

**MINUTES OF THE REGULAR MEETING
BOARD OF REGENTS OF HARRIS-STOWE STATE UNIVERSITY
June 19, 2012**

The regular meeting of the Board of Regents of Harris-Stowe State University was held on Tuesday, June 19, 2012, starting promptly at 10:00 A.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
Mr. Reginald D. Dickson, 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
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

Absent:

Mr. Charles Gooden, Dean, Student Affairs

OTHERS IN ATTENDANCE:

Dr. John David Kerr
Atty. Thomas 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 June 19, 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 APRIL 2012 MINUTES:** A motion was made by Regent Smith, seconded by Regent Hoessle, and unanimously carried for approval of the April 2012 Board Minutes, with an amendment to the report on the Consortium for Leadership Development. Regent Chadwick asked if the St. Louis Regional Diversity Initiative had been contacted – **not** the Regional Business Council.
- B. **SWEARING-IN CEREMONY FOR NEW MEMBER OF THE BOARD OF REGENTS – MR. REGINALD D. DICKSON:** Chairwoman Cook called for the swearing-in ceremony for new member of the Board of Regents, Mr. Reginald D. Dickson. The ceremony was conducted by The Honorable Jimmie

Edwards, 22nd Judicial Circuit Court judge. Chairwoman Cook congratulated and welcomed Mr. Dickson to the Board of Regents.

C. **REPORT ON THE MISSOURI DEPARTMENT OF HIGHER EDUCATION (MDHE) BOARD FORUM HELD ON JUNE 7 IN COLUMBIA, MO:** Chairwoman Cook reported that she, President Walker and Regent Chadwick attended the Missouri Department of Higher Education Board Forum held on June 7 in Columbia, Missouri. She asked Dr. Walker and Regent Chadwick to comment.

Dr. Walker reported that the purpose of the meeting was to hold training sessions for Board members. He stated that the forum was one of development and in-service, and that the forum began with a presentation by Governor Nixon who signed into law a 4+4 program. He then stated that overall the forum was interesting and covered many issues facing higher education in general. He also reported that smaller sessions were held to discuss what can be done and how to get funding for higher education. He noted that at the conclusion of the forum, he submitted an assessment form and recommended that DESE be invited to attend the next forum held for continuity of discussions.

Regent Chadwick shared that she was delighted to attend the forum. She stated that it was a collegial atmosphere which provided her the opportunity to get to know her colleagues. Regent Chadwick further shared that she liked the fast pace flow of the forum. She stated that the keynote speaker was Rich Novak from the Association of Governing Boards, and that his topic *Sustaining Effective governance: Challenges and Opportunities*, was on target. Regent Chadwick noted that during his presentation, Novak highlighted higher education as a significant election year issue, warranting the engagement of trustees speaking with a unified voice, and that more is at stake than ever before because degree attainment is flat in the U.S.; and, to regain global leadership in higher education, states must educate more minority, first generation and low income students than ever before. She then noted that Novak cautioned board members to be accountable, demonstrate independence, maintain autonomy, and be protectors of their institution’s academic freedom but above all do “what is best for the state.” She added that Novak also stated that the “iron triangle” of higher education is thought to be composed of funding, quality and access.

Chairwoman Cook reported that the conference program was well done, very informative, trending, and addressed the overall direction of higher education. She stated that she participated in a sub-group on *Forging New Partnerships: Outcomes for Business, Education and Economic Development* with facilitators Kathy Swan, CBHE Chair and Bill Thornton, General Counsel, MDHE. She further stated that the session was very interesting and addressed how business partnerships on college and university campuses prepare students for the workforce, enhance strategic fields of economic growth and foster entrepreneurship. She shared the example is devastated Joplin, and how a battery company and Missouri Southern train students to fill the skill set for that particular business. She noted that the intent is to partner with businesses and keep skills in the state to meet necessary demands, and, when those students graduate, they graduate with a job. She added that HSSU might want to keep an eye out for such opportunities, and to remember to always let objectives address the mission. Chairwoman Cook then noted that she welcomed the opportunity to attend the Board Forum.

Chairwoman Cook then congratulated Regent Hollingsworth on her participation in the Hiram W. Leffingwell Awards “Hat” Luncheon, a fundraiser held to help ongoing maintenance and educational programs for Forest Park. She noted that Regent Hollingsworth is to be commended for all that she does for HSSU, and for the City of St. Louis.

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

President Walker reported that HSSU continues to make budget cuts and changes in spending habits, and that fortunately, there have been no layoffs. He noted that scenarios are being reviewed to hopefully make way for a one time lump sum salary payment for each full-time HSSU faculty and staff member.

DISTRIBUTION OF PROPOSED 2012-2013 INSTITUTIONAL GOALS AND OBJECTIVES: President Walker called for the distribution of his proposed 2012-2013 institutional goals and objectives. He reminded Board members that one of the things he did upon arrival was to present goals and objectives, and that some additions have been made. President Walker highlighted and expounded on goals #3, #6, #7, #8, #10 and #13. The Presidential Institutional Goals and Objectives for 2012-2013 are listed as follows: 1. Maintain effective teaching, learning,

research, and service; 2. Assess the utilization of adjunct faculty; 3. Expand the University's recruitment outreach efforts (veterans, 90+credits, non-traditional, community college students, etc.); 4. Start planning for future graduate programs; 5. Review and make appropriate changes to the organizational structure as needed; 6. Increase efforts to recruit international students; 7. Improve student retention and enrollment (he stated that this is a national concern, and must involve every unit at HSSU); 8. Improve customer service (he stated that more than ever before, he continues to stress that without students, we would not be here); 9. Enhance the marketing of HSSU academic programs and professional opportunities; 10. Improve the student graduation rate (he stated that he has spoken with Dr. Smith to ensure students are being properly advised – and added that students who participate in internship programs are more likely to get jobs); 11. Maintain effective budget controls; 12. Ensure that each academic program has an internship, field experience, and/or practicum experience; 13. Train faculty and appropriate staff to write effective grant proposals (he stated that consultants are good but HSSU must learn to do for itself – and that discussions continue among the Cabinet regarding each unit writing grant proposals); 14. Development activities that will be assessed to determine their effectiveness; 15. Develop a Continuing Education Program to promote life-long learning and healthy living (Spring 2013); 16. Activate the HSSU Foundation Board (he stated that this was a new addition from the list presented upon his arrival, and that there is a need to develop a scholarship fundraising plan); 17. Develop a scholarship fundraising plan; 18. Develop a university endowment plan (he stated that this was another new addition, and that 10% of all money raised should go into an endowment); and, 19. Enhance residential life activities (he stated that this was also a new addition, and that because a university is somewhat a town within a town, life changing activities must be provided for student life. President Walker noted that addressing these goals and objectives will be challenging and exciting, and that Board members are free to add to the list. He then noted Cabinet members have been asked to present their goals and objectives to him during their annual evaluation(s), and that these goals and objectives will line-up with those that he had presented to the Board.

Chairwoman Cook stated that the viability of retention on campuses was discussed at the Board Forum. She stated that studies are showing remedial courses as being a waste of time and students with potential should be integrated into regular classes.

President Walker stated that he was familiar with those studies and that the amount of funding spent nationally on remedial classes is somewhat disturbing. He stated that the U.S. Department of Education wants institutions to do more with community colleges in preparing students.

Chairwoman Cook reminded Regents that by policy, they are members of the HSSU Foundation.

Regent Hoessle asked if Donna Wilkinson is still involved with the Foundation.

President Walker shared that Mrs. Wilkinson was a paid consultant who opened doors for HSSU.

Chairwoman Cook stated that currently the Foundation is dormant but will be reactivated.

Atty. Mickes stated that out of date documents have been restructured.

Regent Dickson stated that President Walker's listed strong goals, and that because a number of them are more quantifiable than others, Dr. Walker might want to identify the number required. He then stated that he read the April minutes about HSSU international students, and that a recent article found in the *St. Louis Business Journal* referred to the need for more international students in St. Louis. He noted that HSSU make this information part of its niche as St. Louis has a large Bosnian population and HSSU has only a few Bosnian students.

President Walker shared that HSSU is working with the Governor's office to be a part of a proposed collaboration with Brazil. He added that HSSU has a committee of international faculty who have met to discuss ways to recruit international students.

Chairwoman Cook noted that HSSU's mission to recruit students becomes difficult in these tough economic times, with many going to the community colleges, and that Harris-Stowe must be cognizant of this so the correct language is used when recruiting students.

Ms. McCall reported that more is being done online in regards to student recruitment at HSSU, and that a recent alumni newsletter, including a development envelope, was recently mailed out. She distributed the new development brochure to members of the Board, and shared that a new development video is underway.

Chairwoman Cook commented on the very attractive brochure, and reminded Ms. McCall that an informational bookmark for Board members to carry would be helpful with their role in development.

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

.....Mrs. Gully

Prior to her report, Mrs. Gully thanked Regent Hollingsworth for including HSSU as a site for the traveling AT&T Texting While Driving Simulator. She thanked Ms. McCall, who was instrumental in coordinating the event and Ms. Boone for including new, incoming freshmen to participate.

Regent Hollingsworth thanked the HSSU team for hosting the event.

Mrs. Gully then thanked Regent Hoessle for his support of her and Ms. McCall's participation with the St. Louis Zoo Board. She stated that 32 HSSU administrators, faculty and staff volunteered for the annual ZooAdo event, and that, HSSU also served as a Volunteer Sponsor. She further stated that Regent Hoessle has helped the University to make great connections and internship opportunities for students. She noted that ZooAdo is a great way to increase relationships with the renowned St. Louis Zoo.

Regent Hoessle stated that he is delighted to have HSSU involved with the St. Louis Zoo, and that Mrs. Gully and Ms. McCall's involvement continues to be outstanding. He added that this involvement will help with opportunities for students, and fits with some of President Walker's institutional goals for internships, partnerships and a way to get HSSU students exposed to internships within the Zoo's finance, PR, and education departments.

Ms. McCall added that she had recently attended the Zoo Education Committee Meeting, and that discussions were held on how to involve the Clay Early Childhood Center with Zoo activities.

- A. **MAY 2012 FINANCIAL REPORT:** Mrs. Gully reported that she met with the Board Finance Committee on June 5. She then reported that general operating fund revenues for period ending May, 2012 was at 90%, expenditures at 81%, that Gillespie Residence Hall revenue was at 86% with expenditures at 67% and Bosley Hall revenue at 80 % with expenditures at 37%. She then reported that the Clay Center revenues were at 75% percent with expenditures at 85%; Total grants and contracts at 69% at budget.
- B. **MAY/JUNE 2012 PERSONNEL REPORTS:** Mrs. Gully reported that the monthly personnel report for May 2012 could be found under Tab 5 and included new employees, promotions and conclusions.

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

C. **RECOMMENDATION**

APPROVAL BY THE BOARD OF REGENTS OF THE FY 2012-2013 RECOMMENDED BUDGET BALANCING MEASURES AND RELATED BUDGETS: Mrs. Gully gave a full PowerPoint presentation on the Recommended for Approval by the Board of Regents of the FY 2012-2013 Recommended Budget Balancing Measures and Related Budgets. She stated that the University's Budget Planning, Control, and Review Committee had worked diligently to draft the proposed FY 2012-2013 Operating Budget of Harris-Stowe State University. She stated that the work of the Committee was guided by objectives and assumptions. She then presented, in detail, the objectives, basic assumptions – including revenue and expenses, and budget balancing measures. A complete copy of the recommendation can be found in the June 2012 Board Booklet.

Chairwoman Cook stated that Mrs. Gully, her staff, and the Budget Committee have done an extraordinary job, along with President Walker and others. She commended the team on the ability to “purge and shave” to get HSSU to the point where the University can function and comply with the state requirements.

Mrs. Gully extended special thanks to Mr. Fogt, Dr. Kamkwala (faculty rep), and Dr. D. Smith who served on the Audit Committee, and Kevin Burnett, who processes the numbers. She then presented the

auxiliary campus budgets for Gillespie Hall, Bosley Hall, and the Consortium for Leadership Development (CLD).

Regent Chadwick asked the enrollment to date for the CLD.

Dean Zakery reported that currently there are 15 enrolled in the CLD.

Regent Chadwick then echoed the comments of Chairwoman Cook, and added that Mrs. Gully's presentation was very thorough, clear and easy to get through.

Regent Dickson also commented that the presentation was most outstanding.

A motion was made by Regent Chadwick, seconded by Regent Hoessle, and unanimously carried for the approval of the Recommendation for Approval by the Board of Regents of the FY 2012-2013 Recommended Budget Balancing Measures and Related Budgets.

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

MEDIA INFORMATIONAL ITEMS (NO REPORT – READ ONLY)

5. **ADJOURNMENT**

There being no further business, a motion was made by Regent Dickson, seconded by Regent Hoessle, and approved to adjourn the June 19, 2012 meeting at 11:25 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