

**MINUTES OF THE REGULAR MEETING  
BOARD OF REGENTS OF HARRIS-STOWE STATE UNIVERSITY  
September 24, 2013**

The regular meeting of the Board of Regents of Harris-Stowe State University was held on Tuesday, September 24, 2013, starting at 8:05 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  
Ms. Debra Hollingsworth  
Dr. Art J. McCoy II

**Absent:**

Atty. Wayman F. Smith III

**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 EXECUTIVE 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  
Mrs. Heather Bostic, Executive Director, Title III and Sponsored Programs

**Other Attendees:**

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 September 24, 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:***

**SWEARING-IN CEREMONY FOR NEW MEMBER OF THE BOARD OF REGENTS – DR. ART J. MCCOY II CEREMONY TO BE CONDUCTED BY THE HONORABLE JIMMIE EDWARDS, 22<sup>ND</sup> JUDICIAL CIRCUIT COURT, DIVISION 30:** Chairwoman Cook stated that this was a joyful and extraordinary time for Harris-Stowe State University, and that she was extremely excited about the recent transitions and leadership of the University. She then called for the swearing-in ceremony of new member of the Board of Regents, Dr. Art McCoy II conducted by Judge Jimmie Edwards, 22<sup>nd</sup> Judicial Circuit Court.

Chairwoman Cook then remarked that this has been a significant month for HSSU throughout the community and shared the recent edition of the *St. Louis American* that included the University leadership and alumni - specifically, Dr. Dwyane Smith's editorial regarding how graduates are counted. She added that there was a strong HSSU contingent at the *St. Louis American* "Salute to Excellence in Education" scholarship dinner where newly appointed Regent Art McCoy II and alum Lynn Beckwith were among the top awardees.

2. **APPROVAL OF THE AUGUST 2013 MINUTES:** A motion was made by Regent Dickson seconded by Regent Chadwick, and unanimously carried for approval of the August 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**

President Gully welcomed Dr. McCoy to Harris-Stowe and stated that there are exciting things happening at the University. She reported that as everyone already knew, the Governor's veto of HB 253 was not overturned. She reminded everyone that the Governor initially withheld 4% of appropriations until the vote was held, and that she participated along with other statewide university leaders and community agencies in a press conference. She further stated that she was pleased to announce that it worked and that the Governor would host an appreciation reception for education constituents. She then announced that the 4% had been released and that the outlook for FY 2014 was an encouraging one. President Gully noted that all is well and then asked Mr. Fogt to report on the Missouri Completion Academy (MCA). She noted that a "door has opened" for HSSU by just getting access to the MCA as it is availing an opportunity for Harris-Stowe to become a niche expert in remediation. She added that during the Conference, Ms. Boone made a connection with USA Funds to generate support from the Missouri Department of Higher Education with default prevention training.

**A. REPORT ON MISSOURI COMPLETION ACADEMY.....MR. JAMES FOGT**

Mr. Fogt also welcomed Regent McCoy. He then reminded everyone that he had reported on the Missouri Completion Academy at the last Board meeting and that he was asked to bring a report on the Academy to this meeting. He reported that the MCA was designed to allow key institutional leaders to interact directly with national experts in retention, developmental education, and completion strategies in higher education environments, and that the event was hosted by the Missouri Department of Higher Education and Complete College America. He further reported that the two-day format was designed for participants (nine schools) to produce actionable plans to improve degree attainment, and that the HSSU team included President Gully, Dr. Dwyane Smith, Ms. LaShanda Boone, Mr. James Fogt, Dr. Fara Zakery, Dr. Michelle McClure, Ms. Anne Grice, and Ms. Meaghan Effan. He stated that HSSU team goals included: (1) Review the "Game Changing" strategies used at other institutions to increase college completion; (2) Conduct interviews with subject matter experts; (3) Determine real-world best practices that can implemented at HSSU; (4) Develop a timeline for implementing new educational models and support systems; (5) Models the HSSU Team Plans to Implement; (6) Establish co-requisite courses for developmental students; (7) Develop block scheduling with a focus on general-education requirements; and (8) Design "15-to-Finish" course programming. He added that the goal to implement these changes will be fall 2014. Mr. Fogt then reported on the co-requisite model, and that developmental students will take a college-level course in conjunction with a developmental course. He then listed the key advantages of the co-requisite model and reviewed, in detail, each team goal listed above. Mr. Fogt also reported on some "keys to success" which included: (1) Overcoming cultural inertia towards keeping things the same; (2) Recognizing the difference between a remedial student and a developmental student and placing them in appropriate tracks; (3) Aligning institutional resources and skills sets—making sure we have the right people with the right knowledge in the right places; (4) Structuring and effectively communicating changes so that the campus community understands the changes, roles, and accountability systems that will be implemented in the coming year; (5) Potential Gains; (6) Increased retention - especially between the freshman/sophomore year; (7) Increased degree attainment; (8) Decreased time-to-degree attainment; (9) Decreased college cost to the student; (10) Increased student/parent satisfaction; (11) Increased revenue, and more. (A copy of Mr.

Fogt's PowerPoint Presentation can be found with the September Board Booklet.)

Chairwoman Cook asked that the credit hour format be explained to Regent McCoy.

Mr. Fogt explained that HSSU students can take 12-16 hours for the same tuition cost as 12 hours.

**B. AUGUST 2013 FINANCIAL REPORTS.....MR. BRIAN HUGGINS**

President Gully asked Mr. Huggins to report on the August 2013 Financial Reports and the September 2013 Personnel Report.

1. Mr. Huggins reported that Mrs. Gully met with the Board Finance Committee on September 20, 2013. He then reported that the general operating fund revenues for period ending August 2013 were at 31%, and expenditures at 15%; Gillespie Residence Hall housing rental revenues were at 34% with expenditures at 6%; Bosley Hall housing rental revenues were at 75% with expenditures at 7%; Clay Center revenues were at 18% with expenditures at 19%; and, Consortium for Leadership Development (CLD) revenues were at \$0 with a deficit of \$(27,351).

President Gully stated that Harris-Stowe no longer collects revenue for the CLD and will make adjustment for next month's report. She added that fieldwork for the external audit has been completed with kudos to Mr. Huggins, Ms. Boone, Sandra Call and her staff in the Financial Aid Office for an outstanding job on the A133 Report. She also thanked everyone for their support with the recent direct deposit issue.

- C. **AUGUST 2013 PERSONNEL REPORTS:** Mr. Huggins reported that the monthly personnel report for September could be found under Tab 4 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 August 2013 Financial Report and to accept the August 2013 Personnel Reports.**

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

Dr. Smith also welcomed Regent McCoy. He then presented a Recommendation for Advancement in Academic Rank for Dr. Jayashree Balakrishna. He stated that in accordance with established policies in the Faculty Personnel Policies and Procedures manual, Dr. Balakrishna submitted formal application during the 2012-2013 academe year to be considered by the University for advancement in academic rank. He further stated that the University Rank and Tenure Committee has reviewed and evaluated the applicant and has recommended that Dr. Jayashree Balakrishna, be advanced to the rank of Professor of Physics. He added that he reviewed the recommendation from the Rank and Tenure Committee and was now submitting the formal recommendation to the President and the Board of Regents.

A motion was made by Regent Chadwick, seconded by Regent Dickson and unanimously approved for the advancement in academic rank for Dr. Jayashree Balakrishna.

**5. ASSOCIATE VICE PRESIDENT FOR UNIVERSITY RELATIONS.....Ms. McCall**

- A. **REPORT ON DONATIONS RECEIVED FOR THE HARRIS-STOWE FOUNDATION:** Ms. McCall distributed a list of donations received for the Harris-Stowe Foundation since being placed under her unit. She stated that the report distributed prior to the meeting included a list of recommended foundation board members as suggestions for members of the Board of Regents to pursue. She further stated that the report also listed individuals who have donated to the foundation through various solicitations, and also included the process for giving.

Chairwoman Cook shared that Ms. McCall was on vacation and responded to her request for the information on the Foundation. She extended her appreciation to Ms. McCall for her accurate and efficient turn-around on this information. She reminded everyone that she and members of the Board of Regents temporarily shut down general fundraising because there was no solid plan in place. She stated that until such time, major corporations would not be contacted but that this is the time, however, to solicit individual giving because of the great things that are going on. She expressed the Board's appreciation to Ms. McCall for her ongoing efforts and stated that they would continue to communicate with the individuals listed in the report, and others.

Ms. McCall stated that following the newsletter that will go out after Homecoming will be a year-end appeal via a document that will highlight the University.

President Gully added that there are a couple of corporate relationships that are being pursued, and that Ms. McCall and Mrs. Bostic are working with those individuals.

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

**A. UPDATE ON STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT INITIATIVES:** Ms. Boone stated that at every Cabinet meeting President Gully asks “*Where are our freshmen?*” She reported that the Division of Student Affairs and Enrollment Management has been busily working over the last three weeks to ensure that not only our first-years students are retained but that the entire student body has a rounded educational experience that will support their academic success and personal growth. She further reported that the mission of Student Affairs and Enrollment Management is retention. She reminded everyone that following her presentation at the June 2013 Board meeting, the Chairwoman asked her to prioritize the retention and recruitment goals and objectives. She then presented Phase I for those goals and objectives which included: (1) **Admissions** - broadening territories for recruitment outreach; View of HSSU – for parents; Counselor’s Luncheon on October 23; Admissions Portal - 76 percent of the Class of 2017 used social media as a resource when deciding where to enroll compared to 39 percent of the Class of 2016, which shows that students often prefer to connect online versus traditional communication channels; log on options for prospective students to request tours; and a summer program for students needing remediation. (2) **Financial Assistance** – 2-year loan default rate decrease by 2 ½ percentage points; Default Prevention Tools (MDHE Training , USA Funds Tools, tutoring for first-year students in the residence halls, paperless processing); (3) **Office of the Registrar** - common course library; electronic transcript request; and a File Retention Plan; (4) **Office of Academic Advisement** - Degree Audit; Faculty Advising Model; and Intrusive Advising; (5) **Office of Residential Life** - Electronic form access (creating a check and balance); RA Programing; and a Yearly Residential Life Calendar; (6) **Office of Student Activities** - Yearly Student Activities Calendar; Yearly Community Service Calendar; Fundraising Plan for student organizations; an assessment for all student activities; and electronic form access; (7) **Office of Counseling Services** - Anonymous online screening tool; electronic faculty referral form; a faculty and staff counseling resource guide; Parent Information – Homesickness; Electronic Platform for all programming/programs; (8) **Office of Career Services** - Social Media Platform (Twitter and LinkedIn); Career tips (tweets) of the day; revamp website (to include a “how to section” and information about where HSSU students/graduate intern and or work); establish a “Career Closet”; host an Academic Fair for undecided students; and *What can I do with this major?* (9) **Center for Retention and Student Success**; (10) **Office of Athletics**; and (11) What HSSU students have been up to...i.e. Salute to Excellence, Coronation of Mr. and Ms. HSSU, and Homecoming Activities.

Chairman Cook remarked that the Board of Regents made the right decision and that they are very proud of HSSU leadership team. She encouraged them to continue working together in a partnership as a family of educators to make necessary changes.

President Gully shared that Heather Bostic was not in attendance at this Board meeting because she was

attending two conferences in Washington, D.C., one regarding assistance with pursuing studying abroad programs and the other, the White House Initiatives on HBCUs conference held annually. She noted that Mrs. Bostic continues to do great things for Harris-Stowe. She then asked Dr. Smith to share the recent news regarding the NSF grant at HSSU.

Dr. Smith stated that HSSU applied for a continuation NSF grant and unfortunately did not receive it. He noted, however, that HSSU's grant officer, Claudia Rankins, said it was a great proposal and she is willing to give the University a supplemental grant in the amount of \$150,000 in addition to the rollover funds of \$260,000. He noted that Ms. Rankins is confident that once Harris-Stowe creates a new evaluation plan the Institution should be funded.

President Gully also shared that she requested a "passport" from Dr. Michelle McClure, who is providing oversight for the HSSU 100 courses. She explained that the "passport" is a tool for students to chronicle their activities during the semester, along with a way to instill ownership by students from day one. She added that the effects have been very visible and that, in fact, students had their passports signed while attending Constitution Day recently held on Harris-Stowe's main campus. President Gully noted that the topic was on voting rights, and that program participants included Judge George Draper, NAACP president Adolphus Pruitt, the president of the St. Louis Mound City Bar Association and other key leaders. She further noted that the event was "standing room only" and that while Harris-Stowe is required to celebrate Constitution Day, this if the first time it has been done at this level.

Chairwoman Cook then announced that Regent McCoy had accepted the role as Board Advisor for Student Enrollment Management.

6. **ADJOURNMENT**

**There being no further business, a motion was made by Regent Hollingsworth , seconded by Regent Chadwick, and unanimously approved to adjourn the September 24, 2013 meeting at 9:25 A.M.**

Respectfully submitted,

Approved by:

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

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

***EXECUTIVE SESSION May be closed by vote of the Board - R.S. MO 610.020***

R.S. MO 610.25 - Matters Pertaining to Legal Actions

R.S. MO 610.25 - Matters Pertaining to Personnel Issues such as Discipline, Hiring, etc.

R.S. MO 610.25 - Other