

**MINUTES OF THE REGULAR MEETING
BOARD OF REGENTS OF HARRIS-STOWE STATE UNIVERSITY
April 24, 2012**

The regular meeting of the Board of Regents of Harris-Stowe State University was held on Tuesday, April 24, 2012, starting promptly at 8:00A.M., in the Board of Regents Conference Room (101), the 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, Member
Ms. Debra Hollingsworth, Member
Mr. Charles H. Hoessle, Vice Chairman
Atty. Wayman F. Smith III, Member**

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 of Regents

MEMBERS OF THE PRESIDENT'S EXECUTIVE ADMINISTRATIVE LEADERSHIP TEAM

Present:

Mrs. Constance Gully, Executive Vice President for Business and Financial Affairs
Dr. Dwyane Smith, Vice President for Academic Affairs
Dr. Michelle McClure, Asst. Vice President for Academic Affairs
Mrs. Courtney McCall, Asst. Vice President, Communications, Marketing, Alumni Affairs and Development
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, Executive Director, Information Technology
Mr. Howard Richards, Executive Director, Institutional Security and Development
Dr. Lateef Adelani, Dean, College of Arts and Sciences

OTHERS IN ATTENDANCE:

Dr. Patricia Johnson, Director, Clay Early Childhood and Parenting Education Center
Atty. Christopher Bent, 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 April 24, 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. BOARD REPORTS:

- A. ***APPROVAL OF THE MARCH 2012 MINUTES:*** A motion was made by Regent Chadwick, seconded by Regent Hoessle, and unanimously carried for approval of the March 2012 Board Minutes.
- B. Regent Chadwick extended her thanks for HSSU allowing the FOCUS St. Louis Youth Leadership to utilize the Emerson Center for a recent event. She then shared that an upcoming opportunity for the University is that Atty. Frankie Freeman has chosen to have her Citizen of the Year Ceremony held on Harris-Stowe's campus on May 9 in the Emerson Theater.

2. **REPORT FROM THE PRESIDENT:.....Dr. Walker**

A. **COORDINATING BOARD FOR HIGHER EDUCATION BOARD FORUM TO BE HELD ON JUNE 7:** President Walker stated that by now, members of the Board should have received notification that on June 7, the Missouri Department of Higher Education will host a Board Forum for governing boards throughout the state. He reported that the Forum will be held in Columbia, Missouri, and that forums such as this are becoming a national trend as a part of board training. He reminded everyone that a Harris-Stowe Board Training Session had been held during a recent Board meeting, and that discussions on statewide budgets will probably be at the forefront of the Board Forum to be held in June. He added that the Forum will also serve as an opportunity for Board members to meet and interact with peers, and should prove to be a productive session. He stated that if any HSSU Board members were interested in attending, they should contact the Board secretary, Lea Sutherlin.

B. **REPORT ON CONSORTIUM FOR LEADERSHIP DEVELOPMENT.....Dean Fara Zakery, Mr. David Price, & Dr. Sharilyn Franklin**

President Walker called for the report on the Consortium for Leadership Development from Dean Zakery.

Dean Zakery introduced Mr. David Price, consultant, and Dr. Sharilyn Franklin, Executive Director, both of the Consortium for Leadership Development. Dean Zakery reported that the idea for the Consortium for Leadership Development began in 2009 during a meeting of the AABLC, and that upon its inception in 2009, Harris-Stowe hired David Price to serve as a consultant to help launch the program. She added that it is a great model with the goal of becoming national. She then asked Mr. Price to make remarks.

Mr. Price shared that the genesis of the Consortium is the compilation of several leadership programs from a corporate perspective, and that the three main objectives were (1) to encourage the HSSU Board of Regents to become as committed as the AABLC to the program; (2) for the HSSU Board of Regents to serve as consummate ambassadors for the program; and (3) for the HSSU Board to take credit for its success in the next ten years. He stated that the program is designed by minority business leaders to help young leaders become successful in the business world. He then asked Dr. Franklin to make remarks.

Dr. Franklin shared that the effort for the Consortium for Leadership Development sprung from a group of trailblazers who wanted to create a leadership program for young leaders who are trustworthy and use good judgment, in order to help them become more effective for the organizations and corporations for which they serve. She then presented a PowerPoint presentation on the Consortium for Leadership Development Program. The key areas addressed during the presentation included the following: EQUIP emerging leaders with the tools needed to become exceptionally effective leaders; EXPOSE participants to “unspoken” truths concerning organizational change; ENABLE participants to achieve and maintain competitive advantage; and EMPOWER participants to succeed in a globally competitive environment.

Regent Chadwick remarked that she did not see any women on the advisory board, and asked about the target age for the program.

Dr. Franklin shared that the program is targeted toward mid-level young professionals who have been in careers and are trying to “climb the ladder.” She added that some HSSU students will have the opportunity to be included in sessions, and that a mini series of workshops will be held to prepare HSSU students for application to the program.

Regent Chadwick asked if Dr. Franklin had reached out to the St. Louis Regional Business Council.

Dr. Franklin stated that she has reached out to the minority business component of the RBC.

Chairwoman Cook asked how the program is funded and if there is a major benefit for the overall Institution (HSSU).

Dean Zakery shared that the program is fully funded by the AABLC which also serves as the advisory board for the Anheuser-Busch School of Business. She noted that the AABLC not only funds the program,

but also hosts and provides facilities for training, which includes World Wide Technology, Inc., Ameren, Monsanto, and others. She added that ABSB professors will also serve as teachers and trainers for the program.

Chairwoman Cook stated that it is important for HSSU students and the University family to feel connected with the program.

Dean Zakery noted that members of HSSU are also invited to sign up for the program.

Chairwoman Cook asked about the financial arrangement between the organization and its participants.

Dr. Franklin shared that the program cost for participants is \$5,000, and that it is her hope to get corporate sponsorship for participants who cannot afford the cost. She added that the AABLC has agreed to help with scholarships and that participants will be able to apply for Sallie Mae loans. She noted that the program is currently in its pilot year and will regroup as necessary, but that there are currently three participants who have already applied.

Chairwoman Cook asked how the program is marketed.

Dr. Franklin reported that the primary target for the program is HR Management along with a wide range of other talented mid-level professionals, and that a campaign has been launched to reach these targets by advertising in the *St. Louis Business Journal* and others.

Chairwoman Cook asked if the HSSU brand is part of that advertising.

Dr. Franklin noted that the HSSU logo is prominently displayed in all communications.

Chairwoman Cook then asked about the length of the program sessions.

Dean Zakery reported that the Consortium for Leadership Development is a 10 month program and that completers receive a certificate and six (6) hours of undergraduate credits or three (3) graduate credits.

Mr. Price stated that the real benefit to HSSU is he is confident, as are members of AABLC, that when the program is fully launched, it will be a premier effort throughout the United States, and that it will become global. He noted that Dr. Franklin has also created a website, and that May 10 is the launch for the program. He added that it was important for the Board to be fully aware of the Consortium for Leadership Development as they are ambassadors as well.

Regent Chadwick asked if the program is being marketed regionally and nationally.

Mr. Price shared that the program will be an overall global effort;

Regent Hollingsworth asked how the program will be marketed around the world, and beyond the current outline presented at this meeting.

Mr. Price stated that the AABLC makes the difference, as will the Board of Regents. He further stated that the drive is to take personal experiences, teach modules and utilize networks to obtain new partners. He noted that there is no program in the world designed like this one as it is created by African-Americans at an HBCU.

Dr. Franklin shared their perspective on the philosophy of leadership and development. She stated that there is no competition with any other program like this one in the region, and that they are willing to work together with all leadership and training organizations in the area.

Chairwoman Cook congratulated Dean Zakery, Mr. Price and Dr. Franklin on the presentation. She shared that while this is a business forum for the ABSB, it is her hope that the future vision will find opportunities for other Harris-Stowe students to become a part of this program. She noted that she was pleased to hear about this leadership development opportunity, and that all members of the AABLC do outstanding work in

the St. Louis community and the nation at large.

C. UPDATE ON SPECIAL STUDENT RECRUITMENT PROJECTS.....Dr. Yolanda Diaz & Ms. LaShanda Boone

President Walker stated that among the most important goals of the University are recruitment and retention. He further stated that the traditional ways of waiting for applications to come in is not the only way. He asked Dr. Diaz and Ms. Boone to report.

Dr. Diaz shared that she teaches Spanish at Harris-Stowe, and that she is enthusiastic about bringing additional international students to HSSU's campus. She stated that President Walker has organized an Association of International (foreign born) Faculty and Staff. She reported that she is currently working on the bylaws, and that others will be invited to become a part of the organization once the bylaws are complete. She then stated that the purpose of the organization is to have a more knowledgeable and friendlier campus for foreign born and international students. She then reported that she is working with "Global Learners", a program for students who would like to study abroad, which is an important experience for students. She added that Harris-Stowe currently offers Spanish, but looks forward to incorporating French and other languages. She then added that the new association will send letters to ambassadors to promote HSSU, but must first have English as Second Language (ESL) classes in place. Dr. Diaz then reported that she is working on a grant for a study abroad program. She shared that Spanish speaking universities have been contacted, and that she continues to work with faculty, staff and students in preparation for these programs.

Chairwoman Cook asked the number of international students currently enrolled at Harris-Stowe.

Ms. Boone noted that there were 37 international students currently enrolled at Harris-Stowe ranging from South America, South Africa, North Africa and Japan.

Regent Chadwick stated that she recalled that this has been an area of growth, and asked how the ESL program could be accelerated.

Ms. Boone stated that there is a process that the University has to undergo. She further stated that the former ESL program at Harris-Stowe was not as effective, and is currently being revamped. Ms. Boone explained that the HSSU ESL program underwent recertification back in October 2011, and that it takes up to six months for certification. She noted that the University now awaits the visit that will finalize the process, and that until then, HSSU cannot bring in students who do not speak English.

Regent Hoessle stated that at one time, St. Louis City and St. Louis County had a sister city arrangement with Senegal. He asked if that program would help provide additional opportunities for communication.

Dr. Diaz shared that she is a member of that organization and that she concurred with Regent Hoessle's suggestion.

Dean Zakery stated that she had just returned from a conference for the IACBE, and that one of the issues discussed was that foreign students like to come to America if there is scholarship assistance available.

Ms. Boone stated that HSSU scholarships are offered to qualifying international students. She added that there is a collaborative with SLU to recruit students from the Asian population and that 107 are enrolled for the summer session at Harris-Stowe. She further added that there were approximately 93 veterans enrolled at HSSU, and that sessions were being held on local military bases. She stated that another recruitment effort underway is a dual enrollment program with area high schools considered as high performance, and that President Walker would like to encourage more academically prepared students to come to HSSU. She further shared that Cardinal Ritter, Crossroads, Rosati Kain, and others are among those over achieving and highly selective high schools, and that there is an extensive list of criteria that must be met for dual enrollment.

Regent Chadwick stated that another constituency may be those students that are products of the charter schools that are teaching other languages.

President Walker stated that the major push is bringing international faculty to the table, along with the need to go after students where English is the second language.

Regent Chadwick asked which university is capitalizing on educating the Bosnian population.

President Walker noted that the two main universities are Wash U and SLU.

Chairwoman Cook thanked Ms. Boone and Dr. Diaz for an outstanding report, and noted that the Board appreciates everyone's tireless efforts.

- D. **BRIEF UPDATE ON HARRIS-STOWE STATE UNIVERSITY'S FIVE-YEAR STRATEGIC PLAN:** President Walker provided a brief update on HSSU's Five-Year Strategic Plan. He stated that the current plan is scheduled to end this year, and that he spoke with Dr. Smith, vice president of Academic Affairs, and asked that he begin to prepare a rolling plan. He further stated that by Fall 2012, the administration will have the next strategic plan to present to the Board that will include goals on recruitment, retention and quality of instruction.

Chairwoman Cook asked about the status of the current strategic plan.

Dr. Smith stated that the 12 major goals have been completed and that each unit will provide close out reports at a future Board meeting.

3. **REPORT OF THE EXECUTIVE VICE PRESIDENT FOR BUSINESS AND FINANCIAL AFFAIRS**

.....Mrs. Gully

- A. **MARCH 2012 FINANCIAL REPORTS:** Mrs. Gully reported that she met with the Board Finance Committee on April 20. She then reported that general operating fund revenues for period ending March, 2012 was at 85%, expenditures at 75%, that Gillespie Residence Hall revenue was at 85% with expenditures at 61% and Bosley Hall revenue at 80% with expenditures at 36%. She then reported that the Clay Center revenues were at 66% percent with expenditures at 77%; Total grants and contracts at 67% at budget.

President Walker asked Mrs. Bostic to briefly comment about Title III funding.

Mrs. Bostic reported that at one point there was a possibility of a 36% cut for Title III funding, but that ultimately the overall cut was 8% and that Harris-Stowe received only a 6% cut. She stated that the data was related to the number of Harris-Stowe students who go on to graduate school. She added that the University is anticipating a slight increase in SAFRA funding for improvements to the HGA building and technology upgrades.

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

A motion was made by Regent Hoessle, seconded by Regent Smith, and unanimously carried for the approval of the March 2012 Financial Reports.

- C. **SUMMARY OF UNIVERSITY BUDGET ADJUSTMENTS:** Mrs. Gully reported that the House and the Senate have both approved a flat budget for 2012-13 for higher education in Missouri, and that overall the budget is a very aggressive one. She stated that hopefully there will not be a mid-year withholding, and that she is cautiously optimistic that the higher education budget will be kept flat. She then shared some of the major reductions at HSSU including the commencement budget; reduction on costs of printing; and savings in the President's office. She added that the summer work schedule (4 days/week; 10 hours/day) will also result in a significant savings for HSSU, and with the anticipated savings totals of up to approximately \$500,000 along with \$400,000 vacant and restructured positions, HSSU can have a 2012-2013 balanced budget if held flat.

Chairwoman Cook stated that the HSSU administration, faculty and staff should be commended for making sure the University remains solvent and not in jeopardy during these critical economic times.

Mrs. Gully then pointed out the Energy Fair exhibit that was located in the hall just outside the Board Room. She reported that the exhibit was spearheaded by Benny Lewis, HSSU sustainability chair, along with Jordan Bosman, HSSU student and honorary sustainability chair, and honorary co-chair, Annette Curdt, HSSU program specialist in Student Activities. Mrs. Gully stated that the HSSU sustainability team collaborated with Waste Management, Ameren, and Clean Tec along with several recycling organizations throughout the region. She added that this is a great opportunity for students and places Harris-Stowe on the radar when it comes to sustainability and energy savings. She gave special thanks to James Fogt who recently implemented a program that shuts down HSSU automatically, and prevents energy waste by employees who forget to shut computers down at the end of each day.

D. RECOMMENDATIONS

- 1. RECOMMENDATION TO AWARD BANKING SERVICES CONTRACT FOR A THREE (3) YEAR PERIOD COMMENCING APRIL 2012 WITH POSSIBLE EXTENSION FOR AN ADDITIONAL TWO (2) YEARS OR UNTIL ANOTHER DEPOSITORY IS SELECTED:** Ms. Gully presented a recommendation to award banking services contract for a three (3) year period commencing April 2012 with possible extension for an additional two (2) years or until another depository is selected. She stated that the University conducted a formal bidding process in accordance with the Revised Statutes of Missouri and proposals were received from Commerce, PNC, UMB and US Banks, respectively. She further stated that it was the recommendation of the committee that approval be given to award the contract to US Bank because of the following rationale: (1) earnings rates on designated accounts were higher than the other four banks; (2) US Bank offers free ATM; (3) US Bank has extensive banking experience with universities; (4) all set-up fees for new services adopted during the first 90 days after award of a contract are waived by US Bank; (5) Product and service fees offered by US Bank are fixed for five years; and (6) US Bank received the most points from the committee based on criteria established in the RFP. A copy of the full recommendation can be found under Tab 5 in the April 2012 Board Booklet.

A motion was made by Regent Hoessle, seconded by Regent Chadwick, and unanimously carried for the approval to award U.S. Bank the banking services contract for a three (3) year period commencing April 2012 with possible extension for an additional two (2) years or until another depository is selected .

- 2. RECOMMENDATION FOR WRITE-OFF OF UNCOLLECTIBLE RECEIVABLES IN THE AMOUNT OF \$389,276.41:** Mrs. Gully presented a recommendation for Write-off of Uncollectible Receivables. She stated that the uncollectible account balances from Spring 2009 through Fall 2009 consists of accounts receivable in the amount of \$274,474.86 in tuition, of which \$29,369.83 are Gillespie Residence Hall Receivables, and returned checks of \$10,325.30, books receivable in the amount of \$3,694.41, and \$781.84 of Early Childcare uncollectible accounts are recommended for FY12 write-off. She added that these accounts are considered uncollectible by the University's collection agency and have been outstanding for several years. She then stated that the student accounts are designated with a HOLD status in the student account system, and that HSSU maintains a policy that a written off account must be paid in full before that student may participate in future university or early childcare registrations. She added that the HOLD status restricts these students from receiving any transcripts. Mrs. Gully gave kudos to members of her staff along with Ms. Boone as the write-off amount is \$147,000 less than last year. A copy of the full recommendation can be found under Tab 5 in the April 2012 Board Booklet.

A motion was made by Regent Hollingsworth, seconded by Regent Hoessle, and unanimously carried for the approval of the recommendation to write-off uncollectible receivables in the amount of \$389,276.41.

- 3. **RECOMMENDED FEE INCREASE FOR THE WILLIAM L. CLAY, SR. EARLY CHILDHOOD DEVELOPMENT AND PARENTING CENTER:** Mrs. Gully presented a recommendation for fee increases for the William L. Clay, Sr. Early Childhood Development and Parenting Education Center. She stated that as a result of a market analysis conducted of other area early childhood centers that are comparable in terms of the quality of the educational experience provided, it was determined that tuition rates currently charged at the Clay Center are less than, and in most cases, considerably less than rates charged by other centers. She stated, therefore, that the University and the Clay Center administration requested a 4% across the board increase in the current tuition rates being charged at the Clay Center. A copy of the full recommendation can be found under Tab 5 of the 2012 April Board Book.

A motion was made by Regent Chadwick, seconded by Regent Hollingsworth, and unanimously carried for the approval of the recommendation for fee increase for the William L. Clay, Sr. Early Childhood Development and Parenting Center.

Mrs. Gully stated that Dr. Patricia Johnson, director of the Clay Early Childhood Development and Parenting Center, has been doing a wonderful job and that the Center now holds national accreditation. She asked Dr. Johnson to comment.

Dr. Johnson shared that the Center has a wonderful staff of teachers, and student workers. She stated that she has been working on partnering with the St. Louis Community Colleges on a collaborative, and that the Clay Center has experienced rapid growth with 17 infants and 17 toddlers on waiting lists.

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

- A. **REPORT ON HARRIS-STOWE STATE UNIVERSITY/NATIONAL SCIENCE FOUNDATION UNDERGRADUATE RESEARCH SYMPOSIUM:** Dr. Smith reported on the HSSU National Science Foundation Undergraduate Research Symposium. He stated that the Symposium took place on April 13, 2012, and that three students presented their research to administration, faculty, staff, students and family and friends. He gave kudos and special thanks for faculty mentors, Dr. Tommie Turner and Dr. Lateef Adelani, along with Dr. Jayashree Balakrishna who worked with student Krystal Chandler on “Understanding Energy, Evolution of Use and Design”, to Dr. Anbreen Bashir who worked with student Tierra Blanchard on “Gene Flow in Rice”, and Dr. Ann Podleski who worked with student David Marango on “Mathematical Modeling of Genetic Counseling with Application to Sickle Cell Anemia.”
- B. **REPORT ON OFFICIAL SIGNING OF THE HARRIS-STOWE STATE UNIVERSITY-ST. LOUIS UNIVERSITY MATHEMATICS AND ENGINEERING 3+2/3+3 PARTNERSHIP TO BE HELD ON APRIL 26, 1:30 PM:** Dr. Smith reported on the official signing of the HSSU-SLU Mathematics and Engineering 3+2/3+3 partnership to be held on April 26. He stated that the official signing ceremony would be held in the Parks Engineering School at SLU, and that Dr. Albert Walker and Father Lawrence Biondi will offer brief remarks. He added that everyone is invited to this historic event.

5. ASSISTANT VICE PRESIDENT OF COMMUNICATIONS, MARKETING, ALUMNI AFFAIRS AND DEVELOPMENT..... Ms. McCall

Ms. McCall reported that Harris-Stowe State University will host an intimate evening with the young American mezzo soprano, Kendall Gladen, April 26, from 7-8 p.m. in the Emerson Performance Center Bank of America Theatre. She stated that the event will include a couple of selections by Gladen and a Q-and-A session with the audience. She shared that Kendall Gladen is quickly earning a reputation as a thriving young artist and has been heard throughout the United States with the Washington National Opera, Opera Theatre of Saint Louis, Los Angeles Opera and Florida Grand Opera, among others. She noted that Ms. Gladen will perform the lead role in the St. Louis Opera Theater’s upcoming production of *Carmen*.

- A. **AWARD-WINNING ALUMNI VIDEO – ROB “TAHIR” MOORE ON THE IMPORTANCE OF COLLEGE LIFE:** Ms. McCall showed the recently filmed award-winning alumni video featuring HSSU graduate, Rob “Tahir” Moore on the importance of college life.

6. DEAN OF STUDENT AFFAIRS.....Mr. Gooden

- A. **REPORT ON HSSU ATHLETICS:** Mr. Gooden reported that the athletic programs are closing out the 2011-2012 sports competition with men's baseball and women's softball games. He stated that the Athletic Awards Banquet would be held on April 25 in the Emerson Performance Center. He encouraged everyone to attend to support student athletes.
- B. **REPORT ON CAREER SERVICES ACTIVITIES:** Mr. Gooden reported that Career Services recently conducted career fairs, the Black Executive Exchange Spring Conference on the South Campus, the Spring Career Development Conference, on campus interviews with Thurgood Marshall College Fund Representatives, and a visit of the East St. Louis Alternative High School Campus Tour to discuss possible career paths.
- C. **REPORT ON COUNSELING SERVICES:** Mr. Gooden reported that Counseling Services, through a federal grant, continues to provide interesting awareness programs for the students including "Sunset at the Stowe", Women's Week activities in honor of Women's Month, DUI and Text Simulator Awareness, discussions on sexual assault, and provided students the opportunity to participate in the "Meeting of the Minds" Conference in Kansas City, MO.
- D. **UPDATE ON STUDENT ACTIVITIES:** Mr. Gooden reported that Student Activities continues to provide outstanding programs for the students which included the majestic Assembly Royal Week, The Queen's Tea, and Mr. HSSU and Miss HSSU, representing the students of HSSU by participating in community events. He then reported that HSSU students, in partnership with the City of St. Louis and St. Louis County Board of Election Commissioners, will host "Make Your Voice Count" – VOTE Election Fair 2012 on April 26 in the Emerson Performance Center.

Chairwoman Cook stated that President Walker has made amazing strides during his short tenure. She congratulated everyone on outstanding and informative reports.

President Walker thanked members of the Board for their support.

7. ADJOURNMENT

There being no further business, a motion was made by Regent Smith, seconded by Regent Hoessle, and approved to adjourn the April 24, 2012 meeting at 10:35 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