

**MINUTES OF THE REGULAR MEETING
BOARD OF REGENTS OF HARRIS-STOWE STATE UNIVERSITY
October 23, 2012**

The regular meeting of the Board of Regents of Harris-Stowe State University was held on Tuesday, October 23, 2012, starting at 8:10 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
Ms. Debra Hollingsworth
Atty. Wayman F. Smith III
Ms. Christine Chadwick**

Absent:

Mr. Reginald Dickson

REPRESENTATIVES FROM THE PRESIDENT'S OFFICE

Present:

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

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. Latisha Smith, Dean, College of Education
Dr. Fara Zakery, Dean, Anheuser-Busch School of Business
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

FOREWORD:

The minutes presented below are a summary of the discussions, deliberations, and actions of the Board of Regents at its October 23, 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 the Board of Regents is now intricately involved with the Don and Heide Wolff Jazz Institute (WJI). She further stated that President Walker would give a report on what the

forecast might be for the WJI during the rest of the year.

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

- A. **EXTERNAL AUDIT REPORT FROM RUBIN BROWN, L.L.P.:** Mrs. Gully introduced Steven Harris, Craig White and Brandy Lauer from Rubin Brown, LLP, external auditors for HSSU.

Mr. Harris thanked the Board for the opportunity to review the results of the 2012 audit. He stated that Mrs. Gully and her team have done a phenomenal job. Mr. Stevens commented that Rubin Brown issued the following: (1) an unqualified opinion on the financial statements for the year ended June 30, 2012; (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. He then reviewed, in detail, the Report to Governance for the year ended June 30, 2012, with specific overview of pages one through six (1-6). A copy of the Report to Governance and financial statement for year ended June 30, 2012, can be found under tab 5 of the October Board Booklet.

Mr. White reviewed the schedule of adjustments found on page five (5), along with management letter recommendations for Bosley Hall found on page seven (7) and recommendations for improving accounting practices found on page nine (9).

Mr. Harris stated that the Board of Regents has a great policy in place in that they must approve write-offs.

Ms. Lauer reported on single audit findings found on page 10.

Mr. Harris stated that great things are taking place at Harris-Stowe and that the University enhances the City of St. Louis. He further stated that management is receptive to recommendations and continues to operate very well in the midst of economic challenges. He then reviewed unrestricted net assets found on page 15.

Chairwoman Cook thanked the audit team for their service and interest in Harris-Stowe State University.

A motion was made by Regent Smith, seconded by Regent Hoessle, and unanimously carried to accept the External Audit Report and Financial Statements Report from Rubin Brown LLP.

- B. **NEXT BOARD OF REGENTS MEETING TO BE HELD ON TUESDAY, NOVEMBER 13, 2012:** Chairwoman Cook reminded everyone that because of the Thanksgiving Holiday, the next Board meeting would be held on November 13, 2012 at 7:30 a.m. and, that the December meeting would not be held.

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

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

- A. **UPDATE AND TOUR OF THE DON AND HEIDE WOLFF JAZZ INSTITUTE HOUSED AT HARRIS-STOWE STATE UNIVERSITY:** President Walker reported that during the October 16 Cabinet meeting, discussions were held regarding the Don and Heide Wolff Jazz Institute. He shared the following updates from that meeting: (1) James Fogt has added a badge (link) to the HSSU Home Page that reads "Home of the Don and Heide Wolff Jazz Institute and

Art Gallery – Now Featuring the Boughton Family Collection”, and is now working on adding a multi-media component to the site that will not violate copyright laws; (2) Mr. Fogt is also reviewing how the collections are arranged in the Institute; (3) Dr. Dwyane Smith spoke with Don Wolff about his association with the Higher Education Channel and will consider the possibility of Don doing a live broadcast from the Wolff Jazz Institute – which will give exposure to the Institute and to Harris-Stowe; (4) Dr. Smith also spoke with Don about the possibility of designing a course on the history of jazz, and Regent Dickson has also approached Don Wolff with the same suggestion - Don is currently preparing some notes related to a presentation on the history of jazz to students and Dr. Smith will work with the College of Arts and Science to see how this can be done; (5) later during this meeting, Dr. Smith will report on a concert held in the HSSU main auditorium and sponsored by the Wolff Jazz Institute; (6) during discussions about the Wolff Jazz Institute, Ms. McCall reminded us of the importance of carefully marketing events sponsored by the Institute and stressed that in order to promote the Institute effectively, we must have the right kind of collaborations and be consistent with its purpose and mission; (7) other suggestions being considered include assistance from SEMO with digitalization; the possibility of bringing on board contractors that would be willing to volunteer or provide in-kind services to renovate the inside of the Vashon Center, which will be the final home of the Don and Heide Wolff Jazz Institute and Art Gallery; and the possibility of a public radio station centered around music and education. President Walker invited members of the Board to tour the Don and Heide Wolff Jazz Institute and Art Gallery following this meeting.

Mr. Fogt stated that all music is either copyrighted or public domain. He stated that while HSSU is free to use public domain items from the collection, we must use caution with what is selected for the website and making updates to homepage to avoid litigation.

Chairwoman Cook reminded everyone that this is a plan in progress, and priorities will be put in place as the project moves forward. She stated that ideas submitted early on that are beneficial to the University and are cost effective will be considered.

President Walker also reported that he spoke with Heather Bostic about looking at possible grants that would underwrite a campus radio station. He stated that this would be a limited service activity to train students and an inexpensive way to draw students to the University. He added that athletic events could be broadcast and that this could serve as an opportunity to move HSSU to another level by way of recruitment and retention.

Regent Chadwick asked if a solution had been found on how to store the WJI collections.

President Walker reported that all items have been moved. He stated that he and Chairwoman Cook walked through the area, and items are now on shelves and well arranged. He again invited Board members to tour the area following the meeting.

Chairwoman Cook stated that she had a couple of things she would like to further explore with the Board and President Walker following this meeting, during executive session.

- B. **REPORT ON POSSIBLE COLLABORATION WITH SOUTHEAST MISSOURI STATE:**
President Walker stated that his report on possible collaboration with Southeast Missouri State was made during his earlier report.

- C. **SAN FRANCISCO CHRONICLE WEB ARTICLE REGARDING THE UNIVERSITY OF PHOENIX:** President Walker reviewed the web article from the *San Francisco Chronicle* (found under Tab 4) regarding the closing of 150 University of Phoenix campuses. He stated that they have led the nation in offering more baccalaureate degrees than any other in the nation, but did not monitor funds well.

Regent Chadwick asked if any St. Louis campuses had been shut.

President Walker stated that to his knowledge, no St. Louis campuses were closed. He further stated, however, that online degree programs are still the trend and that Dr. Smith is in the process of developing a program for HSSU.

- D. *Diverse Issues in Higher Education* Web Article Regarding Recruitment and Retention at Colleges and Universities Nationwide: President Walker also reported that a *Diverse Issues in Higher Education* web article could be found under Tab 4, regarding recruitment and retention at colleges and universities nationwide. He shared that the article says some schools are changing their total image in order to survive. He stated that HSSU is trying to keep up with best practices, be good stewards of its dollars, and at the same time be competitive and offer quality. He encouraged Board members to peruse the article at their leisure.

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

- A. **SEPTEMBER 2012 FINANCIAL REPORT:** Mrs. Gully reported that she met with the Board Finance Committee on October 22. She then reported that the general operating fund revenues for period ending September, 2012 was at 36%, expenditures at 32%, Gillespie Residence Hall revenue was at 46% with expenditures at 26% and Bosley Hall revenue at 45 % with expenditures at 10%. She then reported that the Clay Center revenues were at 13% percent with expenditures at 22%. Mrs. Gully then reported that the Consortium for Leadership Development (CLD) revenues were at \$47,500 (still working from start up support from AABLC) and expenditures at 32%.

Regent Chadwick noted that as a follow-up from the September meeting, there was a question about the low fees for the CLD. She asked for further explanation.

Dean Zakery stated that there is a schedule of payments for the CLD and that the end of March totals should indicate that expected revenues are being generated.

Regent Chadwick further noted that the expenses appear to be three times more than revenue coming in.

Dean Zakery shared that part of those expenses include purchasing of books needed for the program, and that from November/December on, there will be fewer expenses and more revenue, and, that it will balance out.

Mrs. Gully stated that the CLD annual budget is based on start-up cost by the AABLC.

Regent Hoessle asked if the long-term intent was that by the end of the year, there would not be any cost to the University.

Mrs. Gully stated that the AABLC took a portion of their contributions to allocate funds for this effort, but that because CLD staff is considered as HSSU employees, there is some risk associated.

Chairwoman Cook stated that her concern at the September meeting was that HSSU would be economically impacted by the CLD, and that she was assured that it would not happen.

- B. **OCTOBER 2012 PERSONNEL REPORTS:** Mrs. Gully reported that the monthly personnel report for September 2012 could be found under Tab 5 and included new employees, promotions and conclusions.

A motion was made by Regent Smith, seconded by Regent Hoessle, and unanimously carried for the approval of the September 2012 Financial Reports and to accept the October Personnel Report.

C. **UPDATE ON FALL TUITION REVENUE SHORTFALL:** Mrs. Gully stated that this report would be made as a part of the following recommendation.

D. **RECOMMENDATION**

RECOMMENDATION FOR AN FY 2012-2013 ONE-TIME PAYMENT TO HSSU FULL-TIME EMPLOYEES: Mrs. Gully reported that the University's Budget Planning, Control, and Review Committee worked diligently to draft the approved FY 2012-2013 operating budget of Harris-Stowe State University, and that the budget included one-time payments of \$500 to employees contingent upon the fall 2012 and spring 2013 tuition and fees budget being realized. She then reported that fall 2012 tuition revenues fell short of budget by \$211,000 and that as a result, the scheduled contingent payments had been voided. She stated that in order to absorb the shortfall, the budget committee approved an adjustment to reduce remaining non-payroll related expenditure budgets as of September 30 by 7.5% (excluding occupancy, legal and scholarship related expenditures) along with a \$100,000 reduction of the unallocated budget reserve. Mrs. Gully then recommended that in lieu of the proposed contingent payments approved for fiscal year 2012-2013 budget that a one-time payment of \$500, be made to all regular full-time faculty and staff in a paid status on July 1, 2012, and that the payment be issued on the November 20, 2012 supplemental payroll. She added that it was also recommended that the contingent payment scheduled for spring 2013 session, be canceled and the related budgets adjusted.

President Walker added that the cuts have been made across the board for administrative units as well, and that this is a good faith effort to show that all of us must cut back, and HSSU can say it is one of the few institutions that gave some kind of raise to its full-time employees.

Chairwoman Cook stated that she has never witnessed an organization that worked so diligently in responding to economic needs. She further stated that HSSU is extremely fortunate to have the skills and talent to pull something together from nothing, and to provide its employees with some kind of incentive and morale builder. She added that HSSU is a marvelous group of people to work with, and commended the administration and staff, for often making a way out of no way without jeopardizing the bottom line. She then, on behalf of the entire Board of Regents, thanked staff for the amazing work they do, and noted that the Board was very happy that this could be done.

A motion was made by Regent Chadwick, seconded by Regent Hoessle, and unanimously carried for the approval of an FY 2012-2013 one-time payment to HSSU full-time employees.

Mrs. Gully concluded her report by sharing that HSSU is in the process of tuck-pointing the HGA building, and is being funded by the Student Aid and Fiscal Responsibility Act (SAFRA) and Title III.

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

A. **REPORT ON NEW DEGREE PROGRAMS AT HSSU:** Dr. Smith reported on proposed new degree programs at Harris-Stowe. He stated that Academic Affairs will propose a new non-certified degree in Educational Studies, a program designed for individuals interested in careers in the field of education, including civic, non-profit, political, and graduate studies, but not necessarily intent on pursuing a classroom teaching career. He further stated that benchmarked institutions with this degree include St. Louis University, University of Missouri-Columbia, University of Missouri-St. Louis, and Washington University, and that the goal is to have a proposal to the Board of Regents by November 1, 2012 for review, and presented at the November Board meeting for approval. He noted that once approved by the Board of Regents, the proposal will be sent to MDHE by December 1, 2012, followed by recommended approval by CBHE by February 2013. Dr. Smith then reported that Academic Affairs will also propose an online degree in Criminal Justice. He stated that there are many opportunities for this degree including the St. Louis Police Department (SLPD), and that the SLPD has sought a partnership with Harris-Stowe

to provide educational opportunities for its officers. He added that Harris-Stowe will also develop proposals for an accelerated (eight weeks) and online general education program, which will decrease the length of time for degree completion in all majors. He noted that the Institution will need approval from the Higher Learning Commission to offer online coursework over the 50% degree threshold, and that HSSU looks to provide these opportunities by fall 2013. He further noted that he and President Walker discussed the possibility of HSSU's PRIS degree program serving as a platform for a communications program in conjunction with the above mentioned proposed radio station.

- B. (The Report on the Strategic Plan was held for a future meeting.)

REPORT ON THE ACCREDITATION ACTIVITIES: Dr. Smith reported that the Anheuser-Busch School of Business (ABSB) underwent the reaccreditation visit by the Accreditation Council for Business Schools and Programs (ACBSP) held on October 7 – 10, 2012. He extended special thanks to Regent Charles Hoessle and Regent Wayman Smith for being present at the reception meeting with the Self-Study Team held as a part of the evaluation/visit. He noted that the ACBSP Team reported that the strengths of the Business School include the community focus, and that the University would receive results of the visit during November 2012. He added that the next reaccreditation visit for the ABSB would be the International Assembly for Collegiate Business Education (IACBE) on October 28 – 30, 2012, with a focus on strategic planning and institutional assessment.

- C. **BRIEF OVERVIEW OF THE HSSU/SLU MATH AND ENGINEERING**

COLLABORATION: Dr. Smith reminded Board members that he had made earlier reports on the HSSU/SLU Math and Engineering collaborative, and that the signing between the two institutions had been held on October 4, 2012. He shared photos from the signing ceremony along with an excerpt from the October 8, 2012 edition of the *St. Louis Post Dispatch* which stated "...it's important on another level that could have lasting impact in Missouri if other colleges and universities, public and private, play follow the leader. State institutions of higher education will need to break down some of the traditional walls and work together toward the common goal of increasing the number of college graduates in the state. There are numerous examples of such cooperative efforts, which allow the best programs to prosper while decreasing the incentive to reinvent the wheel in every corner of the state. This is a good model to follow. It should be replicated as often as possible." Dr. Smith stated that the new program will allow students to complete the requirements for a math degree at Harris-Stowe and continue at SLU, for either two years with a major in interdisciplinary engineering or three years with a major in mechanical or computer engineering, ultimately earning an engineering degree from SLU at the completion of the program, and that, after five years, students will graduate with two degrees. He added that the idea was initiated by Tony Thompson who is supporting the program financially through the Kwame Foundation, which established a \$100,000 endowed scholarship and continues to contribute \$10,000 a year.

- D. **REPORT ON THE DON & ALICIA CUNNINGHAM CONCERT SPONSORED BY THE DON AND HEIDE WOLFF JAZZ INSTITUTE:** Dr. Smith reported that the Don & Alicia Cunningham Jazz Concert, sponsored by the Don and Heide Wolff Jazz Institute, was held at Harris-Stowe on October 12, 2012. He stated that the Cunninghams are Grammy nominated artists and are referred to as the "Super Dynamic Duo" and the "Vocal Jazz Pair" by the international press.

- E. **ANNOUNCEMENT OF COLLABORATION WITH SOUTHERN ILLINOIS**

UNIVERSITY-CARBONDALE: Dr. Smith announced that a team of administrators from SIU-Carbondale will visit Harris-Stowe on October 24 regarding potential collaborative agreements, and that the goal is to provide graduate, fellowship and scholarship opportunities for Harris-Stowe students as well as grant opportunities for the institution

Chairwoman Cook thanked Dr. Smith for an excellent report.

Regent Hoessle commended Dean Zakery on the very timely ABSCP reaccreditation visit reception. He also commended Dr. Smith on his comments during the reception, and on his interaction with the accreditation team and invited University advisors.

5. REPORT OF THE DEAN OF STUDENT AFFAIRSMr. Gooden

A. POWERPOINT PRESENTATION ON HOMECOMING AND OTHER STUDENT ACTIVITIES: Mr. Gooden reported that the 2012 Homecoming Activities were outstanding and well attended. He then reported that students residing in Gillespie and Bosley Halls, respectively, are involved in biweekly group sessions to help strengthen academic weaknesses through counseling. He further reported that Career Services continues to provide staff and students with information regarding internships and potential job opportunities. He stated that emails are sent out weekly providing details and offering meeting times to assist with improving interview skills, résumé writing and how to research employment opportunities. He further stated that a representative from the U.S. Department of State, former ambassador John Nay, Jr., recently visited HSSU to speak to students about careers in International Affairs, within the U.S. Department of Foreign Service. Mr. Gooden then reported that 10 HSSU students and a member of the Alumni attended a conference held at the St. Louis Federal Reserve Bank, and that several topics were discussed including economic issues and the role the Federal Reserve Bank plays in America's recent financial crisis. He also reported that six (6) HSSU students would attend the annual Thurgood Marshall Fund Leadership Conference in New York City on October 26-30, and that this experience provides students the opportunity to interview with major corporations, attend educational sessions and network for career opportunities. Mr. Gooden further reported on the following: (1) HSSU students attended the Congressional Conversations on Race, held on September 29, 2012, and sponsored by Congressman William L. Clay, Jr.; (2) SGA conducted three evenings of mid-term madness study sessions to provide assistance to students in all academic areas; (3) SGA, in conjunction with Counseling, Health Services and Student Activities, is in the process of planning for a breast cancer awareness event and holiday food and clothing drive for needy families; (4) the HSSU sports programs competitions including men's/women's soccer, women's volleyball, and men's basketball, which has been invited to participate in the 2nd Annual Memphis HBCU Basketball Classic on November 23-24, 2012; (5) assistance in preparing students for the 2012 Elections and voter registration of 145 students; and (6) the HSSU Marching Hornets' participation in several parades, and that they are scheduled to participate in the Thanksgiving Parade for Downtown St. Louis, along with the Pagedale Community Association Fair, and the St. Louis Rams/St. Louis Bar Association Holiday Party at the Dome. He noted that several flyers of events and activities could be found under Tab 8 of the October Board Booklet.

**6. EXECUTIVE DIRECTOR OF IT SERVICESMr. Fogt
(Tab 9)**

RECOMMENDATION

1. RECOMMENDATION TO AWARD CONTRACT TO WINDSTREAM FOR ADDITIONAL INTERNET SERVICES AT HARRIS-STOWE STATE UNIVERSITY: Prior to making the recommendation to award the contract for additional internet services at HSSU, Mr. Fogt provided historical context and why there is a need to increase capacity. He stated that, 15 years ago, Harris-Stowe began offering students access to the internet, and that space was more than adequate. He further stated that with mobile technology, things changed in 2008-2009, and even more so in 2010 when tablets became available and more internet service was needed by students. He then stated that today, the University operates with twice as much internet service than when first started, and that this contract will allow four (4) times more by the end of January 2013, and has the capacity to increase 12 more times if necessary. Mr. Fogt then made the recommendation that the contract for additional internet services be awarded to Windstream based on the following: (1) Windstream submitted the most detailed proposal which addressed all questions and requirements by HSSU; (2) the cost is affordable and based on GSA

pricing; and (3) Windstream received the most points from the Campus Expansion Committee.

Regent Chadwick asked if the Board would be approving new money or added cost to the budget.

Mr. Fogt stated that the contract would be funded by the telecommunications budget already in place, and Title III funds. He added that the project will have zero impact other than increasing the band.

A motion was made by Regent Hoessle, seconded by Regent Chadwick and unanimously approved to award the contract to Windstream for additional internet services at Harris-Stowe.

At the conclusion of the meeting, Ms. McCall invited members of the Board to attend the development event at BlackFinn on November 13 for corporate donors and individuals from the community in the area of fundraising. She stated that the focus of the evening will be to highlight students and alumni in order to appeal to donors to take a closer look at HSSU for partnerships and additional scholarships and to launch the University's next major fundraiser.

Chairwoman Cook asked Ms. McCall to provide the Board with names of invited guests so that they do not invite the same individuals.

Regent Hollingsworth asked if HSSU has a development program or opportunity for prospective donors like that of the Perkins Society at the St. Louis Zoo.

Ms. McCall stated that the recently developed 1857 Club is already receiving donations and that a packet will be distributed at the event that will include the opportunity to "sponsor-a-student".

7. ADJOURNMENT

There being no further business, a motion was made by Regent Smith, seconded by Regent Hollingsworth, and unanimously approved to adjourn the October 23, 2012 meeting at 9:55 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