

**MINUTES OF THE REGULAR MEETING
BOARD OF REGENTS OF HARRIS-STOWE STATE UNIVERSITY
March 27, 2012**

The regular meeting of the Board of Regents of Harris-Stowe State University was held on Tuesday, March 27, 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**

Absent:

**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**

Absent:

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

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 March 27, 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 FEBRUARY 2012 MINUTES:*** A motion was made by Regent Chadwick, seconded by Regent Hollingsworth, and unanimously carried for approval of the February 2012 Board Minutes.

Chairwoman Cook noted that invitations for the 2012 Commencement Convocation and President's Installation had been distributed to everyone in attendance. She stated that she is pleased that the

ceremonies will be held on HSSU's campus. She also commended Drs. Smith and McClure on the Vice President's Honors Program recently held for student scholars. She stated that the program was outstanding with a large turnout of excited parents and friends. She then commended Dean Gooden for his keen eye in ensuring students are exposed to various community activities. She added that everyone should try to encourage participation in community events that might be beneficial to students.

Atty. Mickes shared that for students interested in law, his firm has offered before for students to shadow his staff to learn a little more about what it means to work in the area of law.

Chairwoman Cook thanked Atty. Mickes and suggested that opportunities for students be coordinated through Dean Gooden so that he can coordinate student participation.

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

- A. **VOTER SYMPOSIUM PROGRAM SPONSORED BY U.S. CONGRESSMAN WILLIAM LACY CLAY HELD ON HARRIS-STOWE'S CAMPUS ON MARCH 16, 2012:** President Walker reported that the Voter Symposium Program sponsored by U.S. Congressman William Lacy Clay was held on HSSU's campus on March 16, 2012. He stated that the University extended the invitation to all political parties and made sure no one was left out. He then reported that the symposium was held to stress the importance and purpose of voting. He added that diverse groups from all political parties along with media were in attendance. He noted that overall, the event went very well.

Chairwoman Cook shared that she attended the symposium and that significant facts were shared with the audience. She further shared that if students are unable to attend such events, she would like to see information condensed and delivered to them on a continued basis as this would enable them to become more informed citizens. She added that HSSU's purpose is to deliver as much of a quality experience as possible for students.

Ms. McCall stated that prior to the symposium her office distributed fliers and sent emails to all areas of the University. She added that while this was an external event, she took the liberty of writing a media release which included statistics about the content of the symposium. She noted that she will ask media services to make copies of the video from the program in order to make available to students.

President Walker added that many colleges and universities are becoming politically active, and that while students pick up government survey through classes, events such as this are a rich experience when brought to campuses. He noted that the University will continue to keep HSSU students informed and encouraged about getting involved. He asked Dean Gooden to keep the Board updated on student involvement.

- B. **REPORT ON COLLECTION DONATED TO HARRIS-STOWE IN HONOR OF DR. LATEEF ADELANI:** President Walker reported on the collection recently donated by Dr. Ervin Y. Rodin in honor of his former student, Dr. Lateef Adelani, Dean of the College of Arts and Sciences at Harris-Stowe. He stated that a brief program was held on March 8, 2012 at the AT&T Library and Technology Resource Center in the Dr. George Hiram Seminar Room. He then reported that the special ceremony held to thank the donor, was well attended. President Walker added that the value of the collection has an appraisal value of over \$30,000.

- C. President Walker then reported on the list of things being done nationwide and at HSSU to cut costs including attrition, cutting non-essential administrative positions; adjusted class size and reduction of adjunct staff; and offer more online courses. He further reported that a few simpler things could be included e.g. watering plants; looking at custodial service; reduce and eliminate overtime; reduce homecoming activities; lower thermostats in buildings; reduce food service expenses; make admissions brochures and catalogs available online; reduce use of bottled water; low flow shower heads and energy saving light bulbs in dorms; possible parking fee; turn off computers in the evening; shortened work week; reduce or eliminate some subscriptions; reduce attrition of students and eliminate revolving door while recruiting more students; all while maintaining quality service.

Mrs. Gully stated that HSSU is facing an approximate shortfall of \$1.2 million and cannot continue to factor in the fund balance. She further stated that the aforementioned list shared by President Walker, are opportunities for savings. She noted that the Missouri House of Representatives recently voted to leave higher education flat which poses a challenge because it contradicts some programs supported by the Governor.

Regent Chadwick shared that she applauds all of the things being done to cut costs at HSSU, and that the one cost saving effort that stood out for her was making printed documents available online.

Mrs. Gully noted that making the schedule and bulletin available online and elimination of printing these documents will result in a savings of \$100,000.

Regent Hollingsworth noted that reducing energy costs and use of bottled water also helps build HSSU's sustainability story.

Chairwoman Cook stated that she is very proud of the cost-saving measures being done by HSSU faculty and staff. She added that on another note, Dr. LaTisha Smith had recently assisted Girls, Inc. with evaluating and measuring student success, and that as a result, she received wonderful letters from the organization about the strong support provided by Dr. Smith. She thanked Dr. Smith for her outreach and for assisting community organizations with her skills and expertise.

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

.....Mrs. Gully

A. **FEBRUARY 2012 FINANCIAL REPORTS:** Mrs. Gully reported that she met with the Board Finance Committee on March 23. She then reported that general operating fund revenues for period ending February, 2012 was at 80%, expenditures at 60%, that Gillespie Residence Hall revenue was at 85% with expenditures at 57% and Bosley Hall revenue at 80% with expenditures at 24%. She then reported that the Clay Center revenues were at 58% percent with expenditures at 67%. She then reported that the Center is working toward increasing the capacity of the facility to accommodate additional children, and that funding is available from a past contribution from Boeing to help with construction need to expand the space. She added that the Clay Center is also evaluating the opportunity to increase fees by 4% and that 70% of enrollees are full pay, while 30% are subsidized. She then reported that HSSU recently received \$22,000 in revenue from St. Louis Parking for SLU's use of HSSU parking for Chaifetz attendees; and, that HSSU also recently received \$54,000 from Ameren UE for energy rebates.

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

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

C. **RECOMMENDATION TO AWARD THE EXTERNAL AUDITING CONTRACT:** Mrs. Gully reported that a request for proposals was issued on January 24, 2012 for external auditing services at HSSU, and that proposals were received by CR Williams, RubinBrown, and Schmersahl Treloar & Co and Randle and Associates LLC. She stated that after reviewing the proposals, the committee recommended that award of the contract for auditing services during FY2012 through FY 2017 with a start date of July 1, 2012, be issued to RubinBrown based on their numerous current university clients throughout Missouri; although RubinBrown's prices were slightly higher they currently have the contract and have provided value-added services over the contract period including free webinars, free symposiums, and extensive information on proposed tax changes; the firm's experience in performing numerous higher education audits; and the firm received the majority of points from the committee. She noted that if the contract is approved, the partner in charge would change.

A motion was made by Regent Hollingsworth, with a change of partner in charge, seconded by Regent Chadwick, and unanimously carried for the approval to award Harris-Stowe's external auditing contract to RubinBrown.

- A. **RECOMMENDATION TO ADJUST THE REGULAR WORK WEEK DURING SUMMER SESSIONS AT HSSU:** Mrs. Gully presented a recommendation from the Administration to adjust the regular work week during summer sessions at HSSU in response to the budget crisis affecting higher education in Missouri. She stated that the new schedule would be a four-day work week with 10 hour days, and that the main rationale for the recommendation was threefold: (1) to save on energy costs of approximately \$17,000; (2) to save on custodial service of approximately \$10,000 - \$16,000; and (3) to boost faculty/staff morale. She added that the four-day work week would begin as a pilot schedule from May 21, 2012 through August 9, 2012, and that upon approval by the Board of Regents, and if indeed, the schedule proves to be successful, the new summer work schedule would continue during each summer session thereafter. Mrs. Gully then added that the four-day work week would also result in a reduction of public safety shifts with a savings of over \$9,000. She then stated that James Fogt would conduct a survey on the preferred office hours, and that office supervisors will need to make sure HSSU offices open and close during the set hours. She noted that Lincoln University has had a four-day work week (7:30a – 6:00p) during summer sessions since the mid-1980s.

Regent Chadwick asked if the building will be completely locked on Fridays as a part of the summer work schedule.

Mrs. Gully stated that the building will be completely locked on Fridays with the exception of events scheduled to be held on campus that have already paid to use the facility. She added that the Clay Center will keep its same hours; summer programs will be facilitated from the residence hall(s); and that the physical plant manager, Paul Kennon has the ability to adjust thermostats from home for special events.

Chairwoman Cook stated that it is important to have a backup staff person for Mr. Kennon.

Mrs. Gully stated that Mr. Shawn Baker, Director of Gillespie Hall, one other maintenance staff person, and the contractor for the system, will all be available as “backups” for Mr. Kennon.

Chairwoman Cook then asked about library hours.

Mrs. Gully stated that the library will also operate on a four-day work week as there are no classes scheduled for Friday during the summer and the facility will actually be open beyond the 10 hours on certain weekdays. She added that the computer labs will also be accessible in Gillespie Hall.

Chairwoman Cook noted that while the four-day work week will be an adjustment, it is important to survive in this economy.

A motion was made by Regent Chadwick, seconded by Regent Hollingsworth and unanimously carried to adjust the regular work week during summer sessions at Harris-Stowe State University in response to the budget crisis affecting higher education in Missouri.

REPORT OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS.....Dr. Smith
Prior to his report, Dr. Smith echoed the comments of Chairwoman Cook about the importance of students attending events that are brought to the campus. He noted that the video of the recently held voter symposium would be presented in some HSSU classes.

- A. **REPORT ON ATTENDANCE AT THE EMERGING SCHOLARS CONFERENCE:** Dr. Smith reported that during the month of February he attended the 2012 Emerging Researchers National Conference in STEM held in Atlanta, GA on February 23-25, 2012. He stated that other attendees included six HSSU students who 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.

- B. **REPORT ON THE HSSU VICE PRESIDENT ACADEMIC HONORS PROGRAM/RECEPTION HELD ON MARCH 14, 2012:** Dr. Smith reported that honorees, faculty, staff, families and friends attended the 2012 Vice President's Honors Program and Reception. He stated that the annual program is held in honor of students who achieved a 3.5 without any D's or F's during the Spring and Fall 2011 semesters, and that as in past years, was well attended. He stated that Chairwoman Cook gave outstanding remarks and words of encouragements as well as President Walker, Dean Gooden and SGA President Cornelius Robinson.

- C. **REPORT ON ALPHA CHI HONORS INDUCTION HELD ON MARCH 23, 2012:** Dr. Smith reported that the Alpha Chi Honor Society Induction Ceremony was held on March 23rd. He reminded everyone that Alpha Chi is a coeducational national honor society which only accepts the top 10 percent of juniors and seniors, and that its mission is to promote academic excellence among its membership. He further reported that eight students were inducted into the Missouri Zeta chapter of Alpha Chi at HSSU He noted that a reception, at a reduced budget, was held in honor of the new inductees which included faculty, staff, students, families and friends.

- D. **RECOMMENDATION TO SET HARRIS-STOWE STATE UNIVERSITY DEGREE REQUIREMENTS TO 120 CREDIT HOURS WHERE APPLICABLE:** Dr. Smith stated that Academic Affairs conducted a review of graduation requirements to determine which degrees required more than 120 credit hours for graduation. He further stated that in contrast to the standard graduation requirement of 120 credit hours for four-year institutions nationwide, it was found that HSSU degrees take 127 credit hours on average for degree conferral, and that the credit hour degree requirement ranged from 120 credit hours in Criminal Justice and Urban Affairs to 149 credit hours for Unified Science Education. He then stated that a review of the 2011 graduation class showed that HSSU graduates earned an average of 141 credits or more than ten percent above what is required for graduation. He then recommended that all degrees conferred by Harris-Stowe State University adhere to a 120 credit hour requirement and that exceptions would be degrees that require additional hours as mandated by accreditation bodies or to maintain the academic quality and integrity of the degree. He further recommended that all Harris-Stowe State University Education certification requirements be aligned closely to the DESE credit hour requirements for certification, and that if approved by the Board of Regents,, the effective date for both recommendations would be 2012-13 academic year and will be reflected in the 2012-2013 University Bulletin.

President Walker remarked that all of the regional accrediting bodies have been told that institutions must get back to 120 credit hours. He further remarked that he has discovered HSSU is losing students at the upper level because they could go to an institution with a 120 requirement. He added that research has found there has been no level of increase of ability by requiring increased hours, and that this will bring HSSU in line with the national mandate.

A motion was made by Regent Hollingsworth, seconded by Regent Chadwick, and unanimously approved to set Harris-Stowe State University degree requirements to 120 credit hours.

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

- A. **HSSU MEDIA HIGHLIGHTS:** Ms. McCall reported on recent media activity at HSSU. She stated she issued a press release on Cornelius Robinson, graduating senior at Harris-Stowe, and that the release was picked up by major media throughout the nation. She then reported that the press release issued on HSSU student, David Marango, who took second place honors in a national science competition, also received major coverage, and as a result, Mr. Marango was contacted by the Science Center for an internship. Ms. McCall then gave a PowerPoint presentation on social media posts by HSSU dating back to January 2012. She shared that sometimes posts include questions, and that perspective international students have reached out as a result of the various social media posts. She shared data on social media likes and dislikes with the largest number of visitors being ages 18-24. Ms. McCall then shared recent HSSU broadcast media clips including the bone marrow drive held on campus; the voter symposium sponsored by Congressman Clay;

and the job fair sponsored by the University is Anheuser-Busch School of Business (ABSB) and the Office of Career Planning and Placement. She noted that her office is instrumental in assisting with promoting and issuing press releases on these and all other events and accomplishments related to HSSU.

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

- A. **REPORT ON CAREER SERVICES ACTIVITIES:** Mr. Gooden reported that Career Services has generated a number of interventions for current students and graduates including the Annual Teacher Interview Day on March 13, 2012 at the Emerson Performance Center. He stated that 26 school districts participated including a large number of out of state districts including Iowa, Kentucky, Tennessee, Maryland and Illinois. He further reported that 208 persons were interviewed. He then reported that Career Services sponsored a career fair at the south campus – Anheuser-Busch School of Business with 38 vendors and local companies represented. He then reported that plans are underway to host the Black Executive Exchange Program Student Conference at the ABSB on April 9, 2012.

- B. **UPDATE ON STUDENT ACTIVITIES:** Mr. Gooden reported that men’s and women’s basketball teams concluded a very successful season, and that both teams participated in the American Midwest Tournament. He noted that HSSU senior and men’s team captain, Mr. Terry Collins, was named an honorable mention NAIA Division I Men’s Basketball All-American and first team American Midwest Conference; that HSSU freshman, Mr. Wayne Brown was selected AMC Freshman Player of the Year; Mr. Donald Davis was named honorable mention AMC Player of the Year; Mr. Jordan Loveless was named Academic All-Conference; and coach Phillip Hunt was named AMC Co-coach of the Year. He then reported that for the HSSU Women’s Team, Ms. Tonette Murphy was named 1st Team – AMC All Conference; Kaulya Fisher was named Honorable Mention AMC All Conference; and Nisa Buford, Kayla Gibson, Agnes Haybor, Sheila Phillips and Kay Vaughn were all named Academic All Conference. Mr. Gooden then reported that the HSSU Campus Ministries concluded several well attended activities including the Full House Truth Behind Hip Hop Affair in the main auditorium hosted by Rescue Nation. He also reported that Mr. and Miss HSSU represented the University at the Urban League Banquet and the Gateway Luncheon; and, that the Marching Hornets performed once again in the St. Patrick’s Day Parade.

- C. **REPORT ON SPECIAL PROJECTS:** Mr. Gooden reported that on March 23, 2012, student residents staged an impromptu rally for Trayvon Martin in the HSSU amphitheater quad. He stated that HSSU SGA in conjunction with SLU, Washington University and UMSL SGAs would conduct a justice rally on HSSU’s campus on March 29, 2012 at Noon in the amphitheater quad.

Regent Chadwick suggested that the flier have logos of all schools sponsoring the Trayvon Martin Rally.

6. ADJOURNMENT

There being no further business, a motion was made by Regent Hollingsworth, seconded by Regent Chadwick, and approved to adjourn the March 27, 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