

**MINUTES OF THE REGULAR MEETING
BOARD OF REGENTS OF HARRIS-STOWE STATE UNIVERSITY
June 25, 2013**

The regular meeting of the Board of Regents of Harris-Stowe State University was held on Tuesday, June 25, 2013, starting at 8:45 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

Absent:

Atty. Wayman F. Smith III

REPRESENTATIVES FROM THE PRESIDENT'S OFFICE

Present:

Dr. Albert L. Walker, President
Mrs. Lea Sutherlin, Executive Assistant to the President and Secretary to the Board

MEMBERS OF THE PRESIDENT'S CABINET

Present:

Dr. Dwyane Smith, Vice President for Academic Affairs
Mrs. Constance Gully, Executive Vice President for Business and Financial Affairs
Mr. Charles Gooden, Dean, Student Affairs
Mr. James Fogt, Executive Director, Information Technology
Ms. Courtney McCall, Asst. Vice President, Communications, Marketing, Alumni Affairs and Development
Mrs. Heather Bostic, Executive Director, Title III and Sponsored Programs

Other Attendees:

Ms. Lashanda Boone, Executive Director, Enrollment Management
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 June 25, 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 welcomed everyone to the meeting and asked Dr. Smith to introduce his guests.

Dr. Smith welcomed the guests to HSSU and asked Dr. Yolanda Diaz to make the formal introduction.

Dr. Diaz introduced Mr. Daniel Pandolfi, President of Caleta Olivia Campus of the National University of Southern Patagonia and his wife, Mrs. Pandolfi who is a faculty member at the University. He stated that the Pandolfis were on campus to explore possible partnerships with HSSU, and that a Memorandum of

Understanding would be signed that afternoon. She asked Mr. Pandolfi for remarks.

Mr. Pandolfi shared that he was delighted to be on HSSU's campus and thanked everyone for their support. He further shared that his university is very new and located in the south of Argentina. He noted that it is important to find partners to help develop projects for students who do not have other possibilities.

Dr. Diaz distributed information about the National University along with a map of Brazil showing its location.

- A. **HARRIS-STOWE FOUNDATION REPORT TO THE BOARD OF REGENTS – PRINTED REPORT (TAB 3):** Chairwoman Cook noted that as a follow-up request from the Board at its previous meeting, printed copies of an update on the Harris-Stowe Foundation could be found under Tab 3 of the June 2013 Board Books.
 - B. **REMINDER – JULY 23, 2013 BOARD MEETING WILL NOT BE HELD:** Chairwoman Cook reminded everyone that the July 2013 meeting would not be held as in past years.
2. **APPROVAL OF THE MAY 2013 MINUTES:** A motion was made by Regent Dickson seconded by Regent Hollingsworth, and unanimously carried for approval of the May 2013 Board minutes.
3. **REPORT OF THE PRESIDENT ON A VARIETY OF INSTITUTIONAL PROGRAMS AND PROJECTS:**

President Walker report included the following:.....Dr. Walker

- A. **REPORT ON GOVERNOR'S RECEPTION AND CBHE BOARD FORUM HELD ON JUNE 10 & 11 IN JEFFERSON CITY:** President Walker reported that he attended the Governor's Reception on June 10 and the CBHE Board Forum on June 11 in Jefferson City. He stated that the forum was well attended and focused on the following topics: (1) Removing Barriers to College Completion; (2) Keeping College Affordable for the Next Generation; (3) Using Technology to Transform Educational Delivery; and (3) Bridging the Gap between High School and College.
- B. **PANEL PARTICIPATION IN THE NATIONAL SMALL BUSINESS ADMINISTRATION CONFERENCE HELD ON HSSU'S CAMPUS ON JUNE 19 WITH DAVID STEWARD, FOUNDER OF WORLD WIDE TECHNOLOGY:** President Walker reported that he participated in the National Small Business Administration Conference recently held on Harris-Stowe's campus. He stated that the keynote speaker was Dr. David Steward, Chairman and Founder of World Wide Technology. President Walker added that as one of the panelists, his remarks were from the perspective as former president of Bluefield State College in West Virginia, and on the importance of bringing jobs to St. Louis. He noted that all panelists and presenters did an outstanding job, and that the Conference was streamed nationally online.
- C. **REPORT ON PARTICIPATION IN THE THURGOOD MARSHALL COLLEGE FUND (TMCF) (DOCUMENT DISTRIBUTED):** President Walker reported that he, along with other HBCU presidents, were selected to attend the Humpty Dumpty Institute "Putting the Pieces Back Together", in collaboration with the Thurgood Marshall College Fund. He stated that the Institute is made up of ambassadors from other countries, and that the group has been primarily set up through Thurgood Marshall to bring outreach education to HBCUs. He further stated that the presidents met with ambassadors to discuss the national need for growth in enrollment as 90% of public HBCUs are finding that enrollment is going down. He encouraged Board Members to peruse the distributed document, and noted that all expenses were paid by TMCF.

Chairwoman Cook stated that HSSU is fortunate to have a leader who is involved in national efforts and partnerships. She added that President Walker had shared with her some of the responses resulting from the Small Business Administration Conference held on campus, and that

the comments were excellent. She noted that she had forwarded those comments to other members of the Board, and encouraged President Walker to share the information with members of his Cabinet.

4. **REPORT OF THE EXEC. VICE PRESIDENT FOR BUSINESS & FINANCIAL AFFAIRS.....Mrs. Gully**

A. **MAY 2013 FINANCIAL REPORTS:** Mrs. Gully reported that she met with the Board Finance Committee on June 24, 2013.

She then reported that the general operating fund revenues for period ending May 2013 were at 90%, and expenditures at 89%; Gillespie Residence Hall housing rental revenues were at 98% with expenditures at 70%; Bosley Hall housing rental revenues were at 91% with expenditures at 61%; Clay Center revenues were at 100% with expenditures at 95%; and, Consortium for Leadership Development (CLD) revenues were at \$92,700 (revenues for current year pay for operating expenses of the program) and expenditures at 85% for the month of May.

B. **JUNE 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 Chadwick, seconded by Regent Hollingsworth, and unanimously carried for the approval of the May 2013 Financial Report and to accept the June 2013 Personnel Reports.

C. **RECOMMENDATIONS**

1. **RECOMMENDATION FOR THE APPROVAL OF THE 2013-14 OPERATING BUDGETS AND INCREASE IN TUITION FOR THE CLAY EARLY CHILDHOOD CENTER:** Mrs. Gully gave a full PowerPoint presentation on the Recommendation for Approval by the Board of Regents of the FY 2013-2014 recommended budget balancing measures and related budgets. She stated that the University's Budget Planning, Control, and Review Committee had worked diligently to draft the proposed FY 2013-2014 Operating Budget of Harris-Stowe State University. She stated that the work of the Committee was guided by objectives and assumptions. She then presented, in detail, the objectives, basic assumptions – including revenue and expenses, budget balancing measures, and an increase in tuition for the Clay Early Childhood Center. A complete copy of the recommendation with supporting documents can be found in the June 2013 Board Booklet.

Chairwoman Cook asked if there is a way students are reminded about loan information.

Ms. Boone remarked that regarding Pell loans, students are reminded by the organization and the Institution. She added that major changes are being made at institutions including the requirement of including remedial courses. She noted that adjustments will have to be made nationwide.

Chairwoman Cook then inquired as to whether there is a way to offset equipment depreciation by asking for donated equipment from the University's partnerships.

Mrs. Gully stated that Harris-Stowe already receives donations of furniture and other items from corporations and organizations in the community. She added that the Clay Center recently received donations to purchase updated equipment.

Mr. Fogt shared that Harris-Stowe has received technology donations in the past, but that the challenge is that the equipment the University already has is more current than what

is being donated. He noted that the University recently received a grant from the Kemper Foundation to assist with technology expansions.

Regent Chadwick asked about academic support and services offered by that program.

Mrs. Gully stated that the Center for Retention and Student Support is part of Academic Affairs and includes tutoring labs, remedial courses, and some services not instructional related.

Regent Hollingsworth stated that Mrs. Gully, her staff and the Budget Committee did a great job on balancing the budget and holding scholarships harmless.

Regent Cook added that the HSSU finance team is a masterful group.

Regent Dickson agreed that it was a masterful job in cutting expenses, but stated that the University cannot continue to cut and exist, and that increased enrollment is the key.

Mrs. Gully agreed and stated that Harris-Stowe has “some bleeding” that must be stopped.

A motion was made by Regent Hollingsworth, seconded by Regent Dickson, and unanimously carried for the approval of the Harris-Stowe State University 2013-14 operating budget and increase in tuition for the Clay Early Childhood Center.

Mrs. Gully then presented the operating budget assumptions; revenue and expenses for FY 2013-14 for Gillespie Residence Hall and Student Center, Bosley Hall and Dining Facility, the Clay Early Childhood Center, and the Consortium for Leadership Development respectively.

A motion was made by Regent Dickson, seconded by Regent Hollingsworth, and unanimously carried for the approval of the Harris-Stowe State University 2013-14 operating budget assumptions; revenue and expenses for FY 2013-14 for Gillespie Residence Hall and Student Center, Bosley Hall and Dining Facility, the Clay Early Childhood Center, and the Consortium for Leadership Development respectively.

2. **RECOMMENDATION FOR HOMELAND SECURITY PROPOSED AIR MONITORING SITE:** Mrs. Gully presented this report during Executive Session.

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

A. **ENROLLMENT MANAGEMENT UPDATE.....Ms. Boone**

Ms. Boone gave a PowerPoint presentation on The Effect of a Changing Demographic which included HSSU fall enrollment data from 2008 – 2013; data on Missouri high school graduates; Missouri Colleges and Universities’ heavy competition for students; enrollment breakdown by HSSU colleges/schools – Business, Education, and Arts and Sciences, with Arts and Sciences as the only school showing increase because of the Biology program, for which she gave Dr. Dwyane Smith kudos; retention by cohort; HSSU’s six-year graduation rate; core enrollment principles; HSSU campus-wide recruitment and retention initiatives; and information on understanding recruitment and retention. She stated that something must be done about the overall “bleed” of students leaving HSSU, and that recruitment and retention programs must be designed to meet student needs and have an academic success focus. Ms. Boone noted that everything must be done as a team approach. A complete copy of Ms. Boone’s presentation can be found with the June 2013 Board Booklet.

Regent Dickson stated that HSSU must become competitive as a result of the current numbers as

the Institution will either survive or die.

Chairwoman Cook asked how the academic process is communicated to students.

Dr. Smith stated that all schedules and bulletins are online, and that hard copies or jump drives are being considered for first year students.

Chairwoman Cook thanked Ms. Boone for an outstanding presentation and agreed with Ms. Boone's statement that everything we do must be a team approach. She stated that all elements must be in place to assist the reason Harris-Stowe exists – students. Chairwoman Cook commended Ms. Boone for her broad analysis and how to transition toward success, and further stated that two things must be considered - 1. Prioritize and 2. Determine where each need falls. She added that Board members are here to set policy, but are experienced and willing to provide assistance. Chairwoman Cook then stated that with vision, teamwork and positive attitudes, transition is possible and HSSU can stand above the rest. She noted that HSSU leadership must consider Ms. Boone's presentation and begin implementation.

Regent Chadwick stated that she echoed the Chairwoman's remarks and asked for a hard copy of Ms. Boone's presentation for Board members. She then asked Ms. Boone to come back and present again during late fall with updates.

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

- A. **HORNET ALUMNI MESSENGER NEWSLETTER:** Ms. McCall reported that the bi-annual Alumni Messenger had just been completed and would be sent to approximately 3500 alumni electronically and via U.S. mail. She stated that the publication increased from 8-12 pages from the fall edition, and would be sent out later in the week.

Chairwoman Cook remarked that the Hornet Alumni Messenger Newsletter is a great instrument for development and keeping alumni informed. She noted that it is an outstanding publication. She also noted that Ms. McCall had prepared a photo album this was being passed for review during this meeting.

Ms. McCall stated that Board members were welcome to request copies of the photos or a photo disk. She noted that a letter had been sent to each honoree with a copy of photos of them receiving their award(s).

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

- A. **UPDATE ON STUDENT AFFAIRS ACTIVITIES**

Mr. Gooden then reported that Career Services continues to make contact with current students and graduates regarding internships, job opportunities and invitations to upgrade résumés and interviewing skills. He added that two HSSU students, Helena Perine and Erick Shelquist recently attended the Thurgood Marshall College Fund seminar at the United Nations in New York and had the opportunity to visit the State Department in Washington. He noted that these students were developing a presentation to share with fellow students.

He also reported that Counseling Services, in partnership with a community service organization, submitted a proposal to the U.S. Department of Education for a funding grant that would assist students in need of physical and mental healthcare services.

Mr. Gooden further reported that students and staff who recently attended the National Association of Student Affairs Professionals Institute held in Savannah, GA, (sponsored by

Thurgood Marshall College Fund) returned with ideas and information toward developing stronger relationships within their organizations and networking opportunities with other universities. He stated that attendees have scheduled additional meetings to share information with other students regarding internship, scholarship and job opportunities, and how to apply for advanced degrees.

He reported that inspections of all rooms of both residence halls have been conducted and that painting and repairs are being done. He added that several students completed community service projects by painting the lobby of Gillespie Hall. He added that Student Activities has conducted, along with Enrollment Management, two orientation sessions with incoming students and parents. He stated that additional sessions have been planned.

Mr. Gooden then reported that there are two new head coaches for women's soccer and women's volleyball, and that these coaches are currently recruiting new team members. He then asked everyone to mark their calendars for September 29 – October 5, 2013 for upcoming Homecoming events.

8. ADJOURNMENT

There being no further business, a motion was made by Regent Dickson, seconded by Regent Chadwick, and unanimously approved to adjourn the June 25, 2013 meeting at 11:00 A.M.

Respectfully submitted,

Approved by:

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

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