2) Ronn Nichols, curator of the Don & Heide Wolff Jazz Institute gave an update and invited the university community to the noon jazz event; (3) Doug Viehland, executive director of Accreditation Council for Business Schools and Programs (ACBSP) presented the Anheuser-Busch School of Business (ABSB) its Accreditation Certificate; and (4) Dr. Rusty Monhollon, assistant commissioner of the Missouri Department of Higher Education delivered a keynote on the various statewide initiatives and the opportunities for Harris-Stowe

State University. He further reported that the Rite of Passage is an annual tradition at Harris-Stowe for its first-year students, and that the ceremony officially pronounces these students as university scholars. He stated that he along with President Constance Gully, Dr. Michelle McClure and Dean Charles Gooden presented encouraging remarks to students, and during the Ceremony students learned and sang the university's alma mater, "We Sing of Harris-Stowe," the history of the university and recited the HSSU Student Pledge.

- B. **STATUS OF HSSU/SLU PARTNERSHIP:** Dr. Smith reminded everyone that in January 2012 HSSU and Saint Louis University (SLU) entered into a partnership for Harris-Stowe students to earn a math degree at HSSU and continue to earn an engineering degree at SLU, and that due to the rigorous nature of the degrees it was anticipated that two students per year would take part of the program, with students enrolling into the engineering program at SLU as early as fall 2014. He further reported that currently there is one student that has enrolled at Harris-Stowe as part of the dual enrollment program, and that student participated in the Science and Mathematics Academy this summer. He then reported that marketing for the HSSU/SLU partnership is being done out of Ms. McCall's office in various media outlets in the St. Louis metropolitan area. He added that outreach to the community college is also a priority.

Dr. Smith gave an additional report on the SIU-Carbondale graduate school program that netted two HSSU students who began graduate school this fall on full fellowships. He added that the Alabama A&M collaboration netted one HSSU student who is currently attending graduate school in Food Sciences, and that four biology students participated in a summer internship program with the SLU School of Medicine, Department of Pharmacological and Physiological Sciences.

- C. **REPORT ON THE ANHEUSER-BUSCH SCHOOL OF BUSINESS.....DEAN ZAKERY**

Dean Zakery gave a PowerPoint presentation on ABSB professional development highlights including but not limited to Drs. Zakery, Sykes, Kamkwala and Eisel presentation "From Initial Accreditation (2001) to Accreditation Re-Affirmation (2012), a 10 Year Journey to Continuous Improvement, Crossing the Bridge to Excellence in Education." She also reported on the ABSB Faculty/Staff Professional Development Institute and the Consortium for Leadership Development. She then reported on the Accreditation Council for Business Schools and Programs (ACBSP) and International Assembly for Collegiate Business Education (IACBE) accreditation re-affirmations. Dr. Zakery's presentation also included a report on the Professional Development Speakers Series and faculty and staff scholarly activities. Her presentation also included reports on the Regional Business Council Mentor Network Program; the ABSB Student Chapters of Professional Organizations; professional development within the community; ABSB contributions to St. Louis and beyond the community; globalizing Business Education-Faculty and Student Exchange; updates on recent graduates; and the ABSB top priorities/goals/strategies for academic year 2013-2014, along with challenges facing the ABSB. She concluded her presentation with enrollment trends data and degrees conferred. A copy of her presentation can be found with the August 2013 Board Book.

Regent Chadwick asked about enrollment expected for the new CLD class.

Dr. Zakery stated that CLD anticipated close to 40 enrollees for the next program.

- D. **ENROLLMENT MANAGEMENT UPDATE.....Ms. Boone**

Ms. Boone gave a PowerPoint presentation on the importance of providing HSSU students with a quality experience. Her report included fall enrollment details, retention, and FinishLine – the early alert/warning system. She gave Dr. Smith kudos for ensuring that faculty received training for FinishLine. She then stated that it is important to (1) identify in advance of enrollment, "high-risk" or dropout prone students who could benefit from institutional interventions; (2) identify enrolled students experiencing academic and/or personal problems that might be ameliorated by institutional interventions; and (3) provide a range of curricula and extracurricular student services and activities that enhances and diversifies the quality and breadth of the undergraduate

experience. She further shared that in regards to recruitment, the state of Missouri has experienced a demographic shift over the past several years relative to high school graduates that has had an impact in the number of prospective students the university can draw – not only within the St. Louis area, but the entire state. Ms. Boone also reported that the Office of Admissions will heavily recruit beyond the immediate metropolitan area to Illinois, Indiana, Kentucky, Kansas, Oklahoma, Georgia, Texas, Colorado and Arizona. She added that a high school and community college counselors breakfast would be held, along with utilizing student ambassadors and alumni in the recruitment process. She noted that the recruitment process would also include financial aid presentations at college fairs; dual enrollment partnerships with feeder high schools; and revamping the market plan to include parent testimonials, current student postcards, faculty and alumni. Ms. Boone then reported on the Summer Bridge Program, the HSSU Default Prevention tutoring program, degree audit (an unofficial electronic report available to undergraduate students, academic and faculty advisors which displays the requirements of the degree students have declared), faculty advising, peer mentoring and student centered policies and procedures. A copy of Ms. Boone’s presentation can be found with the August 2013 Board Book.

Atty. Mickes shared that he teaches a doctoral class and that he often talks to his students about sending their kids to HSSU.

5. **ASSISTANT VICE PRESIDENT FOR COMMUNICATIONS, MARKETING, ALUMNI AFFAIRS AND DEVELOPMENT.....Ms. McCall (Tab 7)**

- A. **UPDATE ON THE HSSU WEBSITE (MS. MCCALL AND MR. FOGT):** Ms. McCall and Mr. Fogt reported on revitalizing the HSSU website. Ms. McCall shared that bios and pics have been collected from Board members for their own website, and Mr. Fogt shared that a “soft launch” for new web design and prototypes would be put in place for testing acceptance. He and Ms. McCall presented a PPT including who manages the HSSU Web; Infrastructure: IT Services; Communications & Marketing; the website’s lifecycle - websites are generally redesigned every 24-36 months with HSSU’s last redesign in 2010; what happens to web sites over time; redesign methodology; and other key information. He stated that final revitalization would hopefully be in place by November. They presented the prototype of the updated website for members of the Board. Mr. Fogt stated that those areas with the most activity would be visible with the new addition of the “apply” and “give” corner, and Ms. McCall stated that a specific link to highlight student achievements would be a priority on the new website.

Chairwoman Cook extended thanks for immediate action in response to the needs of the university by updating the site. She further extended her appreciation for such a quick turnaround.

Regent Chadwick shared that LinkedIn recently opened a program for universities to track alumni.

Ms. McCall stated that she will follow-up and find out additional information about the program.

- B. **HSSU TELEPHONE MESSAGING SYSTEM:** Ms. McCall then announced that HSSU is changing over from a telephone system to an automated system and that the script is complete and the codes from the state are in place. She added that the system was in place starting on the date of this meeting.

6. **REPORT OF THE DEAN OF STUDENT AFFAIRS..... Mr. Gooden**

- A. **UPDATE ON STUDENT AFFAIRS ACTIVITIES AND COUNSELING SERVICES:** Mr. Gooden reported that at the close of academic year 2012-2013, Student Affairs utilized collected data and assessment results to design programs to improve the collaboration with classroom experiences and career knowledge. He stated that all efforts are designed to improve recruitment, retention and the HSSU’s graduation rate. He then reported that several students were provided with internships this past summer in Atlanta at the CDC, Boeing, Sigma-Aldrich and Wells Fargo.

Mr. Gooden also reported that Counseling Services has two full-time positions and one part-time staff member supported by a special grant. He stated that Counseling Services offers a variety of programs to enhance and develop the whole student – mind, body and spirit. He further stated that Counseling Services are confidential and free to all currently enrolled students (he noted that further details were available under Tab 7 of the August Board Book) with over 600 plus sessions between all staff members combined. Mr. Gooden added that Counseling Services utilizes community resources for referral such as BJC, Grace Hill and SLU Hospital, where students with limited income can receive treatment, and faculty and staff receive intervention to discuss concerns regarding students' problematic, suspicious or dramatic behavior. He then noted that among many special programs, grants include Students Working Against Trauma (SWAT), which was established in 2007 through the Morehouse School of Medicine, Center for Excellence Mini Grants Program. He introduced Dr. Vicki Bernard, director of Counseling Services at HSSU, to address any questions.

Chairwoman Cook asked if there was a HSSU internship clearing house.

Mr. Gooden stated that Career Services works with the various departments and assists with selecting candidates for internships.

Chairwoman Cook thanked Mr. Gooden for his report on the counseling and supportive side for students. She invited Dr. Bernard to make remarks.

Dr. Bernard thanked the Board for the opportunity to attend the meeting, and stated that Mr. Gooden covered everything regarding her unit. She stated that she will continue to apply for grants for continued support.

Chairwoman Cook thanked Dr. Bernard for the continued efforts she puts into HSSU students.