

**MINUTES OF THE REGULAR MEETING  
BOARD OF REGENTS OF HARRIS-STOWE STATE UNIVERSITY  
May 27, 2014**

Chairwoman Cook asked Mrs. Sutherlin to conduct roll call. A motion was made by Regent Dickson, seconded by Regent Chadwick and unanimously approved to convene the regular session of the Board of Regents of Harris-Stowe State University. The meeting was held on Tuesday, May 27, 2014, starting at 8:15 a.m., in the Board of Regents Conference Room (101), 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  
Atty. Ronald Norwood

**Absent:**

Ms. Debra Hollingsworth

**REPRESENTATIVES FROM THE PRESIDENT'S OFFICE**

**Present:**

Mrs. Constance Gully, Interim-President and 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 ADMINISTRATIVE CABINET**

**Present:**

Dr. Dwyane Smith, Vice President for Academic Affairs  
Ms. Lashanda Boone, Vice President, Student Affairs and Enrollment Management  
Mr. James Fogt, Vice President, Strategic Planning and IT Services  
Ms. Courtney McCall, Assoc. Vice President, University Relations  
Mr. Charles Gooden, Dean, Student Affairs  
Dr. Michelle McClure, Assistant Vice President for Academic Affairs  
Mr. Brian Huggins, Comptroller  
Dr. Lateef Adelani, Dean, College of Arts and Sciences  
Dr. Fara Zakery, Dean, Anheuser-Busch School of Business  
Dr. Veola Martin, Interim Dean, College of Education  
Mrs. Heather Bostic, Executive Director, Title III and Sponsored Programs  
Mr. Howard Richards, Executive Director, Institutional Security and Development

**Other Attendees:**

Atty. Thomas Mickes, Mickes, Goldman, O'Toole 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 May 27, 2014 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:**

- A. **APPROVAL OF THE APRIL 2014 MINUTES:** A motion was made by Regent Dickson, seconded by Regent Chadwick, and unanimously carried for approval of the April 2014 Board minutes.

- B. **Swearing-In Ceremony for New Member of the Board of Regents – Atty. Ronald A. Norwood:**  
Chairwoman Cook called for the swearing-in ceremony for new member of the Board of Regents, Atty. Ronald A. Norwood. The ceremony was conducted by The Honorable Jimmie Edwards, 22nd Judicial Circuit Court judge. Chairwoman Cook congratulated and welcomed Atty. Norwood to the Board of Regents.

2. **REPORT OF THE PRESIDENT ON A VARIETY OF INSTITUTIONAL PROGRAMS AND PROJECTS:**

**Interim President Gully’s report included the following:.....Interim-President Gully**

- A. Harris-Stowe State University: A Look Back at Academic Year 2013-2014: Interim President Gully gave a PowerPoint presentation on a “look back” at the Academic Year 2013-2014 at Harris-Stowe State University. She again thanked the Board for the opportunity to serve as interim president for the past year. She stated that she looks forward to the arrival of Dr. Dwaun Warmack, Harris-Stowe’s newly appointed president. Mrs. Gully then shared detailed information for her report which included increased enrollment; improved retention rates; improved graduation rates; fostering and initiation of strategic partnerships; improved internal and external communication; and several other key accomplishments during Year 2014. A copy of her PPT presentation can be found in the May 2014 Board Booklet.

Mrs. Gully then reviewed, in detail, an outlook for the 2015 Budget which indicated an approximate shortfall over \$500,000. She further shared that legislators approved the capital budget, which will serve as a relief to the operating budget for select maintenance items, and, that it is her hope that the Governor signs off on the budget prior to the June 2014 Board meeting.

- B. **BUSINESS AND FINANCIAL AFFAIRS..... Brian Huggins**

1. **APRIL 2014 FINANCIAL REPORTS**

Mr. Huggins reported that the Board Finance Committee met on May 22 and that the general operating fund revenues for period ending April 2014 were at 91%, and expenditures at 79%; Gillespie Residence Hall housing rental revenues were at 83% with expenditures at 61%; Bosley Hall housing rental revenues were at 94% with expenditures at 63%; Clay Center revenues were at 90% with expenditures at 85%; and, Consortium for Leadership Development (CLD) revenues in a separate account (not handled by the University) with total expenditures of 89% and have paid to cover any anticipated shortfalls.

**MAY 2014 PERSONNEL REPORTS:** Mr. Huggins reported that the monthly personnel reports for May 2014 could be found under Tab 3 and included new employees, promotions and conclusions.

Chairwoman Cook asked who is handling the music department.

Mrs. Gully shared that there is an ad to replace Dr. England beginning in the fall.

Chairwoman Cook then asked about open positions, and Mrs. Gully stated that they will remain open until filled.

**A motion was made by Regent Dickson, seconded by Regent Chadwick, and unanimously carried for the approval of the April 2014 Financial Report and to accept the May 2014 Personnel Report.**

2. **RECOMMENDATION**

Recommendation for Write-off

**A motion was made by Regent Chadwick, seconded by Regent Dickson and unanimously approved for the recommendation to write-off uncollectible FY 14 accounts receivable.**

3. **VICE PRESIDENT FOR ACADEMIC AFFAIRS.....Dr. Dwyane Smith**

A. **RECOMMENDATIONS**

1. Recommendation for Advancement in Academic Rank and Tenure for Dr. Diane Smoot
2. Recommendation for Advancement in Academic Rank and Tenure for Dr. Robert Kamkwala
3. Recommendation for Advancement in Academic Rank and Tenure for Dr. JohnDavid Kerr

Dr. Smith reviewed the recommendations for advancement in academic rank and tenure for Drs. Diane Smoot, Robert Kamkwala and JohnDavid Kerr.

**A motion was made by Regent Dickson, seconded by Regent Norwood, and unanimously approved for advancement in academic rank and tenure for Dr. Diane Smoot, Dr. Robert Kamkwala, and Dr. JohnDavid Kerr.**

Chairwoman Cook suggested that in the future, a profile of candidates be provided to the Board of Regents.

Regent Norwood asked if there were others who applied but not being considered.

Dr. Smith stated that those three being recommended were the only ones.

Dr. Smith then shared that Commencement went well and some graduates will be at Washington University, Alabama State and Michigan State for graduate school.

Regent Dickson shared that he was disappointed that the story behind the keynote speaker and his son was not picked up by the media and given the recognition it should have been given. He stated that the diversity piece in itself should have been picked up with an Asian valedictorian, and a Caucasian keynote speaker who graduated from Harris-Stowe 30 years ago to the day that his son also graduated from Harris-Stowe.

Ms. McCall shared that the story will be resubmitted, and that it is unfortunate that media often looks for the bad news. She stated that she sent emails to all photographers to request the photos which were only received today, as this also serves as a challenge.

4. **VICE PRESIDENT OF STUDENT AFFAIRS & ENROLLMENT MANAGEMENT.....Ms. Boone**

A. **RECOMMENDATION**

Recommendation for Approval of Full Textbook Rental Program, Associated Student Fee and Contract Amendment with Follett Bookstore to Accommodate the Program

**A motion was made by Regent Chadwick, seconded by Regent Dickson and unanimously approved for the Full Textbook Rental Program, Associated Student Fee and Contract Amendment with Follett Bookstore to Accommodate the Program.**

Chairwoman Cook asked about any possible downfalls.

Ms. Boone stated that the only possible downfall would be if the student decides to keep the book, which they will have the option to purchase, but that overall it is a “win-win” situation.

Chairwoman Cook asked about enrollment trends at Harris-Stowe.

Ms. Boone reported the following: (1) Summer Session One numbers are flat at 353 with 354 last year; up for session two; and currently up for fall 2014 by approximately 107 students for total registration; she

anticipates an increase regarding freshmen but the retention piece needs to be sewn up and that degree audit can assist with this challenge.

Chairwoman Cook asked about the summer pre-college academy, and a discussion was held regarding the grant not being funded.

Regent Dickson suggested contacting Inroads as this would be a mutually beneficial strategic alliance.

Mrs. Bostic shared that other programs are being targeted as well, including President Obama's First in the World Competition in addition to the Student Support Services grant due this coming fall.

Ms. Boone shared that there will be a lot of diversity on campus this summer including 80 plus Asian students who will be housed on HSSU's campus until their semester begins. She further shared that an additional 90 Asian students have registered for the summer sessions at Harris-Stowe.

**5. VICE PRESIDENT FOR STRATEGIC PLANNING AND IT SERVICES.....Mr. James Fogt**

Mr. Fogt gave a PowerPoint (PPT) presentation on the data resulting from the HSSU Student Experience Survey. He stated that there were a total of 109 respondents, and shared the percentages regarding each element of the survey. His PPT also included an update on the Strategic Plan top priorities for HSSU to address according to student respondents which included academic program variety; reputation; office experiences; options for online learning; diversity; options for accelerated learning; student activities; advising; financial assistance; food services; tutorial services; internship opportunities; options for taking courses in sequential blocks; and admissions services. He further shared during his presentation some of the key strategic value propositions that would attract students to HSSU including accelerate students to college competencies; accelerate students to work-place readiness; accelerate students to graduation and job/graduate school placement; improve student satisfaction; improve parent satisfaction; improve the university's brand and reputation; improve operational efficiency; create innovative and highly effective instructional experiences; and create innovative and highly effective services and campus experiences. Mr. Fogt further shared that the Institutional Core Values Survey was completed on May 23 with a total of 61 respondents, and shared the percentage of agreement with proposed values. A copy of Mr. Fogt's PPT can be found in the May 2014 Board Book. He then shared "next steps" and that the Board and Sub-committee will be provided with an executive summary of collected data to consider prior to making additional recommendations.

Mr. Fogt then gave an update on the new HSSU website. He stated that the new home page was released over Memorial Day weekend and any issues, resolutions or refinement will be addressed during the month of June. He added that updating custom pages is pending.

**6. ASSOCIATE VICE PRESIDENT FOR UNIVERSITY RELATION.....Ms. Courtney McCall**

Ms. McCall distributed copies of a national media report of first quarter mentions and first quarter matrices. She then reviewed the end of the year media report in detail which also included an archived "number of hits" for the Black Rep, the MLK Celebration, the newly appointed President of HSSU, and Graduation 2014.

7. Dr. Odesa Weatherford Jacobs, HSSU Faculty Senate president commented on increasing the student population at Harris-Stowe and that she will share with the faculty, the strong comments regarding such from Board members.

8. **CLOSE TO EXECUTIVE SESSION: Chairwoman Cook asked Mrs. Sutherlin to conduct roll call and a motion was made by Regent Norwood, seconded by Regent Dickson and unanimously approved to convene an executive session at 10:10 a.m.**

9. **RECONVENE OPEN SESSION: At the conclusion of the executive session Chairwoman Cook asked Mrs. Sutherlin to conduct roll call. A motion was made by Regent Dickson, seconded by Regent Chadwick, and unanimously approved to adjourn the executive session, and re-convene the May 27, 2014 regular session of the HSSU Board of Regents.**

10. **ADJOURNMENT: Chairwoman Cook asked Mrs. Sutherlin to again conduct roll call. A motion was made by Regent Dickson, seconded by Regent Chadwick, and unanimously approved to adjourn the May 27, 2014 regular session at 11:05 a.m.**

**Respectfully submitted,**

**Approved by:**

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**Lea Sutherlin**  
**Executive Assistant to the President**  
**and Secretary to the Board of Regents**

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**Thelma V. Cook**  
**Chairwoman, HSSU Board of Regents**