

**MINUTES OF THE REGULAR MEETING
BOARD OF REGENTS OF HARRIS-STOWE STATE UNIVERSITY
February 3, 2015**

Chairwoman Cook asked Mrs. Sutherlin to conduct roll call. A motion was made by Regent Dickson, seconded by Regent Hollingsworth and unanimously approved to convene the regular session of the Board of Regents of Harris-Stowe State University. The meeting was held on Tuesday, February 3, 2015, 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
Mr. Reginald Dickson
Mrs. Christine Chadwick
Ms. Debra Hollingsworth
Atty. Ronald Norwood

REPRESENTATIVES FROM THE PRESIDENT'S OFFICE

Present:

Dr. Dwaun J. Warmack, President
Mrs. Lea Sutherlin, Executive Assistant to the President and Secretary to the Board

MEMBERS OF THE PRESIDENT'S ADMINISTRATIVE COUNCIL

Present:

Dr. Dwyane Smith, Provost
Dr. Michelle McClure, Associate Provost
Mr. James Fogt, Vice President, Strategic Planning and IT Services
Mr. Brian Huggins, Comptroller
Mr. Reynolda Brown, Executive Director, Enrollment Management
Mr. Emmanuel Lalande, Dean of Student Success
Mrs. Tammy Kimbrough, Director of Human Resources
Mrs. Heather Bostic, Executive Director, Title III and Sponsored Programs
Mrs. Meaghan Ong, Coordinator of Institutional Research
Dr. Fara Zakery, Dean, Anheuser-Busch School of Business
Dr. Lateef Adelani, Dean, College of Arts and Sciences
Dr. Odesa Weatherford-Jacobs, Interim Dean, College of Education
Ms. Brenda Talbot, Coordinator, University Relations
Mr. Adrian Kelly, HSSU SGA President

Absent:

Dr. Olawabi Tihamiyu, HSSU Faculty Senate

Other Attendees:

Dr. Charlene Jones, HSSU Asst. Dean of Arts and Sciences/Asst. Prof. Political Science
Dr. Sudarsan Kant, HSSU Asst. Professor Political Science
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 February 3, 2015 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 CHAIR AND MEMBERS OF THE BOARD:

A. APPROVAL OF THE OCTOBER 2014 MINUTES: A motion was made by Regent Dickson, seconded by Regent Hollingsworth, and unanimously carried for approval of the October 2014 Board minutes.

B. EXTERNAL AUDIT REPORT FROM RUBINBROWN, LLP: Chairwoman Cook called for the report from RubinBrown, LLP, external auditors.

Steven Harris introduced himself and Brandy Lauer from RubinBrown, LLP, external auditors for HSSU. Mr. Harris thanked the Board for the opportunity to review the results of the 2014 audit. He gave kudos to Brian Huggins and his team for doing an outstanding job. He then summarized the auditor communication and the single audit process. He thanked the HSSU team for taking the audit seriously each year, then reported on the following: (1) an unqualified opinion on the financial statements for the year ended June 30, 2014; (2) a report on compliance and on internal control over financial reporting, based on an audit of the financial statements in accordance with Government Auditing Standards; and (3) an unqualified opinion on compliance and on internal controls over federal financial assistance in accordance with OMB Circular A-133. Mr. Harris and Ms. Lauer then reviewed, in detail, the Report to Governance for the year ended June 30, 2014. Ms. Lauer reported that some of the single item issues found in Financial Aid occurred as a result of recent turnovers that took place as noted earlier by Mr. Harris, and that the audit team reviewed and discussed each finding with the director, who assured that all have been corrected. Mr. Harris stated that the University will continue with significant progress with a competent accounting staff and the new president Dr. Warmack, who has assisted with efforts in moving the region forward in the wake of Ferguson events, and has already begun raising significant private dollars for the University.

Chairwoman Cook thanked RubinBrown for their work and commitment to HSSU, and stated that the Board appreciates the external auditor’s insight, transparency and candor.

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

.....President Warmack

Asked everyone to introduce/re-introduce themselves to members of the Board. He then gave a PPT presentation on the following:

A. RECAP OF THE MLK STATEWIDE KICKOFF FOR MISSOURI AND THE 46TH ANNUAL MLK HOLIDAY COMMITTEE EVENT HELD ON HSSU’S CAMPUS ON JANUARY 19: Dr. Warmack reported that the MLK Statewide Kickoff held on HSSU’s campus included an outstanding speaker, Dr. Freeman Hrabowski, who is doing amazing work in STEM research. He then reported that he was approached by co-chairs Merdean Gales and Gary Boyd about the 46th Annual MLK Committee Celebration being held on HSSU’s campus because of the outstanding support the University has been giving to the events in Ferguson. He stated that he approved the request because the University has hosted approximately 20 programs related to the events in Ferguson. Dr. Warmack then recalled for everyone that the MLK Committee’s program took an interesting turn. He shared that he was out of town, but was contacted when protesters showed up with some a bit unruly. He stated that in his absence the situation was managed very well with the assistance of the St. Louis Police Department and HSSU Public Safety Officers who asked protestors to leave the auditorium. Dr. Warmack further shared that the MLK Committee’s program was well attended and had reached capacity, and that protestors assumed they were being kept out. He reminded everyone that HSSU students have been extremely engaged in the solution process of the Ferguson events, and were not pleased with the damage attempted by the unruly protestors. He added that he was extremely pleased when HSSU students stood in solidarity; were non-confrontational; and showed their pride in a non-violent way. Dr. Warmack noted that unfortunately, the students caught a lot of backlash on social media but that he was even more impressed with their responses. He further noted that HSSU students invited main protest leaders to campus for productive dialogue and that additional meetings would be held in the future on what it means to protest properly. He reminded that he immediately communicated the occurrence(s) to members of the Board of Regents to ensure that they

were aware of outcomes.

Chairwoman Cook commended everyone for having embraced HSSU students so well that they felt the kind of pride to protect their institution and its name. She stated that the engaging activities that have been taking place gave them the strength to respond in the way that they did.

Regent Norwood asked if anything is in place for possible future clashes.

Dr. Warmack stated that strategies are in place to ensure that the University and public safety in particular, are prepared for unplanned situations such as this one.

- B. 2015 HARRIS-STOWE STATE UNIVERSITY ORGANIZATIONAL CHART:** Dr. Warmack reviewed the 2015 Harris-Stowe State University organizational chart in detail with the Board of Regents and stated that this will create seamless functional areas with emphasis on the academic enterprise and growing academic programs.
- C. SAVE THE DATE - HARRIS-STOWE STATE UNIVERSITY PRESIDENTIAL INAUGURATION TO BE HELD ON APRIL 17, 2015:** Dr. Warmack shared that there will be a variety of events leading up to his Inauguration. He added that Dr. Michelle McClure has been doing a tremendous job of chairing the planning committee and that Joe Reagan, St. Louis Regional Chamber, has agreed to serve as lead chair.
- Dr. McClure highlighted some of the events including: a 5K Run/Walk; The 150th Anniversary of Let Freedom Ring and Events that Occurred in 1865; an Open House hosted by Mr. Reynolda Brown for newly admitted students; a relay race for K-12 students; a celebrity basketball tournament; Clay Center Week of the Young Child Carnival Celebration; an education symposium; the First Lady Ecumenical Breakfast hosted by Mrs. LaKisha Warmack; the Inauguration Ceremony; and Inauguration Gala at the Chase Park Plaza which will serve as a fundraiser for scholarships.
- D. REPORT ON RECENT MAJOR CONTRIBUTIONS RECEIVED AT HARRIS-STOWE:** Dr. Warmack then reported on recent fundraising/friend-raising efforts within the past four months including: \$500,000 from Emerson; an Anonymous Donation of \$400,000; Wells Fargo, \$35,000 and \$20,000 from Mr. Michael Holmes.
- E. HSSU CENTERS OF EXCELLENCE:** Dr. Warmack reported that in connecting Harris-Stowe State University to the community in shaping real solutions, centers of excellence are being created at Harris-Stowe. He stated that HSSU launched its first center as a follow-up to Senator McCaskill's visit to HSSU's campus on October 6, 2014 in support of her campaign against sexual assault on college campuses. He stated that it is his vision for HSSU to have a more holistic approach in regards to preventing violence. He shared that the first session of the Center for Non-Violence and Abuse Prevention was held on January 29, 2015. He further shared that the session, "Breaking the Silence," included phenomenal testimonies and real life stories presented by members of the HSSU administration, faculty and student body, respectively. He then shared that outside counselors and professionals were present to assist with processing the information being shared. Dr. Warmack then reported that other centers will include the Center for Social Justice, and a Center for Black Male Initiatives.
- F. RENOVATION PROJECTS:** Dr. Warmack reported on state funded capital improvements including the Vashon Center hazmat remediation and upgrades; and deferred maintenance including maintenance and repairs to the Henry Givens Administration Building, the AT&T Library and Technology Center, and the Emerson Performing Arts Center.
- F. REPORT ON FLEET OF NEW HSSU BUSES AND VANS:** Dr. Warmack recalled his first experience with HSSU's broken down vans and busses which he reported to the Board at his first meeting as President. He reported that the HSSU fleet updates will be funded by the recent anonymous gift and will include vehicle wrapping. He noted that the vehicles will also be used to transport athletes which will promote a substantial savings to the University.

Chairwoman Cook and members of the Board gave Dr. Warmack kudos for his amazing accomplishments as President in just a few short months, which has included outstanding growth in many facets of the

University.

Regent Hollingsworth concurred. She extended additional thanks to Dr. Warmack and the entire team for taking the lead on the January 19 MLK issue and stated that it was handled in a calm and productive manner. She further added kudos for committing to continuing discussions and noted that this is the example that everyone needs to see.

Dr. Warmack thanked members of the Board for opening doors for him in the community and for creating opportunities that allow him to move the HSSU agenda forward.

3. BUSINESS AND FINANCIAL AFFAIRS..... Mr. Brian Huggins

A. **JANUARY 2015 FINANCIAL REPORT:** Mr. Huggins reported that the Board Finance Committee met on December 31 and that the general operating fund revenues for period ending January 2015 were at 51%, and expenditures at 48%; Gillespie Residence Hall housing rental revenues were at 41% with expenditures at 51%; Bosley Hall housing rental revenues were at 59% with expenditures at 40%; Clay Center revenues were at 43% with expenditures at 51%; and PFM Investments revenue at \$40,482 and unrealized gains of \$29,558.

A motion was made by Regent Norwood, seconded by Regent Hollingsworth, and unanimously carried for the approval of the January 2015 Financial Report.

B. **RECOMMENDATION**

1. **Recommendation to Approve Procurement of (2) New HSSU Buses/Vans**

A motion was made by Regent Norwood, seconded by Regent Hollingsworth, and unanimously carried for approval of procurement of (2) new HSSU buses/vans funded by a recent anonymous donor. (A copy of the full recommendation can be found with the February 2015 Board Book.)

4. PROVOST/ACADEMIC AFFAIRS.....Dr. Dwyane Smith

Dr. Smith thanked Dr. Warmack for entrusting him with his new appointment and critical role of Provost, and stated that deans and chairs are doing mighty work.

A. **REPORT ON THE SPRING 2015 FACULTY/PROFESSIONAL STAFF INSTITUTE:** Dr. Smith reported that the Spring 2015 Faculty/Professional Staff Institute was held on January 7-9, 2015. He stated that President Warmack’s mid-year update included, but was not limited to, the 2015 Organizational Chart and priorities for the institution. Dr. Smith noted that the President’s presentation was well received by faculty and staff. He then reported that the Institute provided the campus community the opportunity to engage in meaningful discussion on strengthening HSSU and how to move forward as an institution. He added that roundtable discussions were held with outcomes on exploring methods to incorporate teams’ recommendations in “achieving the excellence agenda” at HSSU.

B. **RECOMMENDATION**

1. **Recommendation for Approval of Two New Degree Programs – (1) Political Science and (2) Sociology:** Dr. Smith presented the recommendation and the following comments were made.

Atty. Mickes agreed to host one student as an intern every semester at Mickes, Goldman, O’Toole LLC Attorneys at Law.

Dr. Warmack shared that the Dean of Law Students at Mississippi College reached out to him regarding a possible partnership, and Valparaiso Law School in Indiana contacted him about a possible 3+3 program.

Regent Hollingsworth stated that this is a nice evolution for HSSU criminal justice students.

A motion was made by Regent Hollingsworth, seconded by Regent Norwood, and unanimously carried for approval of procurement of two new degree programs (1) Bachelor of Science in Political Science and (2) Bachelor of Science in Sociology. (A copy of the full recommendation can be found with the February 2015 Board Book.)

5. VICE PRESIDENT OF STRATEGIC PLANNING AND IT SERVICES.....Mr. Fogt

A. **UPDATE ON REPORT ON COMMITTEE APPOINTMENT TO DEVELOP FIVE-YEAR STRATEGIC PLAN:** Mr. Fogt reported that the entire committee has work diligently on developing the Five-Year Strategic Plan, and that student representation and candor has been outstanding. He then reported that there are a total of 36 committee members made up of students, faculty, staff, administrators, department heads, and alumni, and that these individuals make up the subcommittees including Academics, Recruitment and Retention, Marketing and Branding, Fund Raising and Friend Raising, Mission, and Writing. Mr. Fogt then gave an overview of what the committee has catalogued thus far.

B. **RECOMMENDATION**

1. **Recommendation for Approval of HSSU Core Values:** Mr. Fogt presented the recommendation on the proposed core values, which would be based on the acronym P.R.I.D.E., (Personal Growth, Respect, Innovation, Diversity, and Effective Service). The following comments were made.

Regent Chadwick applauded the inclusive process and stated that while the “E” (Effective Service) in the acronym addresses employees, “Excellence” would be more in line with the President’s vision, and could be broadened.

Regent Dickson stated that in his opinion, “Respect” should be at the top of the list as HSSU works to institutionalize *respect* and make it a part of the University culture that is evaluated regularly.

Dr. Warmack agreed with both comments and stated that the core values are not in order of importance and come from the acronym of PRIDE.

Regent Norwood stated that this set of core values are the foundation but do not exclude other values, and as such, could be adopted now and tweaked later.

All Board members agreed that the “E” in the core value acronym should be changed to the word “Excellence.”

Regent Cook asked for an amendment to the motion.

Mr. Fogt stated that the majority of Strategic Planning committee members were actually in attendance at this meeting. That majority, by a show of hands, voted to change the “E” in the core value acronym to the word “Excellence.”

A motion, with the amendment, was made by Regent Chadwick, seconded by Regent Norwood, and carried to approve the Harris-Stowe State University Core Values.

6. EXECUTIVE DIRECTOR OF ENROLLMENT MANAGEMENT.....Mr. Reynolda Brown

A. **UPDATE ON ENROLLMENT AND RECRUITMENT EFFORTS:** Mr. Brown gave a PPT presentation on Enrollment and Recruitment efforts at HSSU. He shared that prior to his taking this position, Dr. Warmack provided him with the trend of enrollment for Missouri and HSSU in particular which had been down for the past five years. He stated that he said just because enrollment was down in the state, it did not prohibit traveling to other states to recruit. Mr. Brown then shared the following: (1) recruitment comparison numbers which showed FTF total for fall 2014 applicants of 1202, and fall 2015 applicants as of the date of this meeting of 1394, with an anticipated increase, and a FTF total fall 2014 accepted of 765 and fall 2015 accepted as of the date of this meeting of 629, with an anticipated increase;

(2) strategically targeted territories; and (3) upcoming on-campus programs including Senior Day Program to be held on February 20, 2015; Admitted Student Open House to be held on April 13, 2015; and Priority Transfer Days to be held during May, June and July 2015.

Regent Dickson suggested reaching out to the Normandy School District interim superintendent, Dr. Charles Pearson and stated there is a real opportunity there for some very good math students and to create beneficial relationships.

Dr. Warmack shared that the recent Emerson contribution for STEM students will create an opportunity to recruit valedictorians from Ferguson-Florissant and nearby school districts and give them major academic scholarships.

7. DEAN OF STUDENT SUCCESS.....Mr. Emmanuel Lalande

A. **UPDATE ON STUDENT SUCCESS:** Mr. Lalande gave a PPT presentation/update on Student Success at HSSU. He shared that as his colleague talked about growing enrollment, it is important for his area to also lay a foundation and that he has been working with his staff on the importance of the role of Student Success. He added that he has also stressed the importance of the holistic development of the student and has had consultants on campus to review HSSU student affairs and campus public safety to assess where we are and how best to move forward. He gave kudos to Shawn Baker, newly promoted to Senior Associate Dean of Students who has served as the “heartbeat” of HSSU Student Affairs during the past few years and assisted greatly with keeping things going during the president’s transition. He added that new positions will include Assistant Director of Residential Life and Director of Student Engagement, and that the Student Activities Office will now be called the Office of Student Engagement. He added that the Emerging Leaders Program has been launched, a new Director of Student Health Services, Roslyn Harvey was recently hired, and that there will be upcoming changes in Campus Public Safety. Mr. Lalande then reported that students will be held accountable for their behavior in line with the Student Conduct and Student Rights and Responsibilities Zero Tolerance Policy. He added that the HSSU Student Handbook has been updated, there is a greater social network presence and web page presence. Mr. Lalande also reported that a much needed furniture upgrade has been completed in the Residential Life lobby and game room.

B. **STUDENT UPDATE (MR. ADRIAN KELLY, SGA PRESIDENT):** Mr. Kelly reported that he was recently interviewed by *HBCU Buzz* and was informed that he was the first SGA president to have his inaugural address broadcasted across the nation as a result of being at the front of the Ferguson situation. He stated that the situation also brought about the opportunity for HSSU students to march and participate in a think tank with Howard University students. He added that HSSU was recently recognized as best HBCU of the month and Mr. HSSU were voted best king of the month. Mr. Kelly then reported that Mr. and Miss HSSU were invited to participate in a radio program and that campus life has been further improved by purchasing screens for Bosley Hall for students to use for presentations.

8. DIRECTOR OF HUMAN RESOURCES.....Mrs. Tammy Kimbrough

A. **DECEMBER 2014/JANUARY 2015 PERSONNEL REPORT:** Mrs. Kimbrough reported that the monthly personnel reports for December 2014 and January 2015 could be found under Tab 9 and included new employees, promotions and conclusions. She reported that candidates for the Clay Center and for the Department of Athletics have been narrowed down and that each applicant was invited by Dr. Warmack to make presentations to the entire University. She added that only top qualified candidates are being considered.

A motion was made by Regent Hollingsworth, seconded by Regent Chadwick, and unanimously carried to accept the December 2014/January 2015 Personnel Reports.

B. **UPDATE ON HUMAN RESOURCE OPERATIONS:** Mrs. Kimbrough shared that she found it important to automate the payroll system at HSSU. She added that the human resource information system (HRIS) will also streamline the entire process starting with the applicant process, and also serves as an employee driven system to manage time and access paycheck stubs, w2s, etc.

Chairwoman Cook asked about the type of security that surrounds this program.

Mrs. Kimbrough stated that the cloud information system is secure.

Mr. Fogt added that the information is encrypted for transmission and cannot be deciphered.

Mrs. Kimbrough then reported that HSSU offers great benefits that have now been automated as well and that Colonial Life came to campus pro bono and processed each employees' benefits via a data system that is connected to each provider

C. RECOMMENDATION

RECOMMENDATION FOR APPROVAL OF EXPRESSIVE PUBLIC SPEECH POLICY: A discussion was held regarding the recommendation for approval of the Expressive Public Speech Policy for Harris-Stowe. Dr. Warmack reminded that the Board about the Hershey lawsuit in 2012 and that part of that settlement requirement was that HSSU adopt a policy by April 2013. He added that following his arrival as president, Mr. Hershey returned to Harris-Stowe and requested the policy. Dr. Warmack shared that Atty. Mickes assisted him with the history of the case and it was found that the policy had not yet been adopted by the Board.

Atty. Mickes noted that there was no policy and that while mediation was held with members of the University, the policy fell through cracks under the former interim-president.

Regent Norwood stated that he would like the opportunity to look at the policy in more detail and discuss further with President Warmack and University Counsel.

Chairwoman Cook stated that this recommendation would be tabled until the March meeting.

Atty. Mickes gave kudos to Mrs. Kimbrough and to Mr. Fogt for organizing the HR Office. He stated that Mrs. Kimbrough is a true professional and that all that has been accomplished in a short amount of time will result in fewer claims and cost savings to the University.

9. **COORDINATOR FOR UNIVERSITY RELATIONS**.....Ms. Brenda Talbot
 - A. **UPDATE ON HSSU MEDIA RELATED ACTIVITIES:** Ms. Talbot gave a PPT presentation on HSSU media related activities. She shared how HSSU has been telling its story via social media and gave a review of Harris-Stowe State University's social media presence since last reported in October 2014 including but not limited to Facebook, Twitter, and Hornets on the Move.
10. **CLOSE TO EXECUTIVE SESSION:** Chairwoman Cook asked Mrs. Sutherlin to conduct roll call and a motion was made by Regent Dickson, seconded by Regent Hollingsworth and unanimously approved to convene an executive session at 11:00 a.m.
11. **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 Norwood, and unanimously approved to adjourn the executive session, and re-convene the February 3, 2015 regular session of the HSSU Board of Regents.
12. **ADJOURNMENT:** Chairwoman Cook asked Mrs. Sutherlin to again conduct roll call. A motion was made by Regent Dickson, seconded by Regent Norwood, and unanimously approved to adjourn the February 3, 2015 regular session at 11:35 a.m.

Respectfully submitted,

Approved by:

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

Thelma V. Cook
Chairwoman, HSSU Board of