

**MINUTES OF THE REGULAR MEETING
BOARD OF REGENTS OF HARRIS-STOWE STATE UNIVERSITY
August 28, 2012**

The regular meeting of the Board of Regents of Harris-Stowe State University, was held on Tuesday, August 28, 2012, starting promptly 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. Charles H. Hoessle, Vice Chairman
Atty. Wayman F. Smith III
Ms. Christine Chadwick
Mr. Reginald Dickson**

REPRESENTATIVES FROM THE PRESIDENT'S OFFICE

Present:

**Dr. Albert L. Walker, President
Mrs. Marcy Busekrus, Administrative Secretary to the President**

MEMBERS OF THE PRESIDENT'S EXECUTIVE ADMINISTRATIVE LEADERSHIP TEAM

Present:

**Dr. Dwyane Smith, Vice President for Academic Affairs
Mrs. Constance Gully, Executive Vice President for Business and Financial Affairs
Dr. Michelle McClure, Asst. Vice President for Academic Affairs
Dr. Fara Zakery, Dean, Anheuser-Busch School of Business
Dr. Latisha Smith, Dean, College of Education
Mr. Charles Gooden, Dean, Student Affairs
Ms. Lashanda Boone, Executive Director, Enrollment Management
Mrs. Heather Bostic, Executive Director, Title III and Sponsored Programs
Mr. James Fogt, Director, Information Technology
Mrs. Courtney McCall, Asst. Vice President, Communications, Marketing, Alumni Affairs and Development
Mr. Howard Richards, Executive Director, Institutional Security and Development**

OTHERS IN ATTENDANCE:

Atty. Tom Mickes, Mickes, Goldman, O'Toole, LLC

ABSENT:

**Ms. Debra Hollingsworth, Regent
Mrs. Lea Sutherlin, Executive Secretary to the President and Secretary to the Board**

FOREWORD:

The minutes presented below are a summary of the discussions, deliberations, and actions of the Board of Regents at its August 28, 2012 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. CHAIRWOMAN OF THE BOARD REPORT:** Chairwoman Cook stated that she hoped everyone had a good summer. She announced that the Board has been involved in many activities over the summer and

hopefully spreading the good word of HSSU.

- A. **APPROVAL OF THE JUNE 2012 MINUTES:** A motion was made by Regent Hoessle, seconded by Regent Smith, and unanimously carried for approval of the June 2012 Board minutes.

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

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

Dr. Walker announced the Salute to Excellence in Education on September 14, and the HSSU Alumni Gold Gala on September 29. Ms. McCall reported that the Gold Gala will be held at the Marriott Airport Hotel. The band this year will be Dirty Muggs. All proceeds will go toward student scholarships.

Dr. Walker also reported that he participated in the Grand Avenue bridge dedication which was well attended. Mrs. Gully was on hand as a Metro board member. Dr. Walker spoke with Fr. Biondi of SLU and it was discussed that HSSU might be able to assist them with housing. Mrs. Gully will give more information in her report.

- A. **State of the University:** Dr. Walker reported that it is customary at Harris-Stowe to make a “State of the University” address at the beginning of the fall semester. Dr. Walker stated that he highlighted that this is a year of transition and a reaffirmation of the higher learning accreditation. He reported that the university had to cut \$1 million to balance the budget this year, but still hoped to give two small one-time increases to faculty and staff since they have not received any kind of raise for four or five years. He also stated that he reemphasized the need for quality instruction and to expand the outreach efforts to recruit international students. HSSU is hoping to get 30-40 new international students, and would prefer them to be from countries where English is the second language. He also emphasized the goal of increasing student retention and enrollment.

- 1. **Customer Service Campaign:** Dr. Walker called on Ms. McCall to discuss the pilot customer service campaign being launched at HSSU. Ms. McCall said that Mrs. Sutherlin and Mrs. Busekrus came up with a campaign initiative to try to improve customer service, thus improve retention. The campaign “Great Service, Great Success” will begin September 5, and run through December 5. All of HSSU’s customers (students, vendors, etc.) will be encouraged to fill out an online survey regarding the service they receive. The office with the most positive responses will receive a one-time merit payment of \$150. The program is designed to get people in the habit of providing great customer service and to evaluate if a merit pay is a good incentive. Regent Dickson stated that this was a good idea, but questioned what our definition of great is. Ms. McCall stated that it is going above and beyond and making sure the customer is satisfied. Dr. Walker stated that no one is paid to be mean and poor customer service has to stop. He will follow due process, but will have a zero-tolerance policy. The best recruiters are students and we want our students to tell other students what a great place HSSU is. Chairwoman Cook stated that whenever you integrate a financial reward for an activity, you must have a measurement to stand on. Mr. Fogt stated that his office will be assessing the survey responses. They measure results in five areas and ask if there is anything HSSU should be asking on the survey that isn’t currently being asked. Dr. Walker stated that money is a short-term incentive. Annual evaluations are where customer service should be evaluated, and there should be a mid-year conversation about customer service with all employees. Regent Dickson stated that he loved the comments being made and suggested that customer service should be an ongoing topic of the Board and that those who go above and beyond in their jobs should be recognized by the Board at some point.

- B. **Virtual College:** Dr. Walker reported that he would like to see an online degree program at HSSU. A lot of soldiers and individuals who are shut-ins are interested in getting degrees. This would provide access for all students.

- C. **U.S. Dept. of Education Bus Tour:** Mrs. Gully reported that the bus tour will come to HSSU on September 19. The bus is traveling from California to Washington D.C. Dr. John Sylvanis Wilson, director of the White House Initiative on HBCUs, encouraged Deputy Secretary Tony Miller to include HSSU on the tour. The event will be held in the Bank of America Theatre at noon. A faith-based initiative office will hold an activity earlier in the day. They will be reaching out to community leaders and Dr. Kelvin Adams, St. Louis Public Schools superintendent. The forum at noon is not a political event and the discussion will be on financial issues facing students. Chairwoman Cook asked if there include the information from at the event in our recruitment materials. Mrs. Gully stated that the forum will be videotaped and recorded.

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

- A. **June/July 2012 Financial Reports:** Mrs. Gully stated that although the May financial statement was distributed, she would focus on June financial statement. The information is preliminary and adjustments are still going on. Mrs. Gully reported that tuition and fees are 28 percent less than the prior year, and that state operating revenues are down 9 percent. Salary and wage expense is down because of reductions in FTE. Total expenses are pretty consistent. Mrs. Gully anticipates an increase of \$200,000 in net assets this year because we are learning how to do more with less. Current assets are up 8 percent. Mrs. Gully stated that her office is currently very busy with the external auditors, RubinBrown and she wanted to thank Andrea Davis, Karen Wasser and Almaze Austin for picking up the slack when Kevin Burnett resigned. She said she hopes to have three vacancies filled by the end of September. Mrs. Gully reported that July revenues are down 9.6 percent and expenditures are up 2.7 percent. For the period ending July 31, revenues are at 12 percent and expenditures at 11 percent. Mrs. Gully reported that we are not at capacity in Gillespie Residence Hall, but that Fr. Biondi sent a team to look at our dorm to house students that were supposed to stay in the apartments on Lindell that recently had a fire. The team was pretty impressed with the facilities and our security. Mrs. Gully stated that if we get 25-30 SLU students she will be happy. Mrs. Gully also reported that Bosley Hall revenue is at 34 percent. Mrs. Gully reported that revenues for the Early Childhood building are at 7.5 percent and expenditures at 5 percent. She stated that the center just celebrated their 3rd birthday with a party sponsored by the parents.

A motion was made by Regent Chadwick, seconded by Regent Smith, and unanimously carried for the approval of the June/July Financial Reports.

- B. **RECOMMENDATION:** A recommendation was submitted for approval to award the Food Service Contract to Harris-Stowe's current food service provider, Fresh Ideas. After the recommendation is approved, the contract will be forwarded to Atty. Mickes for review. Mrs. Gully reported that Fresh Ideas is going to make a donation of \$100,000 to the university in addition to providing 100 meals to aid with recruitment, and picnics for faculty and staff at no charge. The contract is for three years with a two-year option running through 2017. Regent Chadwick asked if three years is the typical contract length and Mrs. Gully said most are five years, but we do three years with a two-year option so contractors do not get complacent. Regent Chadwick asked what the cost of the contract was and Mrs. Gully explained that there is no price. It is based on what their sales are.

A motion was made by Regent Dickson, seconded by Regent Chadwick and unanimously carried for the approval of the Recommendation of the Food Service Contract award to Fresh Ideas.

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

- A. **RECOMMENDATIONS**

1. A recommendation was submitted for advancement in academic rank for Dr. Ann Podleski. Dr. Smith outlined the procedure for applying for academic rank and stated that the appropriate documents must be reviewed and approved three evaluator groups before he makes the final recommendation.

A motion was made by Regent Chadwick, seconded by Regent Dickson and unanimously carried for approval of the Recommendation for Advancement of Academic Rank for Dr. Ann Podleski.

2. A recommendation was submitted for approval of Harris-Stowe State University's vision statement. Dr Smith outlined the process of developing the vision statement which included reviewing vision statements from other universities throughout the country. Chairwoman Cook asked if HBCU could be spelled out.

A motion was made by Regent Smith, seconded by Regent Dickson to approve the recommendation with the change.

Regent Chadwick had a question about specific wording in the document. After discussion Chairwoman Cook asked if the board would like to table the recommendation until the next meeting after the Board has the opportunity to review it.

Regent Smith rescinded his motion to approve the recommendation.

A motion was made by Regent Dickson, seconded by Regent Hoessle to table the recommendation until the next Board meeting.

3. A recommendation was submitted for approval of the Institutional Priorities for the Five-Year Strategic Plan for 2012-2017. Dr. Smith stated that Dr. Walker had listed 19 goals and objectives which fit under the priority statements that were read to the Regents. Regent Chadwick stated that items C-E has words that she would like to see changed. Dr. Walker stated that this document, when finalized would not change, but that the actual Five-Year Strategic Plan could be changed annually depending on circumstances. Chairwoman Cook stated that she wants this document to be as strong as possible. She recommended that the Board table this item and will ask a couple of the board members to review both documents prior to the next meeting. After final revisions have been made, the subcommittee* will review them with the president and then bring it to the September board Meeting. Regent Chadwick would also like to add the university's mission statement to the assignment.

The recommendation was tabled until the next Board meeting.

- B. Report on Fall 2012 Faculty and Professional Staff Institute:** Dr. Smith reported that this year's focus was on new beginnings. Discussions included strategic planning, undergraduate research, customer service and School of Business accreditation. Participants ranked the institute in online evaluations, with the help of James Fogt. Dr. Smith reported that the results were very positive.
- C. Report on the Rites of Passage Ceremony for HSSU Class of 2016:** Dr. Smith stated that the Rite of Passage is an annual tradition which officially pronounces HSSU students as scholars. Dr. McClure passed out Rite of Passage pins to board members.

5. REPORT OF THE DEAN OF STUDENT AFFAIRS.....Mr. Gooden

- A. 2012 Fall Orientation and Welcome Week Activities:** Mr. Gooden reported that his office has a very successful new student orientation and Welcome Week activities. The intent for this year is to focus on changing the culture of the students enrolling. Mr. Gooden stated that in the past, students

were totally unprepared and his office is trying to make a change to promote retention and graduation rates. Mr. Gooden reported that everyone might notice a marked decrease in sagging pants. Student Affairs is developing a series of events to enhance students' academic life on campus. Mr. Gooden reported an example from the Office of Career Services providing information on internships. Through this communique, several internships were provided to recent graduates. Mr. Gooden stated that the men's and women's soccer and volleyball seasons have begun, and that recently the men's soccer team had a competitive game with 42 alumni.

Ms. McCall passed out bookmarks that have information about Harris-Stowe printed on them. The bookmarks were made at the request of Chairwoman Cook. Chairwoman Cook asked everyone to share them with friends and to keep HSSU foremost in your minds.

President Walker stated that for the next 2 or 3 months he will be making recommendations such as recommending that 80 percent of our media should be related to academics. Dr. Walker stated that during Commencement he challenged the students to be great. He asked the board to bear with us. HSSU needs to develop a clear vision and purpose.

6. ADJOURNMENT

There being no further business, the August 28, 2012 meeting was adjourned by Chairwoman Cook at 9:43 A.M.

Respectfully submitted,

Approved by:

**Marcy Busekrus
Administrative Secretary to the President**

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

***Post meeting note: Following the meeting, Chairwoman Cook named Regent Dickson and Regent Chadwick to a subcommittee to review the HSSU Vision Statement, the Institutional Priorities for the Five-Year Strategic Plan and the Mission Statement.**