

**MINUTES OF THE REGULAR MEETING
BOARD OF REGENTS OF HARRIS-STOWE STATE UNIVERSITY
September 25, 2012**

The regular meeting of the Board of Regents of Harris-Stowe State University was held on Tuesday, September 25, 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
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
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**

Absent:

Dr. Fara Zakery, Dean, Anheuser-Busch School of Business

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 September 25, 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 asked Lea to distribute the updated Board Committee Assignments List for Academic Year 2012-2013. She stated that the expectation is for Board members to communicate with the division leader of the respective assignment for which they volunteered.

Ms. McCall requested that a Development/Marketing Committee be added to the list. Chairwoman Cook agreed to serve.

APPROVAL OF THE AUGUST 2012 MINUTES: Regent Chadwick noted that the August Minutes indicated that the mission statement would also be considered for revision, but that it was decided to leave it as is. In addition, as a result of an incorrect date code, the August Minutes header reads ‘August 23, 2011’ and should read ‘August 28, 2012’. A motion was made by Regent Chadwick, seconded by Regent Smith, and unanimously carried for approval of the August 2012 Board minutes.

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

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

A. UPDATE ON HSSU’S GREAT SERVICE, GREAT SUCCESS CUSTOMER SERVICE CAMPAIGN

.....**Ms. McCall**

President Walker recalled that at the beginning of his first year, he presented his institutional goals for Harris-Stowe, and that among those goals listed was the need to improve customer service. He asked Ms. McCall to give a brief update on the status of the University’s customer service campaign, *Great Service-Great Success*.

Ms. McCall shared that the customer service campaign will measure whether or not service will improve with an incentive. She stated that there is no hard data to share at this point, but that there have been notable improvements over the data collected during spring 2012. She added that overall, the University culture is changing and many faculty and staff seem to be focused on providing better customer service.

Chairwoman Cook asked if members of the Cabinet have sensed a change including as individuals.

Dr. Smith shared that he has noticed a remarkable turn-around in one of the more challenging offices (Financial Aid), and that with the customer service campaign, there has been more feedback of great customer service.

Mrs. Gully stated that the program itself puts customer service on the radar, and not so much about the incentive, but the importance of having quality customer service at the forefront of every office.

Ms. Boone stated that she agreed with Mrs. Gully, and that she feels it is not the incentive, but that Financial Aid never had anything in place by which to measure themselves, and that this program adds possible benefits as a result of changes that were already taking place.

Chairwoman Cook thanked those who responded for great feedback.

President Walker noted that awareness and level of expectation are important factors.

Ms. McCall then reported that at the beginning of September the President’s Office sent out a monthly e-letter with a question about customer service, a puzzle, and tips for providing good service. She noted that the purpose of the e-letter is to continue to keep quality customer service at the forefront.

B. U.S. DEPARTMENT OF EDUCATION BUS TOUR AND TOWN HALL MEETING WITH DEPUTY SECRETARY TONY MILLER ON HSSU’S CAMPUS, SEPTEMBER 19, 2012 AT NOON.....Dr. Walker/Mrs. Gully

President Walker shared that the U.S. Department of Education Bus Tour and Town Hall Meeting with Deputy Secretary Tony Miller was an outstanding event and gave kudos to Mrs. Gully and other members of the HSSU staff who handled the logistics. He asked her to comment.

Mrs. Gully shared that the U.S. Department of Education Bus Tour and Town Hall Meeting with Deputy Secretary Tony Miller on Harris-Stowe's campus created quite an excitement, and that several HSSU faculty and staff members registered and attended the event. She further reported that the tour is comprised of leaders from Washington, D.C. going across the nation to discuss higher education, changes with Pell grants, loans and other key information, and that Dr. John S. Wilson, Executive Director of White House Initiative on HBCUs made certain that HSSU was part of the tour. She stated that Mayor Slay, Mr. James Buford and other community leaders served as panelists and that the Harris-Stowe Concert Chorale opened the program. She then reported that colleges and universities from the Metro St. Louis area were invited to participate in an Interfaith Service as a part of the tour, and that Mr. Gooden served as Harris-Stowe's coordinator for that Service. Mrs. Gully noted that Ms. McCall has tweets from the U.S. Department on their visit to Harris-Stowe expressing their thanks to staff and students for their wonderful support.

Ms. McCall shared that from a marketing perspective, it was a very good opportunity for Harris-Stowe to receive the national recognition.

President Walker noted that the University ensured the visit was open to all political affiliates.

- C. **AMERICAN COUNCIL ON EDUCATION ARTICLE ON HIGHER EDUCATION SEQUESTRATION (SEPTEMBER 17, 2012):** President Walker reported that the American Council on Education article on Higher Education Sequestration found under his tab in the Board Book, is a forecast for education and funding. He stated that studies show more and more high school students are unprepared for college, and national education organizations are requiring accountability, performance funding, graduation rates and what students are doing post-graduation. He encouraged everyone to peruse the article at their convenience.

- D. **TITLE III UPDATE.....Mrs. Bostic**

President Walker shared that when looking at Title III grants, cutbacks are now a concern. He asked Mrs. Bostic to comment.

Mrs. Bostic stated that an update on "Title III Part B, Strengthening Historically Black Colleges and Universities (HBCU) Program" could be found under Tab 4 of the Board Booklet. She shared that the program provides financial assistance to HBCUs to establish or strengthen their physical plants, financial management, academic resources, and endowment-building capacity. She then reported that she recently attended a meeting held in Washington, D.C. to discuss (1) other grants that HBCUs could apply for; (2) possible funding cuts to all grant programs; and (3) changes to the annual performance report. She then gave a brief overview of how Title III funds are awarded and how those dollars are divided at Harris-Stowe between seven different activities including improvement of academic instruction; program administration; strengthening the University Library; improvement of academic success; improvement of fiscal management; long range planning; and Development.

Regent Chadwick stated that the report was appreciated, especially in terms of transparency. She added that it is good for Regents to know how money is being spent and asked if infringements are in keeping with guidelines.

Mrs. Bostic stated that smaller personnel infringements are preferred by the Department of Education, but that they understand the needs of the University.

President Walker noted that at the inception of Title III funding, what was once intended for HBCUs is now divided among a more diverse population of institutions, and that the pie is being cut more widespread. He expressed his appreciation to Mrs. Bostic and HSSU's audit team for keeping the University on track.

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

A. AUGUST 2012 FINANCIAL REPORT: Mrs. Gully reported that she met with the Board Finance Committee on September 21. She then reported that Fall 2012 tuition fell short by \$100,000. She then reported that the general operating fund revenues for period ending August, 2012 was at 32%, expenditures at 24%, Gillespie Residence Hall revenue was at 37% with expenditures at 11% and Bosley Hall revenue at 54 % with expenditures at 10%. She then reported that the Clay Center revenues were at 13% percent with expenditures at 14%. Mrs. Gully then reported that the Consortium for Leadership Development (CLD) revenues were at \$22,450 and expenditures at 23%. She noted that once funds have been expended for that program, there are no University funds to cover it. She added that hopefully the organization will raise funds to accommodate and support this effort going forward, and that while it is a self-funded operation, members of the CLD staff are paid through Harris-Stowe's payroll process.

Chairwoman Cook asked why report on the CLD since it is not supported by the University operating funds.

Mrs. Gully stated that the AABLC agreed to approve \$250,000 in startup costs, but that the organization is not eligible for state funding. She felt it important to report because the CLD funds are managed by the University and their fees pass through the University's bursar office. She noted that as those funds are depleted, the CLD will be informed.

Chairwoman Cook asked if Harris-Stowe has a contractual obligation to the personnel.

Mrs. Gully stated not the part-time person, but the executive director, and that the language states that the position is contingent upon available funds for the program.

Regent Chadwick stated that it appears that CLD revenues are low and that maybe the Board should receive an update at the next meeting.

Chairwoman Cook added that there are risks involved other than reputation and finances.

Regent Dickson stated that as one of founding members of the AABLC, the Board received a report on the CLD during the past week and that the challenges relate to providing the experience for participants within particular companies, not the number of participants. He added that the rewards for the University far exceed the risks as Harris-Stowe is now associated with a top notch Harvard type experience.

Chairwoman Cook recalled the CLD presentation by David Price and Sharilyn Franklin. She stated that the Board of Regents is convinced that the program is a meaningful one, but that her concern is the direct impact on Harris-Stowe's fragile budget. She added that while the publicity and people involved is top notch, she wants to be certain that there will be no negative impact from a financial perspective.

President Walker stated that he agreed with Regent Dickson in that the program is a replicate of the Harvard approach, and that if done right, some participants can become some of the first candidates for HSSU's MBA program.

Chairwoman Cook reiterated that the CLD is a positive program, but that Harris-Stowe must examine any impact down the road.

- A. **SEPTEMBER 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 Chadwick, seconded by Regent Dickson, and unanimously carried for the approval of the September 2012 Financial Reports.

C. **RECOMMENDATION**

1. **RECOMMENDATION TO APPROVE TUCK-POINTING CONTRACT FOR THE HGA BUILDING:** Mrs. Gully reported that Harris-Stowe State University issued an invitation for bids for tuck pointing of the Dr. Henry Givens, Jr., Administration building and that bids were received from three (3) contractors. She presented a recommendation that a contract for tuck pointing of the HGA building be awarded to Building Restoration Corporation based upon the company submitting the lowest and best bid, extensive restoration work experience, and excellent references.

A motion was made by Regent Dickson, seconded by Regent Hoessle and unanimously approved to award the contract to Building Restoration Corporation for tuck pointing of the Dr. Henry Givens, Jr. Administration Building.

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

Dr. Smith stated that as a follow-up to the September 2012 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. He stated that with the help of the subcommittee, the documents were now ready for recommendation to the full Board for approval. He then extended his appreciation to Board members for their assistance.

Regent Dickson stated that it was a pleasure to work together to finalize the wording for the documents. He thanked Regent Chadwick for her outstanding suggestions and knowledge that she has on the subject matter.

A. **RECOMMENDATIONS**

1. **RECOMMENDATION FOR THE APPROVAL OF HARRIS-STOWE STATE UNIVERSITY'S VISION STATEMENT:** Dr. Smith submitted the following vision statement for approval: *Harris-Stowe State University, an HBCU (Historically Black Colleges and Universities), will be a standard of academic excellence among urban institutions of higher learning, offering broad and diverse educational and co-curricular experiences that prepare students to graduate and serve as leaders in the local, state, national and global community.* He then recommended, as Vice President for Academic Affairs and Chair of the Strategic Planning Process, that the aforementioned Vision Statement be approved and adopted.

A motion was made by Regent Chadwick, seconded by Regent Hoessle and unanimously approved to adopt the Vision Statement for Harris-Stowe State University.

2. **RECOMMENDATION FOR THE APPROVAL OF THE INSTITUTIONAL PRIORITIES FOR THE FIVE-YEAR STRATEGIC PLAN:** Dr. Smith submitted the following HSSU Priorities of the 2012-2017 Strategic Plan for approval:

A. To attract and retain highly qualified administrators, faculty, staff and students to the University.

- B. To strengthen Harris-Stowe State University through sound fiscal stewardship and expanding external funding and generating new funding opportunities.
- C. To develop, inspire and challenge Harris-Stowe students through curricular and co-curricular experiences that keep them engaged, on track to graduate and prepared for future success.
- D. To develop and enhance the information technology infrastructure to support the organization's knowledge base.
- E. To develop a campus culture that promotes exceptional customer service and strengthens positive interpersonal relationships within the University and the community which it serves.
- F. To be in the forefront of civic engagement and to provide leadership to the St. Louis region and beyond.

A motion was made by Regent Chadwick, seconded by Regent Hoessle and unanimously approved to adopt the Priorities of the 2012-2017 Strategic Plan for Harris-Stowe State University.

Regent Chadwick thanked the administration for their hard work, and shared that the subcommittee tweaked only a few things. She added that the subcommittee discussed the possibility of having the priorities and vision statements posted in classrooms and throughout Campus buildings.

Regent Dickson stated that it is important for all key words to be quantifiable and measurable and gave the following example: *This is a 5 year strategic plan - how many students will be enrolled in 5 years?*

Dr. Smith stated that each unit will submit their goals with a benchmark for each year.

- B. **REPORT ON HSSU INTERNSHIP SITES:** Dr. Smith then reviewed the list of internship sites affiliated with HSSU, found under Tab 6 of the September Board Booklet.
- C. **REPORT ON THE ANHEUSER-BUSCH SCHOOL OF BUSINESS (ABSB) 2012 ACCREDITATION REAFFIRMATION REVIEWS:** Dr. Smith reported that the Anheuser-Busch School of Business has been preparing for accreditation reaffirmation with the Accreditation Council for business Schools and Programs (ACBSP) – October 7-10, 2012, and the International Assembly for Collegiate Business Education (IACBE) October 28-30, 2012. He stated that the School of Business has held initial accreditation with both agencies since 2001, and that the ACBSP has requested to meet with members of the Board of Regents on October 8 or 9.

Dr. Smith then announced that the HSSU/SLU Math Engineering Collaboration official signing would be held on October 4. He stated that SLU has agreed to fund up to six (6) students per year. He invited everyone to attend.

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

- A. **POWERPOINT PRESENTATION ON HOMECOMING AND OTHER STUDENT ACTIVITIES:** Because of an executive session scheduled for 9:30 a.m., Mr. Gooden was asked to hold his report until the October 2012 meeting.

6. ADJOURNMENT

There being no further business, a motion was made by Regent Dickson, seconded by Regent Chadwick to adjourn. The September 25, 2012 meeting was adjourned by Chairwoman Cook at 9:35 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