

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

The regular meeting of the Board of Regents of Harris-Stowe State University was held on Tuesday, February 28, 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
Mr. Charles H. Hoessle, Vice Chairman
Ms. Debra Hollingsworth, Member
Atty. Wayman F. Smith III, Member**

Absent:

Mrs. Christine Chadwick, 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
Dr. Lateef Adelani, Dean, College of Arts and Sciences
Mr. Howard Richards, Executive Director, Institutional Security and Development**

OTHERS IN ATTENDANCE:

Atty. Thomas 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 February 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. BOARD REPORTS:

- A. ***APPROVAL OF THE JANUARY 2012 MINUTES:*** A motion was made by Regent Smith, seconded by Regent Hollingsworth, and unanimously carried for approval of the January 2012 Board Minutes.
- B. ***DISCUSSION REGARDING THE NOVEMBER BOARD MEETING (NOVEMBER 13, 2012):*** Chairwoman Cook shared that currently, the November meeting of the Board is scheduled to be held on November 13th. She stated in the past, the meeting has been held earlier because of the Thanksgiving Holiday, but that this year, the fourth Tuesday falls after the holiday. Board members agreed to keep the November 13, 2012 meeting date.

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

Prior to his report, Dr. Walker called for the distribution of copies of the letter of notification of action taken concerning Harris-Stowe State University by the Higher Learning Commission. He reviewed details of the letter with Board members, and stated that he was pleased to announce that the HLC voted to continue Harris-Stowe’s accreditation with the next comprehensive evaluation to be held in 2021-2022. He extended kudos to Drs. Smith and McClure and the entire faculty and staff.

A. **INFORMATION REGARDING THE 2012 COMMENCEMENT CONVOCATION AND PRESIDENTIAL INSTALLATION TO BE HELD ON SATURDAY, MAY 12, 2012:** President Walker presented an overview of HSSU’s 2012 Commencement. He reported that Commencement and the Presidential Installation will be held on Harris-Stowe’s campus in the Emerson Performance Center Gym, and that he will serve as keynote speaker immediately followed by his installation ceremony. He then reported that the goal is to complete the program within two hours followed by a reception for everyone. He added that acoustics in the gym are not the best and that a company has been hired to set the sound, build the stage, and provide chairs and other logistics to ensure a regal setting for graduates. He further added that his office staff has been researching protocol for presidential installation procedures, and that because of the installation ceremony, this year honorary degrees will not be conferred.

B. **REPORT ON ATTENDANCE AT THE HOUSE AND SENATE BUDGET APPROPRIATIONS MEETINGS HELD IN JEFFERSON CITY, MISSOURI:** President Walker reported that he and other presidents and chancellors attended senate budget appropriations hearings but did not make presentations. He then reported that presentations were made at the house appropriations budget hearings and that each presentation included the need for additional funding and about the financial ratios that must be maintained by institutions of higher education in Missouri. He asked Mrs. Gully, who also attended the house budget hearings, to comment.

Mrs. Gully shared that five (5) questions were presented to institutions for response regarding the impact of a 12% budget cut. She noted that discussions were also held regarding what institutions have done over the last few years to cut costs. She then shared that fewer families across the state will be qualified to receive Pell funds, and added that the Governor is seeking to utilize mortgage settlement funds to help with the higher education budget across the state. She noted that the presentation was a team effort of IT Services, Communications, Accounting, Jeff Harris and Walter McElroy.

President Walker then reported that on February 9, he and other statewide presidents and chancellors were invited to meet with Governor Nixon regarding dual enrollment programs. He shared that following the meeting with the Governor, he met with Ms. Boone, HSSU Executive Director of Enrollment Management, who shared that HSSU already has a dual enrollment program, but that she will research on how to expand it further.

C. **DISTRIBUTION AND BRIEF REVIEW OF THE HSSU BOARD POLICY AND REGULATIONS MANUAL:** As a follow-up to the January 2012 meeting, President Walker called for the distribution of the HSSU Board of Regents’ Policy and Regulations manual to each member of the Board. He shared that some modifications were done and that this edition of the policies and regulations were made available during the recent HLC visit for Harris-Stowe.

Atty. Mickes stated that it is important to continue to seek suggestions and comments for any further needed revisions, and that overall, the policy is a goal statement for the Board, and the regulations are more directed to staff. He added that the two documents are “tied together” by number to number, and that the documents must be updated and maintained consistently. He noted that the documents should also be made available online.

Chairwoman Cook extended congratulations for a job well done on developing these important documents.

6. **REPORT OF THE EXECUTIVE VICE PRESIDENT FOR BUSINESS AND FINANCIAL AFFAIRSMrs. Gully**

A. **JANUARY 2012 FINANCIAL REPORTS:** Mrs. Gully reported that she met with the Board Finance

Committee on February 24. She then reported that general operating fund revenues for period ending January, 2012 was at 73%, expenditures at 60%, that Gillespie Residence Hall revenue was at 84% with expenditures at 50% and Bosley Hall revenue at 79% with expenditures at 22%. She further reported that FY 2011-2012 grants and contracts were at 58% with a total of \$13,508, 539 in grants.

Attorney Mickes stated that thanks to Mrs. Gully, the disputed financial invoices from K&S resulting from the construction of Bosley Hall have now been closed out. He added that simply put, she did a remarkable job.

- B. **FEBRUARY 2012 PERSONNEL REPORTS:** Mrs. Gully reported that the monthly personnel report for February 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 January 2012 Financial Reports.

- C. **RECOMMENDATIONS**

RECOMMENDATION TO AWARD CONSTRUCTION FOR THE RENOVATION OF THE FORMER VASHON COMMUNITY CENTER: Mrs. Gully presented a recommendation to award construction for the renovation of the former Vashon Community Center. She provided details on the invitation for bids for general contractors, which resulted in a recommendation that a contract for renovation/restoration of the Vashon Center be awarded to United Construction based on their extensive experience in the St. Louis area; their proposal for MBE participation rate of 50% versus the 17% participation rate proposed by the next lowest bidder, Kozeny Wagner; their provision for the most restoration work to be completed and the highest quality per dollar; extensive negotiations conducted with the company on all matters of concern addressed in an exemplary manner; the description of the firm's conscientious schedules, budget, quality and safety. A copy of the recommendation can be found in the February 2012 Board Booklet.

A motion was made by Regent Hoessle, seconded by Regent Hollingsworth and unanimously approved to award construction for the renovation of the former Vashon Community Center to United Construction in the amount of \$831,000 pending final approval from the National Park Service.

RECOMMENDATION FOR 2013 TUITION, FEES, AND HOUSING: Mrs. Gully then presented a recommendation for tuition and fees for fiscal year 2012-2013 at HSSU. She stated that in accordance with Governor Nixon's recommendation, the Missouri Legislature's Higher Education Bill will decrease HSSU's operating appropriation for fiscal year 2013 by at least 7.8% (\$746,593), and that, as a result, the University requested a change in the tuition and fee structure for the 2013 academic year. She further stated that after a thorough study of the budget situation, the University Administration recommended (1) that the per credit-hour in-state tuition rate increase from \$172.20 to \$195, with undergraduate tuition remaining flat for students taking between 12 and 16 credit hours per semester and the cost per credit hour rate would be assessed for each additional credit hour over 16; (2) that both the technology and student activity fees each would remain \$52.50 per session per student; (3) that the student center fee increase to \$110 per session to support debt service and operating costs related to the student center; (4) that the Residence Hall housing fees increase for single occupancy from \$3,150 to \$3,310 per semester and increase double occupancy from \$2,950 to \$3,000 per semester to ensure funds are available to make required debt service payments and independently operate the facilities; and (5) that the meal plan (18 meals per week) increase from \$1,200 to \$1,250 per semester to absorb adjustments in the sliding fee scale provided by Fresh Ideas and support debt service payments.

A motion was made by Regent Smith, seconded by Regent Hollingsworth and unanimously approved for tuition and fee changes cited above effective at the beginning of the University's fall 2012 session.

Chairwoman Cook stated that this will be a great opportunity for students to receive an 8% gift.

Mrs. Gully shared that President Walker encouraged her to contact the Department of Higher Education to ensure no negative impact from the tuition recommendation. She included in her presentation a copy of a letter from Paul Wagner (DHE) which stated that this rationale promotes many of the same goals that DHE shares with HSSU and that HSSU will not have to apply for a waiver under Senate Bill 389 if the proposal outlined is adopted.

Regent Hollingsworth thanked Mrs. Gully for her in-depth research and incredible work on this proposal and incentive for graduation.

Chairman Cook noted that Lincoln University implemented a similar proposal. She added that while the final amount of budget cuts is unknown, HSSU might want to look at a reduction of operational hours and an increase of facilities usage fees.

Mrs. Gully concurred that Lincoln University has a four-day summer work week and that members of the President's Cabinet will bring a recommendation of the same to President Walker, along with suspension of waivers for facilities usage fees.

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

Prior to his report, Dr. Smith thanked Drs. McClure, Zakery, Ms. Mary Pier and the entire planning team for their hard work toward the recent re-accreditation visit by HLC. He shared that he was most grateful for the strong teamwork.

Dr. McClure distributed copies of the program from 2012 Emerging Researchers National Conference in STEM held in Atlanta, GA on February 23-25, 2012. Dr. Smith reported that six HSSU students participated in the Mathematics and Statistics Category including Idris Aziz (faculty sponsor – Dr. Anbreen Bashir); David Marango, (faculty sponsor – Dr. Ann Podleski); Rana Bost (faculty sponsor – Dr. Tommie Turner); Krystal Chandler (faculty sponsor – Dr. J. Balakrishna); Melissa Bradshaw (faculty sponsor – Dr. J. Balakrishna); and Gloria Mills (faculty sponsor – Dr. Tommie Turner). He then reported that Dave Marango captured a second place award for his research topic “Mathematical Modeling of Genetic Counseling with Application to Sickle Cell Anemia.” He added that he, Dr. J. Balakrishna, and Dr. Ann Podleski also represented Harris-Stowe at the conference as judges. He noted that the conference was co-hosted by the American Association for the Advancement of Science (AAAS) and the National Science Foundation (NSF), and that feedback from other judges rated Harris-Stowe State University's presentations as exceptional.

A. **REPORT ON REALIGNMENT OF DEGREE PROGRAM REQUIREMENTS:** Dr. Smith reported that President Walker has called for a review of the requirements for graduation and to determine the degrees that require more than 120 credit hours for graduation. He then reported that these types of reviews are occurring nationwide as institutions are attempting to determine methods to cut degree completion time. He further reported that the least amount of degree hours required for graduation of 120-124 are in the College of Arts and Sciences, while the College of Education degrees require the most credit hours of 141 credit hours. He then reported that full-time faculty at HSSU were given assignments to make proposed changes to the degree program credit hour requirements. He stated that Dr. LaTisha Smith, Dean of the College of Education provided oversight, fielded questions and made final decisions concerning some of the course recommendations. He then reported that DESE was consulted to ensure all requirements would be met in changing the degree requirements and also that proper protocol was followed. He noted that Dr. Gale Hairston, director of educator preparation at DESE was pleased to know that HSSU is conducting a program review of its teacher education degrees and certifications and will work with the College of Education to ensure the process is completed in line with DESE requirements. He noted that the goal is to have the new requirements for all HSSU degrees presented for institutional approval and implemented with the 2012-2013 University Bulletin.

Chairwoman Cook asked why most of HSSU degrees required so many hours, and how the Institution got to this point.

Dr. Smith stated that a “credit hour creep” has been a national trend , and that often times institutions add on credits without deleting or eliminating credits within a particular course.

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

Prior to her report, Ms. McCall shared that the media has highlighted HSSU graduating Business Major, Cornelius Robinson, as a result of a recent press release. She shared that the release received strong local and national media response because of Mr. Robinson's accomplishments while attending Harris-Stowe, and internships and job offers with Fortune 500 companies. Ms. McCall then reported that a recent bone marrow drive had been held at HSSU, and that area news stations came out to provide coverage.

Ms. McCall then asked Mrs. Gully to distribute the information packet regarding the new HSSU Bank ID Card. She reported that she is working on a full promotion to ensure students activate their new cards. She then reported that U.S. Bank has provided 2500 of the packets, and that the first written communique will go to parents. She further reported that as weeks progress, more materials will be distributed to all HSSU students, and that cards will be available for students during Spring 2012 semester, with refunds tested during the Summer Sessions. Ms. McCall noted that the new Bank ID Cards will be fully implemented by Fall 2012.

A. DISTRIBUTION OF NEW HSSU AND COLLEGE OF EDUCATION BROCHURES: Ms. McCall then distributed the new and attractive College of Education brochures, and University Recruitment brochures to members of the Board. She reported that all of the work done to develop the brochures was done in-house, and that she is now working on a full Development Packet for major donors.

Chairman Cook congratulated Ms. McCall on the outstanding photography shown in the new brochures.

8. DEAN OF STUDENT AFFAIRS.....Mr. Gooden

A. REPORT ON CAREER SERVICES ACTIVITIES: Mr. Gooden reported that Career Services continues to provide individual training for interviews, résumé writing, and completing applications for employment or internships. He further reported that Teacher Interview Day would take place on HSSU's campus on March 13, 2012 with more than 26 school districts represented from in-state and out-of-state; and, that the annual Career Fair would be held on March 20 with employers from throughout Missouri.

B. REPORT ON COUNSELING SERVICES EVENTS: Mr. Gooden reported that Counseling Services, through Students Working Against Trauma (SWAT) Grant, continues to provide special sessions which inform HSSU students with information regarding HIV/AIDS and other services available, along with a collaboration with students and staff from Saint Louis University for joint sessions and peer interaction. He noted that group and individual counseling sessions for special needs have increased as student problems and concerns with special intervention continue to be identified.

C. UPDATE ON STUDENT ACTIVITIES: Mr. Gooden reported that in support of Black History Month, Student Activities and Health Services developed a calendar of events, which could be found under tab 8 of the February Board Book. He added that as a part of those events, the US Postal Service held an unveiling of its latest Black Heritage Stamp – John H. Johnson – *Ebony/Jet*. He then reported that the 12th Annual Health Fair was conducted on campus for the entire family and the mobile mammogram bus was on campus to provide that service to students and staff members. Mr. Gooden then reported that Mr. HSSU, Christopher Miller participated in the recent HBCU Kings Leadership Conference held at Lincoln University in Jefferson City.

D. REPORT ON SPECIAL PROJECTS: Mr. Gooden reported that he recently escorted a group of HSSU students to attend the unveiling of the renovated Black American in Flight Mural located at St. Louis Lambert Airport, which was originally made possible by fundraisers including Thelma Cook and Wayman Smith. He stated that students were excited to meet original Tuskegee Airman Chris Newman of St. Louis, and family members of others who were part of this historical group. He noted that photos from this event, along with others from his earlier reports, could be found under tab 8 of the February Board Book.

Chairwoman Cook shared that she was delighted to see Dean Gooden and HSSU students at the Rededication Program, and that the Blacks in Flight Mural was a result of hard work and dedication of many national figures. She encouraged everyone to take time to look at the artwork when visiting Lambert International.

Mr. Gooden then reported that the HSSU Athletic program men and women's basketball completed the regular season competition with HSSU men finishing tied for second and the women finished in sixth place. He noted that the baseball and softball teams have started season conference play which will run through the month of May.

Regent Hoessle remarked that because he was out of town for the January meeting, he did not have the opportunity to commend Mrs. Gully as the new chair of the Dr. Martin Luther King, Jr. State Celebration Commission for Missouri, and Ms. Courtney McCall and Mr. Howard Richards for serving as outstanding co-emcees.

8. ADJOURNMENT

There being no further business, a motion was made by Regent Hoessle, seconded by Regent Smith, and approved to adjourn the February 28, 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