



Board Meeting

Austin Peay State University

317 College Street

Clarksville, TN 37040

March 20, 2020

9:00 AM

Call to Order

Roll Call/Declaration of a Quorum

Adoption of Agenda

A.Consent Agenda- Consideration of the Revision to University Policy 1:016,
Preventing and Reporting Fraud, Waste, and/or Abuse

Approval of Minutes

Campus Spotlight

Action Items

A.Academic Affairs Committee Report and Recommendations

i.Adoption of Minutes

ii.Consideration of Tenure Appointments

iii.Approval of the Master of Speech-Language Pathology

B.Students Affairs Committee Report and Recommendations

i.Adoption of Minutes

ii.Recommendation for Selection of Student Trustee

C.Audit Committee Report and Recommendations

- i. Adoption of Minutes

- D. Business and Finance Committee Report and Recommendations

- i. Adoption of Minutes

- ii. Consideration of Non-Mandatory Fees for the 2020-2021 Academic Year

- iii. Consideration of Housing Rates for the 2020-2021 Academic Year

- E. Executive Committee Report and Recommendations

- i. Adoption of Minutes

- ii. Consideration of Institutional Mission Profile Statement

- F. Other Business

- i. Naming Request for the Stone, Rudolph, and Henry Gows Gallery

Information Items

- A. Provost and Vice President for Academic Affairs Search Update

- B. Student Affairs Division Update

- C. Coronavirus COVID-19 Preparedness Update

- D. President's Report

- E. President's Interim Items

- i. Review of Contracts and Agreements

- ii. Review of State Building Commission Actions

Adjourn

Austin Peay State
University

Preventing and Reporting Fraud, Waste, and/or Abuse

POLICIES

Issued: [March 20, 2020](#)

Responsible Official: Chief Audit Officer

Responsible Office: Office of Internal Audit

Policy Statement

It is the policy of Austin Peay State University that university officers, members of management, [students, contractors](#) and ~~all other~~ employees [are responsible for maintaining a work environment that promotes ethical and honest behavior and](#) have a responsibility to help prevent [and report instances of potential](#) fraud, waste, or abuse of university resources. ~~In particular, m~~Management ~~at all levels~~ is responsible for designing and implementing internal controls for the purpose of preventing irregularities of all kinds, including fraud, waste, or abuse. ~~University officers, managers, employees, contractors, vendors, students, and others are responsible for behaving in an ethical and honest manner. University officers and members of management are also responsible for maintaining a work environment that generally promotes ethical and honest behavior. Management at all levels should be aware of the risks and exposures inherent in their areas of responsibility, and should establish and maintain proper internal controls to provide for the security and accountability of all resources entrusted to them.~~

Purpose

To describe the role of officers, managers, [students, contractors](#) and ~~all other~~ employees in helping to prevent fraud, waste, or abuse of university resources.

Contents

Definitions

- Fraud
- Waste
- Abuse
- Resources

Procedures

- Preventing Fraud, Waste, or Abuse
- Reporting Fraud, Waste, or Abuse
- Investigations/Actions
- Reporting and Resolution of ~~Institutional~~ [University](#) Losses
- Reporting and Resolution Process
- Requirements Regarding Losses and Shortages
- Property Claim Process
- Actions

Links

- APSU Policy 1:013
- APSU Policy 5:011
- APSU Policy 5:020
- Exhibit 1 – Notification of Loss Report
- ~~-Exhibit 2 – Quarterly Property Loss Report~~
- ~~-Exhibit 3 – Case Resolution Report~~
- Exhibit [34](#) – Reporting Matrix

Definitions

Fraud

An intentional act to deceive or cheat, ordinarily for the purpose or result of causing a detriment to another and/or bringing about some benefit to oneself or others. Fraudulent activities may include, but are not limited to the following:

- Theft, misappropriation, misapplication, destruction, removal, or concealment of any university assets or resources, including but not limited to funds, securities, supplies, equipment, real property, intellectual property or data.
- Improper use or assignment of any university assets or resources, including but not limited to personnel, services or property.
- Improper handling or reporting of financial transactions, including use, acquisitions and divestiture of state property, both real and personal.
- Authorization or receipt of compensation for hours not worked.
- Inappropriate or unauthorized use, alteration or manipulation of data, computer files, equipment, software, networks, or systems, including personal or private business use, hacking and software piracy.
- Forgery or unauthorized alteration of documents.
- Falsification of reports to management or external agencies.
- Pursuit of a personal benefit or advantage in violation of the university's Conflict of Interest Policy.

- Concealment or misrepresentation of events or data.
- Acceptance of bribes, kickbacks or any gift, rebate, money or anything of value whatsoever, or any promise, obligation or contract for future reward, compensation, property or item of value, including intellectual property.

Waste

Waste involves behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary business practice given the facts and circumstances. Waste is a thoughtless or careless act, resulting in the expenditure, consumption, mismanagement, use, or squandering of university assets or resources to the detriment or potential detriment of the university. Waste may also result from incurring unnecessary expenses due to inefficient or ineffective practices, systems, or controls. Waste does not necessarily involve fraud, violation of laws, regulations, or provisions of a contract or grant agreement.

Abuse

Abuse involves behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary business practice given the facts and circumstances. Abuse also includes misuse of authority or position for personal financial interest or those of an immediate or close family member or business associate. Abuse does not necessarily involve fraud, violation of laws, regulations, or provisions of a contract or grant agreement. (U.S. Government Accountability Office, Government Auditing Standards, July 2007.)

Resources

As used herein, shall refer to assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.

Procedures

Preventing Fraud, Waste or Abuse

- A. Maintaining an Ethical Work Environment
1. Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, students, contractors, vendors and others.
 2. To do so, management at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.

3. Management must demonstrate through words and actions that unethical behavior will not be tolerated.

B. Implementing Effective Internal Control Systems

1. Management of the university has the responsibility to establish and implement internal control systems and procedures to prevent and detect irregularities, including fraud, waste and abuse.
2. Internal controls are processes performed by management and employees to provide reasonable assurance of:
 - a. Safeguards over university assets and resources, including but not limited to cash, securities, supplies, equipment, property, records, data or electronic systems;
 - b. Effective and efficient operations;
 - c. Reliable financial and other types of reports; and
 - d. Compliance with laws, regulations, contracts, grants and policies.
3. To determine whether internal controls are effective, management should perform periodic risk and control assessments, which should include the following activities:
 - a. Review the operational processes of the unit under consideration.
 - b. Determine the potential risk of fraud, waste, or abuse inherent in each process.
 - c. Identify the controls included in the process (or controls that could be included) that result in a reduction in the inherent risk.
 - d. Assess whether there are internal controls that need to be improved or added to the process under consideration.
 - e. Implement controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of fraud, waste or abuse.
4. Most managers will find that processes already include a number of internal controls, but these controls should be monitored or reviewed for adequacy and effectiveness on a regular basis and improved as needed. Typical examples of internal controls may include, but are not limited to:
 - a. Adequate separation of duties among employees.
 - b. Sufficient physical safeguards over cash, supplies, equipment and other resources.
 - c. Appropriate documentation of transactions.

- d. Independent validation of transactions for accuracy and completeness.
- e. Documented supervisory review and approval of transactions or other activities.
- f. Proper supervision of employees, processes, projects or other operational functions.

C. Reviews of Internal Control Systems

- 1. Audits or other independent reviews may be performed on various components of the internal control systems.

D. Internal Audit

- 1. Internal Audit is responsible for assessing the adequacy and effectiveness of internal controls that are implemented by management and will often recommend control improvements as a result of this assessment.
- 2. During an audit of a department or process, Internal Audit will also perform tests designed to detect fraud, waste or abuse that may have occurred.

E. External Audits

- 1. The Tennessee Comptroller of the Treasury, Department of Audit, Division of State Audit, performs periodic financial audits of the university.
- 2. One purpose of this type audit is to evaluate the university's internal controls, which will often result in recommendations for control improvements.
- 3. State Audit will also perform tests designed to detect fraud, waste or abuse that may have occurred.

F. Other Reviews

- 1. Various programs may be subject to audits or reviews by federal, state or other outside agencies based on the type of program, function or funding.
- 2. Although audits and reviews may include assessments of internal controls, the primary responsibility for prevention and detection of fraud, waste or abuse belongs to management.
- 3. Therefore, management should take steps to review internal controls whether or not audits are to be performed.

Reporting Fraud, Waste or Abuse

A. Responsibility for Reporting Fraud, Waste or Abuse

- 1. Any official of the university having knowledge that a theft, forgery, credit card fraud, or any other act of unlawful or unauthorized taking, or abuse of, public

money, property, or services, or other shortages of public funds has occurred shall report the information immediately to the office of the Comptroller of the Treasury (T.C.A. § 8-19-501(a)). To ensure compliance with this statute, the university provides a means for employees and others to report such matters, which are subsequently reported to the Comptroller's Office.

- a. University administration with knowledge of fraud, waste or abuse will report such incidents immediately.
- b. Others, including university management, faculty and staff with a reasonable basis for believing that fraud, waste or abuse has occurred are strongly encouraged to immediately report such incidents (T.C.A. § 8-50-116).
- c. Students, citizens and others are also encouraged to report known or suspected acts of fraud, waste or abuse.
- d. Although proof of an improper activity is not required at the time the incident is reported, anyone reporting such actions must have reasonable grounds for doing so.
- e. Employees with knowledge of matters constituting fraud, waste or abuse, that fail to report it or employees who knowingly make false accusations may be subject to disciplinary action.

B. Protection from Retaliation

1. State law (T.C.A. § 8-50-116) prohibits discrimination or retaliation against employees for reporting allegations of dishonest acts or cooperating with auditors conducting an investigation.
2. The Higher Education Accountability Act of 2004 directs that a person who knowingly and willingly retaliates or takes adverse action of any kind against any person for reporting alleged wrongdoing pursuant to the provisions of this part commits a Class A misdemeanor.

C. Confidentiality of Reported Information

1. According to T.C.A. § 49-14-103, detailed information received pursuant to a report of fraud, waste or abuse or any on-going investigation thereof shall be considered working papers of the internal auditor and shall be confidential.

2. Although every attempt will be made to keep information confidential, circumstances such as an order of a court or subpoena may result in disclosure.
3. Also, if the university has a separate legal obligation to investigate the complaint (e.g. complaints of illegal harassment or discrimination), the university cannot ensure anonymity or complete confidentiality.

D. Methods for Reporting Fraud, Waste or Abuse

1. Any employee who becomes aware of known or suspected fraud, waste or abuse should immediately report the incident to an appropriate departmental official. Incidents should be reported to one of the following officials or offices:
 - a. A supervisor or department head;
 - b. A university official;
 - c. The university internal auditor;
 - d. or The Tennessee Comptroller of the Treasury's Hotline for fraud, waste and abuse at 1-800-232-5454.
2. If the incident involves their immediate supervisor, the employee should report the incident to the next highest-level supervisor or one of the officials or offices listed above. Employees should not confront the suspected individual or initiate an investigation on their own since such actions could compromise the investigation.
3. A department official or other supervisor who receives notice of known or suspected fraud, waste or abuse must immediately report the incident to the following:
 - a. President/Vice President for Finance and Administration
 - b. Internal Audit Department
 - c. Campus Police/Public Safety (when appropriate)
4. The President/Vice President or designee receiving such notice will immediately notify the Chief Audit Officer of the acknowledged or suspected fraud or misconduct.
5. The Chief Audit Officer will notify the Comptroller of the Treasury of instances of fraud, waste or abuse.

Investigations/Actions

A. Cooperation of Employees

1. Individuals involved with suspected fraud, waste or abuse should assist with and cooperate in any authorized investigation, including providing complete, factual responses to questions and either providing access to or turning over relevant documentation immediately upon request by any authorized person.

2. The refusal by an employee to provide such assistance may result in disciplinary action.

B. Remedies Available

1. The university will evaluate the information provided and make a determination concerning external reporting obligations, if any, and the feasibility of pursuing available legal remedies against persons or entities involved in fraud, waste or abuse against the university.
2. Remedies include, but are not limited to;
 - a. terminating employment,
 - b. requiring restitution, and
 - c. forwarding information regarding the suspected fraud to appropriate external authorities for criminal prosecution.
3. In those cases where disciplinary action is warranted, the Office of Human Resources, University Attorney, and other appropriate offices shall be consulted prior to taking such action, and the university's policies related to imposition of employee discipline shall be observed.

C. Resignation of Suspected Employee

1. An employee suspected of gross misconduct may not resign as an alternative to discharge after the investigation has been completed.
2. Exceptions to this requirement can only be made by the President.
3. If the employee resigns during the investigation, the employment records must reflect the situation as of the date of the resignation and the outcome of the investigation (Personnel Policy, 5:011.)

D. Effect on Annual Leave

1. An employee who is dismissed for gross misconduct or who resigns or retires to avoid dismissal for gross misconduct shall not be entitled to any payment for accrued but unused annual leave at the time of dismissal (Leave Policy, 5:020; T.C.A. § 8-50-807).

E. Student Involvement

1. Students found to have participated in fraud, waste or abuse as defined by this guideline will be subject to disciplinary action pursuant to the APSU Policy 1:013, Student Code of Conduct. The Dean of Students/Vice President of Student Affairs will be responsible for

adhering to applicable due process procedures and administering appropriate disciplinary action.

F. Confidentiality during Investigation

1. All investigations will be conducted in a strict confidence as possible, with information sharing limited to persons on a “need to know” basis.
2. The identities of persons communicating information or otherwise involved in an investigation or allegation of fraud, waste or abuse will not be revealed beyond the university unless necessary to comply with federal or state law, or if legal action is taken.

G. Management’s Follow-up Responsibility

1. Administrators at all levels of management must implement, maintain, and evaluate an effective compliance program to prevent and detect fraud, waste and abuse.
2. Once such activities have been identified and reported, the overall resolution should include an assessment of how it occurred, an evaluation of what could prevent recurrences of the same or similar conduct, and implementation of appropriate controls, if needed.

**Reporting and Resolution
of ~~Institutional~~University
Losses**

- A. Administrators at all levels of management should be aware of the risks and exposures inherent in their areas of responsibility, and should establish and maintain proper internal controls to provide for the security and accountability of all assets and other resources entrusted to them.
- B. It is the responsibility of the University to establish a process to identify, report and investigate losses of state or ~~institutional~~University funds, property or other resources, whether by malfeasance or misfeasance.
- C. This policy includes requirements for reporting suspected instances of fraud, waste or abuse to the Comptroller of the Treasury (T.C.A. § 8-19-501(a)).

**Reporting and Resolution
Process**

- A. Reporting Losses – For each reportable incident, the ~~institution~~University must complete a “Notification of Loss Report” (Exhibit 1) or report the incident to campus police. ~~“Property Loss Report” (Exhibit 2)~~.
 1. The Notification of Loss Report- or police report should be used to report single incidents of shortages or losses of

any asset, resource or data immediately upon occurrence or discovery. This report should be used to report the loss or shortage of any amount which is the result of acknowledged or suspected fraud, waste or abuse by either an employee or a non-employee (for example, a vendor, contractor, or student).

~~2. The Property Loss Report may be used to report property losses in any quarter in which losses occur and may include more than one incident or loss of property. However, see above if the property loss is a result of fraud, waste or abuse.~~

~~3.2.~~ The ~~institution~~ University must also report covered property losses to the State of Tennessee, Department of Treasury, and Office of Risk Management.

B. Reporting Resolution – The investigation unit ~~identified on the notification report will file a “Case Resolution Report” (Exhibit 3) investigating the loss should document the results of their investigation. at the conclusion of the investigation. Depending upon the nature and extent of the investigation, an Internal Audit Report may be issued in lieu of a Case Resolution Report. For example, campus police may~~ issue a police report or the Office of Internal Audit may issue a report or administratively close the matter

C. Distribution of Reports – ~~Each notification and resolution report~~ Each “Notification of Property Loss” report (Exhibit 1) or police report dealing with a loss should be submitted to the following officials or offices:

~~1. President~~

~~2.1.~~ Vice President for Finance and Administration

~~3.2.~~ Chief Audit Officer

~~4.3.~~ Public Safety (as appropriate)

Requirements Regarding Losses and Shortages

A. Cash or Other Financial Resources – The University maintains cash, procurement cards, credit cards and other financial resources to facilitate its business needs. Cash shortages or losses equal to or greater than \$500 should be reported immediately to the Vice President for Finance and Administration and the Chief Audit Officer. Cash shortages or losses less than \$500 should be reported immediately to the Associate Vice President for Finance and the Chief Audit Officer.

1. Some cash shortages result from human error and are the cost associated with doing business. However, objective

- reviews must be completed to eliminate misconduct and provide assurance that controls are effective.
2. Regardless of amount, management should routinely perform objective reviews of shortages or other losses to identify any unusual items, recurring issues or a pattern of financial shortages.
- B. Property – The University maintains inventory records for capitalized property and sensitive minor equipment, as required by APSU Policy 4:035, Fixed Assets and Sensitive Minor Equipment.
1. Losses of physical property due to inventory shrinkage, ~~vandalism~~, unexplained events, natural disasters, or acts of God ~~should be reported~~ do not need to be reported on the Notification of Property Loss” form (Exhibit 1) ~~on a quarterly basis on the Property Loss Report (Exhibit 2). A Case Resolution Report (Exhibit 3) is not required to be submitted for such losses.~~
 2. ~~However, u~~Unexplained losses and those due to shrinkage or vandalism should be ~~objectively~~ reviewed by management to identify any ~~unusual items~~, recurring issues or a pattern of losses.
 3. Occurrences that are potentially serious situations that would create public concern regardless of amount (e.g., the loss of certain chemicals) must be reported to the Office of Risk Management at the Department of Treasury immediately, followed by a written report.

Property Claim Process

Property Claims – Individual occurrences exceeding \$25,000 must be reported to Physical Plant and the Office of Risk Management at the Department of Treasury immediately, followed by a written report.

1. The Office of Risk Management at the Department of Treasury website at <http://treasury.tn.gov/risk/> contains contact information under the “Contact Us” link and details of the insurance claim process under the “Claims Process” link.
2. Each report of damage for a claim should include a detailed description of the loss and the estimated cost. In addition to the reporting requirements noted above, the department where the loss occurred should also receive a copy of this report.

Actions

- A. Management will evaluate the information provided and make a determination concerning external reporting obligations, if any, and the feasibility of pursuing available

legal remedies in cases of misconduct, including fraud, waste or abuse.

Links

APSU Policy 1:013 <https://www.apsu.edu/policy/student-code-conduct-1013>
APSU Policy 5:011 <https://www.apsu.edu/policy/personnel-policy-5011>
APSU Policy 5:020 <https://www.apsu.edu/policy/leave-policies-5020>
Exhibit 1 – Notification of Loss Report
~~**Exhibit 2 – Quarterly Property Loss Report**~~
~~**Exhibit 3 – Case Resolution Report**~~
Exhibit 4₂ – Reporting Matrix

Revision Dates

[APSU Policy 1:016 – Issued: March 20, 2020](#)
APSU Policy 1:016 (previously 4:003) – Rev.:
APSU Policy 1:016 – Issued: March 28, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
	<input checked="" type="checkbox"/>				

Approved

President: signature on file

NOTIFICATION OF LOSS REPORT

(Date)

Mitch Robinson, Vice President for Finance and Administration*

and

Blayne M. Clements, Chief Audit Officer

Austin Peay State University

601 College Street

Clarksville, TN 37044

Dear Mr. Robinson and Mr. Clements:

Please be advised that the following loss has occurred in (Department Name) at Austin Peay State University.

Below is a brief description of the loss:

(Include individual's name, approximate amount in question, and the nature of the loss)

The situation is currently being investigated by (investigating unit). ~~A case resolution report~~ The results of the investigation will be issued ~~to you by~~ (name, title, phone number) at the conclusion of the investigation.

Sincerely,

(Name)

(Title)

*All losses must be reported immediately to the Vice President for Finance and Administration, except cash losses less than \$500. Cash losses less than \$500 should be reported immediately to the Associate Vice President for Finance.

Exhibit 2 to APSU 1:016

Austin Peay State University

Reporting Matrix for Institutional Losses

	Report Immediately to Vice President for Finance	Report immediately to the Chief Audit Officer	Internal Audit reports issue to the Comptroller's office	Finance and Administration report to the Office of Risk Management at the Department of Treasury
Any loss related to suspected fraud	Yes	Yes	Yes	No
Cash Less than \$500	Yes	Yes	Yes	No
Cash greater than \$500	No**	Yes	Yes	
Physical Property valued at less than \$25,000	Yes	Yes	Yes	No
Physical Property valued greater than \$25,000	Yes	Yes	Yes	Yes (to initiate the process of an insurance claim)
Other Assets*	Yes	Yes	Yes	No
<p>*Other assets may include items such as intellectual property or data, including data stored on electronic devices. If the loss involves data, the Chief Information Officer should be notified to determine if the university's Cyber Incident Response Plan needs to be deployed.</p> <p>**For cash losses of less than \$500, the Notification of Loss Report (Exhibit 1) should be addressed to the Associate Vice President for Finance and the Chief Audit Officer.</p>				

**Austin Peay State
University****Preventing and Reporting Fraud, Waste, and/or Abuse****POLICIES****Issued:** March 20, 2020**Responsible Official:** Chief Audit Officer**Responsible Office:** Office of Internal Audit

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- 1. According to T.C.A. § 49-14-103, detailed information received pursuant to a report of fraud, waste or abuse or any on-going investigation thereof shall be considered working papers of the internal auditor and shall be confidential.
- 2. Although every attempt will be made to keep information confidential, circumstances such as an order of a court or subpoena may result in disclosure.
- 3. Also, if the university has a separate legal obligation to investigate the complaint (e.g. complaints of illegal harassment or discrimination), the university cannot ensure anonymity or complete confidentiality.

D. Methods for Reporting Fraud, Waste or Abuse

- 1. Any employee who becomes aware of known or suspected fraud, waste or abuse should immediately report the incident to an appropriate departmental official. Incidents should be reported to one of the following officials or offices:

- a. A supervisor or department head;
 - b. A university official;
 - c. The university internal auditor;
 - d. or The Tennessee Comptroller of the Treasury's Hotline for fraud, waste and abuse at 1-800-232-5454.
2. If the incident involves their immediate supervisor, the employee should report the incident to the next highest-level supervisor or one of the officials or offices listed above. Employees should not confront the suspected individual or initiate an investigation on their own since such actions could compromise the investigation.
3. A department official or other supervisor who receives notice of known or suspected fraud, waste or abuse must immediately report the incident to the following:
 - a. President/Vice President for Finance and Administration
 - b. Internal Audit Department
 - c. Campus Police/Public Safety (when appropriate)
4. The President/Vice President or designee receiving such notice will immediately notify the Chief Audit Officer of the acknowledged or suspected fraud or misconduct.
5. The Chief Audit Officer will notify the Comptroller of the Treasury of instances of fraud, waste or abuse.

Investigations/Actions

- A. Cooperation of Employees
 1. Individuals involved with suspected fraud, waste or abuse should assist with and cooperate in any authorized investigation, including providing complete, factual responses to questions and either providing access to or turning over relevant documentation immediately upon request by any authorized person.
 2. The refusal by an employee to provide such assistance may result in disciplinary action.
- B. Remedies Available
 1. The university will evaluate the information provided and make a determination concerning external reporting obligations, if any, and the feasibility of pursuing available legal remedies against persons or entities involved in fraud, waste or abuse against the university.
 2. Remedies include, but are not limited to;
 - a. terminating employment,
 - b. requiring restitution, and

- c. forwarding information regarding the suspected fraud to appropriate external authorities for criminal prosecution.
3. In those cases where disciplinary action is warranted, the Office of Human Resources, University Attorney, and other appropriate offices shall be consulted prior to taking such action, and the university's policies related to imposition of employee discipline shall be observed.

C. Resignation of Suspected Employee

1. An employee suspected of gross misconduct may not resign as an alternative to discharge after the investigation has been completed.
2. Exceptions to this requirement can only be made by the President.
3. If the employee resigns during the investigation, the employment records must reflect the situation as of the date of the resignation and the outcome of the investigation (Personnel Policy, 5:011.)

D. Effect on Annual Leave

1. An employee who is dismissed for gross misconduct or who resigns or retires to avoid dismissal for gross misconduct shall not be entitled to any payment for accrued but unused annual leave at the time of dismissal (Leave Policy, 5:020; T.C.A. § 8-50-807).

E. Student Involvement

1. Students found to have participated in fraud, waste or abuse as defined by this guideline will be subject to disciplinary action pursuant to the APSU Policy 1:013, Student Code of Conduct. The Dean of Students/Vice President of Student Affairs will be responsible for adhering to applicable due process procedures and administering appropriate disciplinary action.

F. Confidentiality during Investigation

1. All investigations will be conducted in a strict confidence as possible, with information sharing limited to persons on a "need to know" basis.
2. The identities of persons communicating information or otherwise involved in an investigation or allegation of fraud, waste or abuse will not be revealed beyond the university unless necessary to comply with federal or state law, or if legal action is taken.

G. Management's Follow-up Responsibility

1. Administrators at all levels of management must implement, maintain, and evaluate an effective compliance program to prevent and detect fraud, waste and abuse.
2. Once such activities have been identified and reported, the overall resolution should include an assessment of how it occurred, an evaluation of what could prevent recurrences of the same or similar conduct, and implementation of appropriate controls, if needed.

Reporting and Resolution of University Losses

- A. Administrators at all levels of management should be aware of the risks and exposures inherent in their areas of responsibility, and should establish and maintain proper internal controls to provide for the security and accountability of all assets and other resources entrusted to them.
- B. It is the responsibility of the University to establish a process to identify, report and investigate losses of state or University funds, property or other resources, whether by malfeasance or misfeasance.
- C. This policy includes requirements for reporting suspected instances of fraud, waste or abuse to the Comptroller of the Treasury (T.C.A. § 8-19-501(a)).

Reporting and Resolution Process

- A. Reporting Losses – For each reportable incident, the University must complete a “Notification of Loss Report” (Exhibit 1) or report the incident to campus police.).
 1. The Notification of Loss Report or police report should be used to report single incidents of shortages or losses of any asset, resource or data immediately upon occurrence or discovery. This report should be used to report the loss or shortage of any amount which is the result of acknowledged or suspected fraud, waste or abuse by either an employee or a non-employee (for example, a vendor, contractor, or student).
 2. The University must also report covered property losses to the State of Tennessee, Department of Treasury, and Office of Risk Management.
- B. Reporting Resolution – The investigation unit investigating the loss should document the results of their investigation. For example, campus police may issue a police report or the

Office of Internal Audit may issue a report or administratively close the matter

- C. Distribution of Reports – Each “Notification of Property Loss” report (Exhibit 1) or police report dealing with a loss should be submitted to the following officials or offices:
1. Vice President for Finance and Administration
 2. Chief Audit Officer
 3. Public Safety (as appropriate)

Requirements Regarding Losses and Shortages

- A. Cash or Other Financial Resources – The University maintains cash, procurement cards, credit cards and other financial resources to facilitate its business needs. Cash shortages or losses equal to or greater than \$500 should be reported immediately to the Vice President for Finance and Administration and the Chief Audit Officer. Cash shortages or losses less than \$500 should be reported immediately to the Associate Vice President for Finance and the Chief Audit Officer.
1. Some cash shortages result from human error and are the cost associated with doing business. However, objective reviews must be completed to eliminate misconduct and provide assurance that controls are effective.
 2. Regardless of amount, management should routinely perform objective reviews of shortages or other losses to identify any unusual items, recurring issues or a pattern of financial shortages.
- B. Property – The University maintains inventory records for capitalized property and sensitive minor equipment, as required by APSU Policy 4:035, Fixed Assets and Sensitive Minor Equipment.
1. Losses of physical property due to inventory shrinkage, unexplained events, natural disasters, or acts of God do not need to be reported on the Notification of Property Loss” form (Exhibit 1)
 2. Unexplained losses and those due to shrinkage or vandalism should be reviewed by management to identify any recurring issues or a pattern of losses.
 3. Occurrences that are potentially serious situations that would create public concern regardless of amount (e.g., the loss of certain chemicals) must be reported to the Office of Risk Management at the Department of Treasury immediately, followed by a written report.

Property Claim Process

Property Claims – Individual occurrences exceeding \$25,000 must be reported to Physical Plant and the Office of Risk

Management at the Department of Treasury immediately, followed by a written report.

1. The Office of Risk Management at the Department of Treasury website at <http://treasury.tn.gov/risk/> contains contact information under the “Contact Us” link and details of the insurance claim process under the “Claims Process” link.
2. Each report of damage for a claim should include a detailed description of the loss and the estimated cost. In addition to the reporting requirements noted above, the department where the loss occurred should also receive a copy of this report.

Actions

- A. Management will evaluate the information provided and make a determination concerning external reporting obligations, if any, and the feasibility of pursuing available legal remedies in cases of misconduct, including fraud, waste or abuse.

Links

APSU Policy 1:013	https://www.apsu.edu/policy/student-code-conduct-1013
APSU Policy 5:011	https://www.apsu.edu/policy/personnel-policy-5011
APSU Policy 5:020	https://www.apsu.edu/policy/leave-policies-5020
Exhibit 1 – Notification of Loss Report	To be added.
Exhibit 2 – Reporting Matrix	To be added.

Revision Dates

APSU Policy 1:016 – Rev.: March 20, 2020
 APSU Policy 1:016 – Rev.: March 9, 2018
 APSU Policy 1:016 (previously 4:003) – Rev.: May 19, 2017
 APSU Policy 1:016 – Issued: March 28, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
	<input checked="" type="checkbox"/>				

Approved

2-14-2020

President:

Alvin White

NOTIFICATION OF LOSS REPORT

(Date)

Mitch Robinson, Vice President for Finance and Administration*
and
Blayne M. Clements, Chief Audit Officer
Austin Peay State University
601 College Street
Clarksville, TN 37044

Dear Mr. Robinson and Mr. Clements:

Please be advised that the following loss has occurred in (Department Name) at
Austin Peay State University.

Below is a brief description of the loss:

(Include individual's name, approximate amount in question, and the nature of the loss)

The situation is currently being investigated by (investigating unit). The results of the investigation will be issued at the conclusion of the investigation.

Sincerely,

(Name)

(Title)

*All losses must be reported immediately to the Vice President for Finance and Administration, except cash losses less than \$500. Cash losses less than \$500 should be reported immediately to the Associate Vice President for Finance.

Exhibit 2 to APSU 1:016

Austin Peay State University

Reporting Matrix for Institutional Losses

	Report Immediately to Vice President for Finance	Report immediately to the Chief Audit Officer	Internal Audit reports issue to the Comptroller's office	Finance and Administration report to the Office of Risk Management at the Department of Treasury
Any loss related to suspected fraud	Yes	Yes	Yes	No
Cash Less than \$500	No**	Yes	Yes	No
Cash greater than \$500	Yes	Yes	Yes	
Physical Property valued at less than \$25,000	Yes	Yes	Yes	No
Physical Property valued greater than \$25,000	Yes	Yes	Yes	Yes (to initiate the process of an insurance claim)
Other Assets*	Yes	Yes	Yes	No
<p>*Other assets may include items such as intellectual property or data, including data stored on electronic devices. If the loss involves data, the Chief Information Officer should be notified to determine if the university's Cyber Incident Response Plan needs to be deployed.</p> <p>**For cash losses of less than \$500, the Notification of Loss Report (Exhibit 1) should be addressed to the Associate Vice President for Finance and the Chief Audit Officer.</p>				



November Board Meeting		
11.22.2019	9 a.m.	317 College Street, Clarksville, TN 37040
Meeting Type	Board Meeting	
Note Taker	Joanne Shepard	
Attendees	Mr. Billy Atkins	Y
	Ms. Katherine Cannata	Y
	Mr. Larry Carroll	Y
	Mr. Don Jenkins	Y
	Dr. Gary Luck	Y
	Dr. Valencia May	Y
	Ms. Stacy McAllister-Brooks	Y
	Brig. Gen. Robin Mealer	Y
	Mr. Mike O'Malley	Y
	Dr. Mickey Wadia	Y
	Dr. Alisa White, President	Y
	Ms. Dannelle Whiteside, VP for Legal Affairs and Secretary to the Board	Y
Call to Order		
Discussion		
Trustee O'Malley called the meeting to order.		
Roll Call/Declaration of a Quorum		
Discussion		
Ms. Dannelle Whiteside called the roll. There was a quorum.		
Adoption of Agenda		
Discussion		
Trustee O'Malley informed the Board there were items on the agenda that needed to be adopted.		
Conclusions		
Trustee O'Malley moved for the adoption of the agenda. The motion was seconded by Trustee Luck. A voice vote was taken and passed unanimously with 9 trustee voting yes.		
Approval of Minutes		

Discussion	
Trustee O'Malley stated the minutes for the September 20, 2019 Board meeting were circulated before the meeting. He asked if there were any corrections or additions to the minutes. There were none.	
Conclusions	
Trustee Jenkins made a motion to approve the September 20, 2019 minutes. The motion was seconded by Trustee Carroll. A voice vote was taken and passed unanimously with 9 trustees voting yes.	
Special Presentation by Justin Wilson, Tennessee Comptroller of the Treasury	
Discussion	
<p>Trustee O'Malley recognized President White to introduce the special guest. President White introduced Mr. Justin Wilson, Tennessee Comptroller of the Treasury. Comptroller Wilson introduced Ms. Robyn Probus, state audit assistant director and Ms. Sandi Thompson, director of state and local finance.</p> <p>Comptroller Wilson gave an overview of the fiduciary duties of the governing body and how the Board has an obligation to act in the best interest of the University. He encouraged the Board to be fully engaged, to ask questions, and to avoid conflicts of interest. Ms. Probus discussed the state agency audits and audit stages that are performed by Comptroller's office. She spoke on the Sunset Statute and the subsequent audit in 2020 of the APSU Board to determine compliance of its duty. She highlighted the computer security and data breach reporting requirements and how to report fraud. Ms. Thompson discussed the Tennessee State School Bond Authority and General Obligation Debt program and how it relates to borrowing money to fund capital projects.</p>	
Special Guest	
Trustee O'Malley introduced Coach Mark Hudspeth and congratulated him and the APSU football team for a terrific season. Coach Hudspeth spoke of his pride for the football team and appreciated the opportunity to lead this group of young men. He spoke about the possibility of hosting a playoff game and becoming the 2019 OVC champions. He extended an invitation to the Board to the November 23 game.	
Campus Spotlight	
Discussion	
Trustee O'Malley recognized President White to introduce the individuals who provided the campus spotlight. Dr. White introduced Dr. Prentice Chandler, dean of the Eriksson College of Education and Dr. Sean Impeartrice, chief academic officer of Clarksville-Montgomery County School System (CMCSS), to present on the Early Learning Teacher Residency Program. Dr. Chandler introduced and thanked his leadership team in attendance. He spoke about the unique partnership between APSU and CMCSS and the how the residency program was created by establishing common goals of recruiting and retaining high-quality, diverse teachers. Dr. Impeartrice discussed the	

process of forming the partnership, the nation-wide shortage of teachers, and accommodating the tremendous growth in number of students in Montgomery County. He explained how the residency program works and its anticipated success of new teachers being available in the job market.

Academic Affairs Committee Report and Recommendations

Discussion

Trustee Mealer reported on the actions of the academic affairs committee at the November 21 meeting. The committee reviewed the following informational items: letter of notification to THEC to establish a Master of Science in Criminal Justice program; letter of notification to THEC to establish a Bachelor of Science in National Security Studies program; and the Fall census enrollment.

Conclusions

Trustee Mealer moved that the Board approve the minutes for the November 21 meeting. Trustee Luck seconded the motion. A voice vote was taken and passed unanimously with 9 trustees voting yes.

Students Affairs Committee Report and Recommendations

Discussion

Trustee Jenkins reported on the actions of the student affairs committee at the November 21 meeting. The committee reviewed the following informational items: Adult, Nontraditional and Transfer Student Center student success initiatives; and G1GOVS first generation student success initiatives.

Conclusions

Trustee Jenkins moved that the Board approve the minutes for the November 21 meeting. Trustee Cannata seconded the motion. A voice vote was taken and passed unanimously with 9 trustees voting yes.

Audit Committee Report and Recommendations

Discussion

Trustee Cannata reported on the actions of the audit committee at the November 21 meeting. The committee listened to presentations about the following informational items: internal audit reports released between August 27, 2019 and October 29, 2019, along with a list of outstanding audit recommendations; Internal Audit Client Satisfaction Survey results for fall 2019; and information technology risks by Judy Molnar, associate vice president and chief information officer.

Conclusions

Trustee Cannata moved that the Board approve the minutes for the November 21 meeting. Trustee Jenkins seconded the motion. A voice vote was taken and passed unanimously with 9 trustees voting yes.

Business and Finance Committee Report and Recommendations

Discussion	
Trustee Atkins reported on the actions of the business and finance committee at the November 21 meeting. The action items the committee reviewed and approved were: the October revised budget for fiscal year 2019-2020; campus projects; and a long-term lease agreement with Montgomery County. The committee reviewed the following informational items: 2020-2021 THEC State appropriations distribution recommendation; 2020-2021 THEC capital outlay and capital maintenance projects recommendations; and 2020-2021 THEC tuition and fee recommendations.	
Conclusions	
Trustee Atkins moved the Board approve the minutes for the November 21 meeting. Trustee Carroll seconded the motion. A voice vote was taken and passed unanimously with 9 trustees voting yes.	
October Revised Budget for Fiscal Year 2019-2020	
Discussion	
Trustee Atkins stated that the October revised budget for fiscal year 2019-2020 was circulated before the meeting.	
Conclusions	
Trustee Atkins moved that the Board approve the October revised budget for fiscal year 2019-2020 as written. A roll call vote was taken and passed unanimously with 9 trustees voting yes.	
Billy Atkins: Yes Katherine Cannata: Yes Larry Carroll: Yes Don Jenkins: Yes Gary Luck: Yes Valencia May: Yes Robin Mealer: Yes Michael O'Malley: Yes Mickey Wadia: Yes Yes: 9, No: 0	
Campus Projects	
Discussion	
Trustee Atkins stated that a list of campus projects were circulated before the meeting.	
Conclusions	
Trustee Atkins moved that the Board approve the campus projects. A roll call vote was taken and passed unanimously with 9 trustees voting yes.	
Billy Atkins: Yes Katherine Cannata: Yes	

Larry Carroll: Yes Don Jenkins: Yes Gary Luck: Yes Valencia May: Yes Robin Mealer: Yes Michael O'Malley: Yes Mickey Wadia: Yes Yes: 9, No: 0	
Long-Term Lease Agreement with Montgomery County	
Discussion	
Trustee Atkins stated that a copy of the long-term lease agreement with Montgomery County was circulated before the meeting.	
Conclusions	
Trustee Atkins moved that the Board approve the Annual Base Rental Fee for the lease agreement with Montgomery County with the understanding that minor edits may still be negotiated between APSU and Montgomery County. A roll call vote was taken and passed unanimously with 9 trustees voting yes. Billy Atkins: Yes Katherine Cannata: Yes Larry Carroll: Yes Don Jenkins: Yes Gary Luck: Yes Valencia May: Yes Robin Mealer: Yes Michael O'Malley: Yes Mickey Wadia: Yes Yes: 9, No: 0	
Use of University Property Rule, Classifying Students In-State and Out-of-State Rule, and Student Conduct and Disciplinary Sanctions Rule	
Discussion	
Trustee O'Malley recognized Ms. Dannelle Whiteside to provide information about the Use of University Property rule, Classifying Students In-State and Out-of-State rule and the Student Conduct and Disciplinary Sanctions rule. Ms. Whiteside stated these rules mirror the University's policies.	
Conclusions	
Trustee Atkins made a motion to approve the Use of University Property rule, Classifying Students In-State and Out-of-State rule, and the Student Conduct and Disciplinary Sanctions rule. The motion was seconded by Trustee Jenkins. A roll call	

vote was taken and passed unanimously with 9 trustees voting yes.

Billy Atkins: Yes

Katherine Cannata: Yes

Larry Carroll: Yes

Don Jenkins: Yes

Gary Luck: Yes

Valencia May: Yes

Robin Mealer: Yes

Michael O'Malley: Yes

Mickey Wadia: Yes

Yes: 9, No: 0

Student Affairs Division Update

Discussion

Trustee O'Malley recognized Dr. Eric Norman, vice president for student affairs, to provide an update on the Division of Student Affairs. Dr. Norman provided an overview of major Student Affairs programs and activities that have occurred since the September Board meeting, including the Freshman Service Project, Suicide Prevention Week with Let's Talk programming, Constitution Day, the Veterans Reconnect Conference, the 3d tactile campus map for the visually impaired, Hispanic Heritage Month, Mud Bowl, Mental Health Awareness Day, GHOST, Homecoming, and Veterans Week.

Conclusions

Trustee O'Malley thanked Dr. Norman and his staff for making a positive impact on campus.

Cybersecurity Update

Discussion

Trustee O'Malley recognized Ms. Judy Molnar, associate vice president and chief information officer, to provide an update on the University's cybersecurity. Ms. Molnar reported on cyberattacks that happened this fall at other institutions. She identified the different types of threats scammers use to steal personal information. She discussed the major focus areas of the APSU Information Technology Security Plan.

Conclusions

Trustee O'Malley thanked Ms. Molnar and her team for keeping APSU safe from cyberattacks.

President's Report and Interim Items

Discussion

Trustee O'Malley recognized Dr. White to give her report to the Board. Dr. White expressed thankfulness for the commitment and investment of the Board and the faculty

and staff for making APSU a great university. A record enrollment was achieved this fall and she invited everyone to the enrollment event on December 4 to celebrate this milestone. She announced that Dr. Rex Gandy, provost and vice president for academic affairs, will be stepping down from that roll at the end of May 2020. A search firm will be conducting a nationwide search and a campus search committee will be appointed. Dr. White thanked Dr. Gandy for his leadership and great achievements while provost at APSU. She stated that Dr. McCartney Johnson will be assisting Ms. Whiteside with the Board duties and is now the assistant secretary to the Board.

Dr. White gave an overview of the issues that will impact APSU in the legislative session that will begin in January 2020. These issues include: new NCAA rule permitting student athletes the opportunity to benefit from the use of their name, image, and likeness; support for the development and implementation of an Institute for National Security and Military Studies; support of the new APSU Health Professions building; THEC's recommendation for State appropriations; and a change to the dual enrollment grant. Dr. White stated that the institution's position on these issues will be shared with our legislators next week. Dr. Carol Clark will give an overview at the June Board meeting on the legislation that passes in the upcoming session.

Dr. White stated that the March Board committee meetings will be held at the APSU farm and environmental education facility. A teaching demonstration will be given and Trustees will have an opportunity to visit with the cattle herds.

Dr. White stated that there was an interim item, State Building Commission actions, provided to the Board since the last meeting.

Conclusions	
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Trustee Luck commented on the Institute for National Security and Military Students handout and stated that the program could have a great impact in this community. He stated that he would like to further discuss the new NCAA ruling at a later meeting.	
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Adjourn	
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Discussion	
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Trustee O'Malley thanked President White for her remarks. He thanked catering and the audio and visual staff for the setup and preparation for each Board meeting. He stated the next Board of Trustees meeting is March 19-20, 2020.	
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Conclusions	
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Trustee O'Malley moved to adjourn the meeting. The motion was seconded by Trustee May. A voice vote was taken and passed unanimously with 9 trustees voting yes. The meeting adjourned at 11:45am.	
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Academic Affairs Committee			
3.19.20		1:30 p.m.	317 College Street, Clarksville, TN 37040
Meeting Type	Academic Affairs Committee		
Note Taker	McCartney Johnson		
Attendees			Present (Y/N)
	Brig. Gen. Robin Mealer, Chair		Y (Electronic)
	Gen. Gary Luck		Y (Electronic)
	Dr. Valencia May		Y (Electronic)
	Ms. Stacy McAllister-Brooks		Y (Electronic)
	Dr. Mickey Wadia		Y (Electronic)
	Dr. Rex Gandy, ex-officio		Y
	Mr. Mike O'Malley, ex-officio		Y (Electronic)
	Dr. Alisa White, President		Y
	Dannelle Whiteside, Secretary to the Board		Y
Call to Order			
Discussion			
Trustee Mealer called the meeting to order at 1:30 p.m			
Roll Call/Declaration of Quorum			
Discussion			
Trustee Luck, Trustee May, Trustee McAllister-Brooks, Trustee Mealer and Trustee Wadia participated by teleconference. As she called the roll, Ms. Dannelle Whiteside asked those participating by teleconference if they could hear clearly and if they could distinguish the voices of those present in the meeting room from those at their location. All trustees answered "yes" to both questions.			

After calling the roll, Ms. Whiteside did not detect a physical quorum present; however, a quorum existed by the inclusion of those members participating by electronic means. Ms. Whiteside stated that in accordance with T.C.A. § 8-44-108 section (b) (2), the following circumstances necessitated the reason for holding this meeting electronically:

Effective March 12, 2020, Austin Peay State University began operating in a limited capacity, suspending on-ground classes, due to the spread of the coronavirus. The administration made the determination to limit large gatherings of individuals, such as this board meeting, in order to protect the health and safety of participants.

A general discussion was had regarding if the electronic meeting was meeting the open meetings guidelines.

Conclusions

Trustee Mealer moved that necessity had been established to hold this meeting in the absence of a physical quorum. The motion was seconded by Trustee Luck. A roll call vote was taken and carried unanimously with 4 trustees voting yes.

Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mickey Wadia:	Yes

Yes: 4, No: 0

Action Item A - Consideration of Tenure Appointments

Discussion

Trustee Mealer recognized Provost Gandy to provide information on tenure approval. A total of 17 faculty members were recommended for tenure after meeting all the requirements of the APSU policy on tenure. Dr. Gandy shared the list of faculty members with the Board.

Conclusions

Trustee May moved to approve the recommendations for tenure as written. The motion was seconded by Trustee Luck. A roll call vote was taken and carried unanimously with 4 trustees voting yes.

Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes

Mickey Wadia:	Yes
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Yes: 4, No: 0

Action Item B - Petition for the Right to Appeal Negative Tenure Decision of Dr. Neeta Bhasin

Discussion

Trustee Mealer recognized Ms. Dannelle Whiteside to provide information on the tenure policy and the appeal process regarding Dr. Bhasin. She explained that Dr. Bhasin is petitioning to the APSU Board of Trustees for the right to appeal the 2019-2020 decision by the University President to deny her tenure. She further explained that, in deciding to grant the appeal, the committee may consider the following:

- Whether Board policy or procedures have been followed;
- Whether or not there is material evidence to substantiate the decision appealed from; and/or
- Whether or not there has been a material error in application of the law, which prima facie results in substantial injustice.

Trustee Mealer moved to deny the petition for the right to appeal the tenure decision. Trustee Luck seconded.

A general discussion followed about the process of appealing tenure decisions and how the appeal got to the Board. A discussion was also had about whether a faculty member should have the right to appeal to the Board. Additional discussion occurred about Policy 1:010 needing to be revised. There was also a discussion concerning whether the appeal would be heard within the established tenure deadlines.

Conclusions

Trustee Mealer withdrew her first motion and moved to approve the petition for the right to appeal the tenure decision. The motion was seconded by Trustee Luck. A roll call vote was taken with 2 trustees voting yes and 2 trustees voting no. Due to the vote resulting in a tie, Chairman O'Malley casted a tie-breaking vote of yes. The motion carried.

Gary Luck:	Yes
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Valencia May:	No
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Robin Mealer:	No
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Mickey Wadia:	Yes
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Yes: 2, No: 2

Action Item C - Approval of the Master of Speech-Language Pathology

Discussion

Trustee Mealer recognized Provost Gandy to provide information regarding the Master of Speech-Language Pathology (MSLP) program. Dr. Gandy stated that the community has been enthusiastic about the program. Upon the Board's approval, APSU will seek approval from THEC and SACSCOC, for a fall 2021 start.

A general discussion followed about the process for recovering money from a new program and how the University evaluates and assesses new programs.

Conclusions

Trustee Luck moved to approve the Master of Speech-Language Pathology program. The motion was seconded by Trustee May. A roll call vote was taken and carried unanimously with 4 trustees voting yes.

Gary Luck:	Yes
Valencia May:	Yes
Robin Mealer:	Yes
Mickey Wadia:	Yes

Yes: 4, No: 0

Adjourn

Discussion

Trustee Mealer moved to adjourn the meeting. The motion was seconded by Trustee Luck. The meeting adjourned at 2:16 p.m.



Student Affairs Committee				
3.19.20		1:30 p.m.		317 College Street, Clarksville, TN 37040
Meeting Type		Student Affairs Committee		
Note Taker		McCartney Johnson		
Attendees			Present (Y/N)	
		Mr. Don Jenkins, Chair	Y (Electronic)	
		Dr. Valencia May	Y (Electronic)	
		Ms. Stacy McAllister-Brooks	Y (Electronic)	
		Dr. Mickey Wadia	Y (Electronic)	
		Dr. Eric Norman, ex-officio	Y	
		Mr. Mike O'Malley, ex-officio	Y (Electronic)	
		Dr. Alisa White, President	Y	
		Dannelle Whiteside, Secretary to the Board	Y	
Call to Order				
Discussion				
Trustee Jenkins called the meeting to order at 2:20 pm.				
Roll Call/Declaration of Quorum				
Discussion				
<p>Trustee Jenkins, Trustee May, Trustee McAllister-Brooks and Trustee Wadia participated by teleconference. As she called the roll, Ms. Dannelle Whiteside asked those participating by teleconference if they could hear clearly and if they could distinguish the voices of those present in the meeting room from those at their location. All trustees answered “yes” to both questions.</p> <p>After calling the roll, Ms. Whiteside did not detect a physical quorum present; however, a quorum existed by the inclusion of those members participating by</p>				

electronic means. Ms. Whiteside stated that in accordance with T.C.A. § 8-44-108 section (b) (2), the following circumstances necessitated the reason for holding this meeting electronically:

Effective March 12, 2020, Austin Peay State University began operating in a limited capacity, suspending on-ground classes, due to the spread of the coronavirus. The administration made the determination to limit large gatherings of individuals, such as this board meeting, in order to protect the health and safety of participants.

Conclusions

Trustee Jenkins moved that necessity has been established to hold this meeting in the absence of a physical quorum. The motion was seconded by Trustee May. A roll call vote was taken and carried unanimously with 3 trustees voting yes.

Don Jenkins:	Yes
Valencia May:	Yes
Mickey Wadia:	Yes

Yes: 3, No: 0

Action Item A - Recommendation for Selection of Student Trustee

Discussion

Trustee Jenkins recognized Dr. Carol Clark to provide information about the selection process for the student trustee. Dr. Clark explained the selection process, the criteria for the student trustee and announced the three student trustee candidate finalists. The student trustee will serve a one-year term beginning on May 10, 2020, (the day after Commencement) and continuing through the 2020-21 academic year.

Conclusions

Votes were cast by ballot and tallied. A majority of 3 votes were cast for Student Trustee candidate Abbey Hogan.

Trustee Wadia moved to recommend student candidate Abbey Hogan to the full Board for confirmation. The motion was seconded by Trustee May. A roll call vote was taken and passed unanimously with 3 trustees voting yes.

Don Jenkins:	Yes
Valencia May:	Yes
Mickey Wadia:	Yes

Yes: 3, No: 0

Information Item A - Residence Life Curriculum

Discussion	
Trustee Jenkins recognized Dr. Eric Norman, Vice President for Student Affairs, who provided an overview of the Residence Life Curriculum. He stated that the Residence Life Curriculum provides curriculum on self-awareness, life skills, interpersonal abilities, collaboration, and global citizen and engagement.	
Conclusions	
This was an information item and required no action.	
Adjourn	
Discussion	
Trustee Jenkins moved to adjourn the meeting. The motion was seconded by Trustee May. The meeting adjourned at 2:41 p.m.	

Singleton, Gregory

From: no-reply@apsu.edu
Sent: Tuesday, October 29, 2019 12:48 PM
To: Singleton, Gregory
Subject: Student Trustee Application submission

fullname - Abbey Hogan

mailingaddress - [REDACTED]

phone - [REDACTED]

apsuemail - [REDACTED]

gpacumulativegpafromthesemesterm - 3.86

numberofsemesterhourscompleted1 - 74

majorminor - Health and Human Performance with applied exercise science concentration/ Leadership Minor

apsustartdate - August 2017

anticipatedgraduationdate - May 2021

highschoolname - Clarksville Academy

yearofgraduation - 2017

highschoolcityandstate - Clarksville, Tennessee

highlightsofcampusandcommunityse - Alpha Lambda Delta Fall 2017- present Intramural Chair, Chi Omega, January-August 2018 Personnel Chair, Chi Omega, January 2019- Present Small Group Leader, Grace community Church, January 2019- Present APSU Peer Leader, Austin Peay State University, August 2019- Present APSU Pass Leader, Austin Peay State University, August 2019- Present Member, Omicron Delta Kappa, October 2019- Present Alumni Ambassador, CIS Abroad, January 2019- Present

branch -

datesserved -

rankatdischarge -

typeofdischarge -

ifotherthanhonorableexplain -

areyouatennesseeresident1 - ['Yes']

doyouhaveajudicialrecordorcur1 - ['No']

ifyesexplain -

haveyoueverbeenconvictedofafe1 - ['No']

ifyesexplain1 -

asanapplicantforstudenttruste1 - ['Yes']

signature - Abbey Hogan

date - 10/29/19

Why are you interested in applying for the Student Trustee Position?

Being involved on campus has been one of my main goals since arriving to Austin Peay my freshman year. I joined Chi Omega and Alpha Lambda Delta as a freshman, but I did not truly invest myself into the Austin Peay community until the end of my sophomore year. Since branching out of my comfort zone, I have realized so much about myself, Austin Peay's community, and the overall quality of my education here at Austin Peay. Because of this, I want to be the Student Trustee in order to get more involved on campus and to act as an advocate for the students on campus and for all of the opportunities Austin Peay has to offer.

One of the ways that I currently advocate for our university, and specifically for Freshman students, is through my role as a Peer Leader. This opportunity has made me appreciate all aspect of Austin Peay and given me the understanding that I am representing this university with every step I take and every word I make to these incoming Freshman. I now get to be an advocate between staff members and students. I get to help students navigate through their first semester at Austin Peay State University. And most importantly, I have the privilege to make an impact on this campus. I would be honored to continue this advocaton at the higher level as the student trustee.

Another reason I am interested in this position is because I would love to bring light to the stereotypes that are placed on different opportunities that the university gives us, like Greek life and global learning. Both of these areas of my life have made me into the person I am today. I want individuals to know that they can be a part of any area on campus that they want to, they just have to ask questions and step out of their comfort zone. I believe that many students feel discouraged to be a part of organizations on campus because they have difficulties envisioning themselves being able to make a difference. I want to show students that making a difference on this campus is up to the individual and that no stereotype determines the impact they leave when they graduate, they do. By being the student trustee, I will be able to encourage students to apply for positions on campus that are out of their normal element.

My intentions for applying for this position are that I will be able to continue to make an impact on this campus, as well as in our community, by representing the student body as an average student with an immense love for the university and for the people that choose to get their education here. I would love to be a voice for this campus by giving the students perspective to the board on how decisions would benefit us. I am passionate about the growth and development of this university and I would love to be a part of that growth by serving as the student trustee.

How has your college/university experience prepared you for this position?

My collegiate experience has prepared me for this position in many ways. The biggest role that has made me feel equipped for this position is being Personnel Chair for Chi Omega . As Personnel Chair, my role is to implement and educate my chapter on our national rules and policies, as well as our own individual bylaws. I have conducted personnel meetings, served on the Personnel Board, attended conferences educating me on Fair Play Procedures and how to implement different ideas into my chapter, I have remained confidential throughout the year about circumstances that happen behind the scenes, and I have been a liaison between nationals and my chapter.

Because of this, I understand the importance of being knowledgeable and being able to apply rules and policies that are in place for the organizations that we are involved in. This position has taught me to trust the decisions being made above me because I am one individual who truly does not understand how everything works. This position has taught me how to voice my opinion in a productive way. And most importantly, this position has taught me to think outside the box and to keep striving to come up with great ideas even after they get turned down. I think this perspective, my drive, and an overall understanding of how this works in my own chapter will benefit my role as the student trustee.

The next way I think that my collegiate experience has prepared me is by studying abroad for a semester in Italy. Not only do I have a perspective of a student starting out at the university as a Freshman, I now know how scary leaving your home country to study somewhere completely new can be. With that, I would love to be an advocate for students that are coming here from another country. I want their experience at Austin Peay to be as outstanding as my experience has been and I think Austin Peay has the resources to make that happen.

Finally, I think the best way that my collegiate experience has prepared me for this position is by being an APSU 1000 leader and a PASS leader. I say this because my time in this role has pushed me out of my comfort zone and developed me as a leader. I now have perspectives on the university and a greater love for this school than I already had. I understand the importance of getting students to be actively involved on campus. I understand how disheartening students can feel after coming to a university and feeling like they do not belong. I understand the importance of engaging with students and doing everything we can as individuals, and as a university, to make sure their time is worthwhile here at Austin Peay. This position has made me strive to be the best student and classmate I can be by always stopping to say hello or lending an extra hand when needed. Being an APSU 1000 leader and a PASS leader has allowed me to invest in the lives of the students on campus and continuously be a point of contact for them about all areas of Austin Peay.

Because of all of this, I would be completely honored to represent, advocate, and share my passion for the University as the Student Trustee. I think my collegiate leadership experience has prepared me for this position by giving me passion for the success of our university and the people in it.

Abbey Hogan



Education

Austin Peay State University

Clarksville Campus

Clarksville, TN

May 2021

Major: *Bachelor of Science in Health and Human Performance*

GPA: 3.88

Minor: *Leadership Science*

Florence University of the Arts

Study Abroad

Florence, Italy

August-December 2018

- Taught English in the Italian Public School System

Educational Honors

- Austin Peay State University Dean's List
- Alpha Lambda Delta Honor Society
- Omicron Delta Kappa Honor Society

Work Experience

Austin Peay State University Student Success Office

Course Registration Assistant

Clarksville TN

June 2019- Present

- Assist students in registering for classes
- Responsible for getting in contact with students who have not registered or signed up for orientation

Mildred and Mables

Sales Associate

Clarksville TN

August 2017- August 2019

- Responsible for customer service
- Responsible for inventory, daily sales, and salon rent
- Oversee the entire store

The Copper Petal

Inventory Clerk

Clarksville TN

February 2019- August 2019

- Responsible for inventory
- Responsible for customer service

Leadership

Austin Peay Student Success

APSU Peer Leader

Clarksville TN

August 2019- Present

- Assist instructor in classroom
- Meet with students twice a semester
- Be a role model for incoming freshman
- Be a constant representation for the university

PASS 0900 Leader	Clarksville TN	August 2019- Present
<ul style="list-style-type: none"> • Assist instructor in classroom • Meet with students to help them succeed academically • Provide insight of resources on campus 		
Level II Advanced Certification		
<ul style="list-style-type: none"> • 75 hours of mentoring experience • 10 hours of training 		
Chi Omega Sigma Kappa Chapter	Clarksville TN	August 2017- Present
Intramural Chair		January 2018- August 2018
Personnel Chair		November 2018- Present
<ul style="list-style-type: none"> • Oversee policy and standards • Take action when rules are broken • Represent chapter and promote chapter values and standards • Oversee 68 chapter members and ensure protocols are being followed 		
Received Chi Omega National Scholarship to attend UIFI Summer of 2019		
Vice President		November 2018- Present
<ul style="list-style-type: none"> • Oversee scholastic requirements for chapter • Maintain order in meetings • Encourage academic success • Provide assistance to members on their scholastic endeavors 		
Grace Community Church	Clarksville TN	July 2018- Present
Small Group Leader		
<ul style="list-style-type: none"> • Responsible for 14 high school girls • Meet with them weekly to worship and talk about God • Attend their events • Be a role model 		
CIS Abroad Alumni Ambassador	Clarksville TN	January 2019- Present
<ul style="list-style-type: none"> • Hold events on campus promoting study abroad • Responsible for two events each semester • Responsible for encouraging safe traveling and involvement abroad 		
<u>Community Service</u>		
• Young Life Work Crew		2017
• Worship team at Hilldale United Methodist		2017-2018
• Warmth in Winter Counselor		2018
• Grace Community Church Spiritual Track Leader		2018
• Grace Community Church weekend camp		2018
• Italian School System		2018
• Relevant Small Group Highschool Leader		2019
• Relevant Students Camp Nurse		2019
• Manna Cafe		2019
• American Red Cross Blood Donator		2019



Student Trustee Selection Committee

October 31, 2019

To the Selection Committee;

It is with great pleasure to write this letter of recommendation for Abbey Hogan (A00650600). Abbey is one amazing young woman and you would be hard pressed to find a more qualified Student Trustee.

I have been working in higher education for the last 22 year, 18 of which was a college administrator, and I have never met a more impressive student. I first met Abbey at the beginning of the Summer 2019 term. She was assigned to be my Course Registration Assistant for the summer's GOVS ROW. And from the beginning I was incredibly impressed with her knowledge about APSU, more impressed with her passion about helping her peers, but blown out of the water with how much she love APSU. She stepped up and calmly helped students during a chaotic time. Abbey also soothed students who were anxious and unsure about their freshman year. She would bend over backwards to help her peers and help out in the office.

During the Fall 2020 semester, Abbey was assigned as the peer leader to help me with the APSU 1000 and PASS 0900 classes I was teaching. I couldn't has asked for a better peer leader. She is patient, kind, and extends herself to help the students in our classes. She takes time outside of class to check in with the students. Helping them with typical issues associated with APSU like registration and navigating APSU, but she also has helped a few students with relationship issues and issues they are facing trying to balance children, work and school. I think it is because she has an amazing ability to balance all her responsibilities that not only include her classes at APSU, but her duties as a leader in her sorority and church.

She has a level of maturity that I have rarely seen in a college student. I have witnessed her diffuse situation in the classroom when students are upset about their classes and she does this while still maintaining the respect of her peers.

It is without reservation that I highly recommend Abbey Hogan as the next Student Trustee at APSU. She would be an amazing student representative.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Catherine Denmark'.

Mary Catherine Denmark

Academic Recovery Coordinator

OFFICE OF ACADEMIC RECOVERY

P.O. Box 4544 • Clarksville, TN 37044 • phone: 931-221-6555

apsu.edu

October 24, 2019

Dear Selection Committee:

This letter is written in support of Abbey Hogan and her application for student trustee for the Austin Peay State University Board of Trustees. I have known Abbey since the fall semester of 2017 when she began her academic work at APSU. Without hesitation in thought or voice, I believe Abbey embodies the character and mindset we seek to foster in APSU students.

Abbey has an excellent scholarly record and is actively involved in leadership activity across the APSU campus and Clarksville community. In addition to membership in scholarly and social organizations, she serves as a Small Group Leader for Grace Community Church, as an Alumni Ambassador for the Center for International Studies (CIS), and chapter Personnel Chair for Chi Omega Women's Fraternity. Abbey is pursuing a Bachelor of Science with a major in Health and Human Performance, concentrating in Applied Exercise Science, with a minor in Leadership Studies. It has been a pleasure to watch Abbey grow and mature through opportunities in which she has chosen to engage at Austin Peay State University and the greater Clarksville community.

Abbey serves APSU as a Peer Leader for APSU 1000 Freshmen Seminar course and as a Course Registration Assistant. As a student in these roles, she dedicates her time and talents to supporting current APSU students' success on campus. Her willingness to help her fellow students maximize their academic performance and increase their engagement in positive co-curricular activities is to be commended. Her contributions in this area are based on her interest in helping others professionally develop and grow. Most importantly, she leads by example.

Abbey is a member of the Executive Board of the Sigma Kappa Chapter of Chi Omega with membership of approximately 75 APSU students. She provides leadership through organizing development and service activities, maintaining organizational records and reports, and contributing to sisterhood activities (morale & team building activities) in collaboration with colleagues. In addition, her position as Personnel Chair requires she takes the lead in



enforcement of organizational policies and procedures. Abbey is able to communicate, listen to her audience, clarify and restate when needed, navigate to consensus when possible, and make decisions to meet goals and objectives of the organization.

Abbey excels in the classroom, engages in APSU campus and community life, and seeks opportunities to contribute to the success of others. She is an exemplary member of the APSU and Clarksville community. As a faculty member, administrator, advisor, alumni, and supporter of APSU, I believe Abbey is well suited to serve on the Board of Trustees. Without reservation, I recommend Abbey Hogan as the next Austin Peay State University student trustee.

Sincerely,



Dr. Loretta Ussery Griffy

Associate Vice President of Student Success Strategic Initiatives

Division of External Affairs

Austin Peay State University



November 1, 2019

I am delighted to support Abbey Hogan in her application to be the Student Trustee on the APSU Board of Trustees. Abbey is an excellent student, as her record attests. She is a member of two honors societies and has been on the Dean's list for several semesters. Deeply involved in the life of the university, she has demonstrated strong character and integrity in all her activities.

As an APSU Peer Leader, Abbey has taken on a mentoring role for incoming students. With her warm, energetic personality, I have no doubt that she has experienced great success in her teaching role. Furthermore, she has extensive knowledge of the university and how its systems work, which will make her a valuable addition to the Board.

I would note that her Study Abroad semester sets her apart as a global citizen, committed to understanding the world beyond her own community. She has embraced all the opportunities presented to her, has risen to the challenges of academic life, and has shown significant leadership potential.

Abbey is a determined, persistent, and ambitious woman who will show the world how outstanding APSU alumni can be. It has been a joy to watch her grow and thrive in the university environment, making positive contributions everywhere she goes. In short, APSU will be well served if she were our Student Trustee, and I give her my highest recommendation.

Sincerely,



Mercy Cannon, Ph.D.

Professor of English

Chair, Department of Languages and Literature

APSU Student Trustee 2020 Application Form
APPLICATION DEADLINE – Friday, November 1, 4:30 pm

Applicant Information

Full Name: Lainey Persinger

Mailing Address: [REDACTED]

Phone: [REDACTED]

APSU Email: [REDACTED]

GPA (cumulative GPA from the semester most recently completed): 3.95

Number of Semester Hours Completed: 71

Major/Minor: Health and Human Performance: Concentration Applied Exercise Science

APSU Start Date: August 2017

Anticipated Graduation Date: December 2021

High School Name: Clarksville High School

Year of Graduation: 2017

High School City and State: Clarksville, TN

Highlights of Campus and Community Service and Involvement:

President's Emerging Leader's Program Student, Austin Peay State University, August 2017-Current

Volunteer Team Leader, Clarksville YoungLife, March 2018-Current

Volunteer Sunday School Teacher and Youth Leader, Clarksville Cumberland Presbyterian Church, August 2018-Current

Enrollment Management Assistant, Austin Peay Enrollment Management, August 2017-Current

Outreach Team, Baptist Collegiate Ministry, July 2018-May 2019

Women's Basketball Team Member, Austin Peay Athletics, August 2017-March 2018

Assistant Basketball Coach, Clarksville Christian School, October 2017-February 2018

Volunteer Camp Staff, YoungLife, June 2017-July 2017

Military Service (if applicable)

Branch: N/A

Dates Served: N/A

Rank at Discharge: N/A

Type of Discharge: N/A

If other than honorable, explain: N/A

Are you a Tennessee resident? YES

Do you have a judicial record or current judicial charge at APSU? NO

If yes, explain: N/A

Have you ever been convicted of a felony? NO

If yes, please explain: N/A

On a separate page, answer the following questions. Please limit your response to one page per question.

1. Why are you interested in applying for the Student Trustee position?
(Attached)
2. How has your college/university experience prepared you for this type of position?
(Attached)

As an applicant for Student Trustee, do you verify that you meet all criteria for the position as outlined on the cover page of the application? YES

I certify that my answers are true and complete to the best of my knowledge. I understand that my application will be shared with a selection committee comprised of APSU students and university employees, the University president, and the APSU Board of Trustees and grant permission for this information to be shared.

I understand that my GPA and judicial standing will be confirmed and that providing false or misleading information in my application or interview may result in me being disqualified for consideration or release from an appointment as Student Trustee.

Signature



Date

10/10/19

Lainey Persinger
Student Trustee Application

Question 1: Why are you interested in applying for the student trustee position?

Austin Peay State University is a quickly evolving and rapidly growing university. Additionally, it is located in my hometown, which holds potential to support and sustain the university's continual improvement. As a member of the President's Emerging Leader's Program, I have been continuously updated on and involved in campus growth and improvements throughout my collegiate career at Austin Peay. It has been an adventure to experience Austin Peay as a student. I've grown up around Austin Peay my entire life, but now I have my own, personal story unfolding on what it is like to be a part of the university. I have taken a personal interest in the betterment of the university and feel as though serving in the Student Trustee position would be the most advantageous opportunity to continue serving the university and aiding its best interests while still gaining a higher understanding of University operations.

Question 2: How has your college/university experience prepared you for this type of position?

I feel as though my experience at Austin Peay has extended over a broad range. I am in the President's Emerging Leader's Program (PELP), so I have access to many leadership opportunities and education. Being a PELP student also allows me to take honors classes, exposing me to higher levels of general education, and allowing insight to higher achieving groups of students. In continuance, I am more often enrolled in general level classes, as is the majority of students at Austin Peay, giving me direct connections with the general population from an education standpoint. Additionally, I was a member of the women's basketball team through my freshman year, which adds a level of understanding towards the campus's athletic sphere. A wide network of continued relationships with students who chose to attend other universities is beneficial to my overall understanding of how each University operates in a fashion specific to its goals and standards while also allowing the opportunity to consider aspects of success in other universities similar to Austin Peay and evaluate how we compare and can adapt toward continued success in university excellence and student satisfaction. Core leadership classes that have been available to me via the PELP program have helped me expand on leadership approaches, principles, and allowed me to grow in my strengths and weaknesses as an individual. These skills combined with the variety of roles I assume and have experienced as an active student of the university allow me to offer insight for many different populations throughout the campus. I feel as though I have been well prepared on how to take my personal experiences at the university and translate them into the position of Student Trustee, in efforts to continue the traditions of excellence, leadership, and accessibility at Austin Peay.

LAINY PERSINGER

OBJECTIVE

To further my experience in the professional business world.

EDUCATION

- Austin Peay State University, Health and Human Performance major with a concentration in Applied Exercise Science, currently holding a 3.9 GPA; projected to graduate in May 2021
- 2017 Graduate of Clarksville High School with a Diploma of Highest Honors

EXPERIENCE

- I am a Team Leader with the Christian organization YoungLife at Clarksville Academy Upper School
- I work part time as a sales associate at Downtown Clarksville's Mildred and Mable's
- I provide childcare as well as house and pet sitting services for a variety of people in Clarksville on a regular basis
- I volunteer at my church, Clarksville Cumberland Presbyterian, by assisting as a volunteer leader of the youth, and a co-teacher of the high school level Sunday School class
- I work as a part time assistant in the Enrollment Management office at Austin Peay
- This previous winter break, I served on a Disaster Relief trip to assist in rebuilding efforts in Warsaw, NC a town suffering from hurricane damage
- Within the past year, I have served on two mission trips to Reynosa, Mexico, where we worked with established missionaries to provide disaster relief efforts, improve living conditions for citizens of Mexico, and provide emotional support to those individuals
- For the 2017-18 season, I served as an assistant coach for the middle and high school women's basketball teams at Clarksville Christian School
- During the Summer of 2017, I served as a volunteer staff member at a YoungLife camp for four weeks

ACHIEVEMENTS

- I am a member of the President's Emerging Leader's Program for leadership and academics at Austin Peay
- I have been honored on the Dean's List each semester I have attended Austin Peay
- For the 2017-18 season, I played for the Austin Peay Women's Basketball team
- I am a current member of the Alpha Lambda Delta honors society
- Throughout my Senior year of high school, I served as Student Body President
- Awarded the Civitan Key of Honor by the faculty at Clarksville High School, honoring a senior of excellent character, citizenship, and service
- I was a four-year member of the varsity basketball team at Clarksville High School, and served as team captain throughout my senior year
- I played for Clarksville SOL, an AAU basketball team in Clarksville, for four seasons
- I am a 2016 Graduate of Youth Leadership Clarksville

REFERENCES

Samantha Henry | [REDACTED] | Clarksville YoungLife Staff Member and Volunteer Leader

Taylor Young | [REDACTED] | Youth Minister at Clarksville Cumberland Presbyterian Church

Kimberly Silvas | [REDACTED] | Associate of Wiseman Ashworth Law Group

Andrea Herrera | [REDACTED] | Owner of Mildred and Mable's Boutique

October 22, 2019

Greg Singleton
Associate Vice President for Student Affairs and Dean of Students
Austin Peay State University
601 College St.
Clarksville, TN 37044

Dear Mr. Singleton,

It is my honor and pleasure to offer my unreserved recommendation for Lainey Persinger for the position of Student Trustee.

I taught Lainey in APSU's Presidents Emerging Leaders Program (PELP) and highly recommend that she serve on APSU's Board of Trustees. A natural leader, Lainey is a young woman of character who makes a positive impact wherever she goes. As the student-body president of Clarksville High, graduate of Youth Leadership Clarksville, and Dean's List student at APSU, Lainey gives 100% in all she does. Competence, selfless service, and tireless work ethic are just a few of the attributes that will make Lainey an outstanding Student Trustee!

Lainey is passionate about this opportunity and I am confident she will bring great value to the board of trustees. Please feel free to contact me at 931.802.1222 or john@thejrgrouppartners.com with questions.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read 'John Montgomery'.

John Montgomery
Affiliate Broker, Crye-Leike Realtors
931.802.1222
john@thejrgrouppartners.com



Languages & Literature

Stephanie Dugger, PhD
Austin Peay State University
Harned Hall, Room 115
P.O. Box 4487
Clarksville TN 37044
(931) 221-7894

To Dean Singleton and the Board of Trustees:

I am writing this letter on behalf of Lainey Persinger, a student I taught in English Composition and World Literature in 2018, to recommend her for Student Trustee.

Even in the short time's acquaintance, Ms. Persinger has become one of the top students I have had in over ten years of teaching. In my classes, she exhibited vital reasoning and exceptional leadership skills. She brought constructive conversation to the classroom, offering insightful contributions that were both respectful to her classmates and also challenged us all to think more critically. In my literature class, each student was charged with an in-depth project on a text we discussed; Ms. Persinger's presentation was especially creative and well-executed. It was one of the best in the class, and it provided students with a unique and impassioned understanding of the text. She also has a talent for giving helpful, astute peer assessment, but in a way that leaves her fellow students feeling supported and encouraged. In both my courses, Ms. Persinger turned in every single assignment (all done with thoughtfulness and consideration), and she never missed a class—a feat very few of my students have accomplished. However, Ms. Persinger did this in addition to active participation in important university and community activities such as basketball, teaching and tutoring, PELP, and YoungLife, as well as working a job, which is beyond remarkable. She received the highest grades I have given (97/100 and 98/100). She was one of the classes' most valuable members and is one of the hardest working students I have ever had the pleasure to teach.

It is with this in mind that I give her my highest recommendation. If I can answer any questions or be of any further assistance, please don't hesitate to contact me at duggers@apsu.edu or 931-221-7894.

Sincerely,

A handwritten signature in black ink that reads 'Stephanie Dugger'. The signature is fluid and cursive, with the first name 'Stephanie' being more prominent than the last name 'Dugger'.

Stephanie Dugger, PhD
Assistant Professor of English

www.apsu.edu

P.O. Box 4487 • Clarksville, TN 37044 • P:(931) 221-7891 • F:(931) 221-7219



History and Philosophy

October 28, 2019

Greg Singleton
Associate VP for Student Affairs
& Dean of Students
Austin Peay State University
601 College Street
Clarksville, TN 37044

Dear Dean Singleton,

Lainey Persinger has asked me to write in support of her application for the Student Trustee position for Austin Peay State University for the upcoming 2020-2021 academic year. I have known Lainey for approximately two years as she was a student in my US history survey courses here at APSU. During that time she has impressed me with her honesty, hard work and commitment to her academic career and her community. As such I believe that she would perform exceptionally well as the student representative on the University's Board of Trustees.

In the fall of 2017 Lainey enrolled in my History 2010 course which is a survey of American history from the colonial period through the Civil War. She followed that up in the spring of 2018 by taking an Honors section of the second half of the course, History 2020. Lainey performed very well in both sections. She was always well prepared for class and willing to contribute to our discussions over the assigned readings and lecture material. She did an excellent job on her exams and demonstrated strong analytical and writing skills by being able to successfully pull together information from the textbook, lectures and supplemental readings to craft well argued and focused essays. She consistently scored in the top five percent for each exam and earned an A in both courses. She had the fifth highest grade in my 2010 history course and this was out of a class of 100 students. Lainey has performed equally well in all her other classes. She made the Dean's List every semester and currently maintains a 3.957 GPA as a Health and Human Performance major with a concentration in Applied Exercise Science.

In addition to being an exceptional student, Lainey has been a leader both academically and within the local community. Here at Austin Peay she is a member of the President's Emerging Leader's Program, the Alpha Lambda Delta Honors Society, and played for the APSU Women's Basketball team during the 2017-2018 season. In high school she served as Student Body President of Clarksville High School and was a member and team captain of the varsity basketball team. Her senior year she was awarded the Civitan Key of Honor which recognizes a student for excellence in character, citizenship and service. In 2016 Lainey also participated in the Youth Leadership Clarksville program. Lainey has also been very active with community service. In 2017 she volunteered as a staff member for the Christian organization, Young Life

www.apsu.edu

Camp, for middle and high school students and currently serves as a Team Leader with the group at Clarksville Academy Upper School. She served as an assistant basketball coach for Clarksville Christian School's middle and high school women's basketball teams during the 2017-2018 season. Lainey volunteers at Clarksville Cumberland Presbyterian Church and works as a part-time assistant in the Enrollment Management Office at APSU. On top of all of that, she has also found time during her school breaks to assist other communities. Last year she served on a disaster relief trip to Warsaw, North Carolina following Hurricane Florence and participated on two mission trips to Reynosa, Mexico dedicated to improve living conditions for the residents of the region.

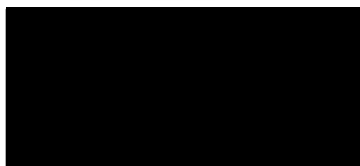
In short, Lainey has demonstrated a strong commitment to her community, peers and academic career. She is an honest, conscientious and highly motivated student who clearly has the leadership qualities to serve in this important position. Her background and experience as an honors student, athlete and community volunteer is a strong testament to her leadership capabilities as well as her ability to successfully represent a large cross-section of Austin Peay's diverse student body population. I therefore strongly recommend her to serve as the student delegate on the APSU Board of Trustees and I am confident that if given the opportunity, she will excel in this position. If you would like to discuss her qualifications in greater detail, or if you have any questions, please contact me at frentzos@apsu.edu.

Sincerely,



Christos G. Frentzos, Ph.D.
Professor of History
Austin Peay State University
P.O. Box 4486
Clarksville, TN 37044
(931) 221-7945

Zachary Anderson



Graduate GPA: 3.8

APSU Semester Hours: 129

Completed Degrees: B.S. in Human Movement; M.S. in Performance Enhancement and Coaching

Current Degree: M.S. in Industrial-Organizational Psychology

APSU Dates of Attendance: 08/2014 – 04/2021

Camden Central High School

Class of 2014

Camden, TN

Highlights of Campus and Community Involvement:

- Graduate assistant at Student Life and Engagement, where I coordinate the APSU Character Counts program, strategically plan calendars of events, and oversee budget management of various events. (08/2019 – present)
- Consulting intern at Solutions 21, responsible for developing a leadership development program for university athletics and assisting in strategic planning and development sessions with Clarksville and Hopkinsville governments. (01/2019 – 08/2019)
- Graduate assistant at Boyd Health and Counseling Services, where I served as the health educator for Austin Peay, developing promotional materials for over 10,000 students, implementing health forums in diverse communities, and facilitating a team of three interns, receiving the Outstanding Graduate Assistant award for my efforts. (08/2018 – 05/2019)
- ESL coordinator intern at the APSU ESL institute, where I co-coordinated a visiting culture and language study abroad program of 12 students visiting from Hiroshima, Japan. (01/2018 – 05/2018)
- Marketing intern at Chartwell's dining services, responsible for development and distribution of all dining-related marketing materials. (08/2015 – 12/2015)
- Member of the Health Promotion standing committee at APSU, which seeks to promote healthy habits and behaviors through community engagement, ongoing assessment, and data-driven best practices. (09/2018 – present)
- Member of the Ziegler Leadership Conference planning committee, responsible for the organization and implementation of APSU's annual leadership conference. (10/2019 – present)
- Member of the Unity Celebration planning committee, responsible for planning the first week-long Unity Celebration at APSU. (11/2018 – 05/2019)

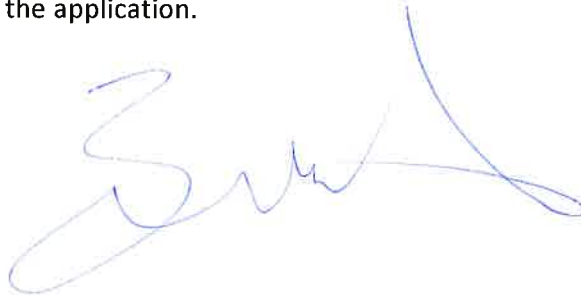
- Member of the APSU peer educator planning committee, responsible for steering the development and implementation of a peer educator program at APSU. (02/2019 – 07/2019)
- Member of the Coordinator of Student Wellness and Prevention hiring committee, responsible for the initial screening and interviewing of potential candidates. (07/2018)
- Graduate representative speaker at the 2018 freshman convocation.
- Vice President of Housing and Vice President of Programming at Sigma Phi Epsilon Fraternity on APSU campus, responsible for the strategic planning and governance of an organization of 40 men. (04/2015 – 05/2016)
- Benton County Volunteer of the Year. (2014)

Tennessee resident? Yes

Judicial record at APSU? No

Felony convictions? No

As an applicant for Student Trustee, I verify that I meet all criteria for the position as outlined on the cover page of the application.



10/17/19

Dear Selection Committee:

Throughout my collegiate career I have experienced a plethora of emotions, hardships, and successes, with the common theme of support from my community. In my 6 years at Austin Peay State University I have had many opportunities to share my story, and it's always a resounding praise of the sense of family and encouragement that has manifested itself on this campus. My name is Zachary Anderson, and I am currently completing my second graduate degree, a M.S. in Industrial-Organizational Psychology. I hope to continue adding valuable insight into the APSU community, both through my education and my experiences.

Adam Grant, IO Psychologist at the Wharton School of the University of Pennsylvania, describes people as operating under one of three reciprocity styles: givers, takers, and matchers. I, myself, have operated as a giver my entire life. As a military dependent and a native of Camden, Tennessee, I have had the pleasure of experiencing a small-town, close-knit community. Through my service in food drives, the Benton County Ministerial Alliance's family garden, and the Reaching Our Communities' Kids afterschool program, I impacted the children and families of my hometown, receiving the Benton County Volunteer of the Year award in 2014. This has been further illustrated at APSU through community service, collaboration with organizations, and a willingness to support a diverse collective of groups in their health and wellness initiatives. I have had the pleasure of making connections with all sorts of people, with the intention of adding value to their efforts and sharing knowledge. My interest in the Student Trustee position stems from this realization: by working alongside the top advisors of the University, I can positively impact the decisions that affect the individuals that walk these grounds; staff, faculty, and students alike. Many people have the desire to impact others, however, few make efforts in actually doing so.

As a 6 year student of APSU, I have dedicated myself to becoming this change. As a member of the Unity Celebration committee, peer educator planning committee, health promotion standing committee, and the Ziegler Leadership Conference planning committee, I have highlighted and celebrated our diversity, unity, and leadership. As health educator, I put boots to ground on tackling the health issues that present themselves across our campus communities, receiving the Outstanding Graduate Assistant award for these efforts. While serving as Vice President of Programming and Vice President of Housing of Sigma Phi Epsilon, I learned to make calculated decisions to positively impact a group of people. As graduate assistant at Student Life and Engagement, I have learned ways to creatively increase involvement while maintaining a budget. Additionally, as a consulting intern at

Solutions 21, I have worked hand-in-hand with city and county governments and business organizations to craft strategic plans and develop internal leadership. As a collective, my history provides a unique perspective of the University and community.

Thank you for taking your time in reviewing my application for Student Trustee. As a prospective candidate, it is clear I bring a diverse range of experiences to an already established and experienced Board. As Student Trustee I would be able to provide exceptional guidance and oversight for Austin Peay, all in an effort to give back to the University and community. It would be an honor to serve alongside the entirety of this committee.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Zachary Anderson', with a stylized, flowing script.

Zachary Anderson

Zachary Anderson

Performance Consultant

EDUCATION

M.S. Industrial-Organizational Psychology

Austin Peay State University

08/2019 – 08 / 2019

M.S. Performance Enhancement and Coaching

Austin Peay State University

08/2018 – 08/2019

SKILLS

Leadership Development

Strategic Planning

Research

Training & Development

Graphic Design

Budget Management

WORK EXPERIENCE

Graduate Assistant - Student Life and Engagement

Austin Peay State University

08/2019 – 05/2020

Achievements/Tasks

- ▣ Coordinate the APSU Character Counts program.
- ▣ Oversee budget management of SLE events.
- ▣ Volunteer recruitment and facilitation of job duties.
- ▣ Strategic planning of complex schedules of events.

Consulting Intern

Solutions 21

01/2019 – 08/2019

Achievements/Tasks

- ▣ Developed a leadership development program for athletic coaching staff.
- ▣ Shadowed consultants with a combined experience of over 50 years in leadership.
- ▣ Assisted in leadership development sessions with Clarksville-Montgomery county government.

Contact: Rob Salome – rsalome@solutions21.com

Health Educator

Austin Peay State University

08/2018 – 05/2019

Achievements/Tasks

- ▣ Designed and distributed health promotional materials to 11,000 students at Austin Peay State University.
- ▣ Developed and implemented a health forum structure suitable for college students.
- ▣ Increased social media engagement across all platforms, with a 400% increase in page views, 100% increase in post engagements, and 144% post reach.
- ▣ Facilitated a team of three interns in promoting health and wellness across campus.

Contact: Isaiah Hurtado – hurtadoi@apsu.edu

ORGANIZATIONS

Healthier Tennessee Campus Committee (09/2018 – 10/2019)

Ziegler Leadership Conference Planning Committee (10/2019 – 03/2020)

Unity Celebration Committee APSU (11/2018 – 05/2019)

Peer Education Planning Committee (02/2019 – 07/2019)

10/15/2019

Office of Student Affairs:

I am writing this letter in support of Zachary Anderson for the APSU student trustee position. I have known Zach for over three years, and my relationship with him and basis for reference are based on serving as his professor in multiple health and human performance courses required for his undergraduate major as well as chairing the health promotion standing committee, on which Zach serves.

In my time of getting to work with him, Zach has displayed qualities of success both in and out of the classroom. In class, Zach attended regularly, displayed a positive disposition, and worked diligently to meet course objectives and learn. He always had a positive attitude and could be counted on to communicate with fellow students and professionals during campus and community wide projects. Additionally, Zach's critical thinking abilities are among the top 5% of students I've worked with. These are important character traits for campus leaders, and Zach has shown successes at APSU through his course and extracurricular involvement, including being an active member of the health promotion committee standing committee on campus, serving on the peer education sub-committee as well as the Ziegler Leadership Conference planning committee, and leading several efforts on campus as a health educator. It has been a pleasure having Zach in class and on the committee, and I am confident that he will become an effective, open-minded, and continually improving student trustee for the University.

To provide an example of Zach's successes, I can speak about my experiences working with him on the health promotion standing committee. Zach currently sits on the health promotion standing committee that I chair. During meetings Zach provides thoughtful perspectives that represent student views of health on campus. Last year, Zach was responsible for leading several of our committee's efforts on campus including surveying attendees at events for

program evaluation (Zach also assisted in development of the surveys as well as the human subjects committee application), leading efforts to market all events, attending a health fair at the Morgan University Center, and planning multiple events on the topics of nutrition, physical activity and smoking cessation. He is currently working with a public health honor society on campus, Eta Sigma Gamma, to facilitate a stress management workshop to be held just prior to final exams. Zach has prepared a presentation for the workshop on the topic of resilience. This is his second time assisting with the stress management workshop, as he was a member of the student panel during last year's workshop where he provided excellent advice to students regarding stress coping skills. As you can see, Zach is a driven student and young professional who not only wants to get the most out of his education, but also strives to help his campus community become healthy. Having obtained both undergraduate and graduate degrees from APSU, Zach has a vested interest in the University, and I'm certain he will represent students with utmost integrity and passion.

Once again, I would like to give my endorsement of Zachary Anderson in his pursuit of the APSU student trustee position. Please feel free to contact me with additional questions.

Respectfully,

A handwritten signature in blue ink that reads 'Kadi Bliss'.

Kadi Bliss, Ph.D., CHES®
Associate Professor
Health and Human Performance Department
Austin Peay State University
PO Box 4445
Clarksville, TN 37044
931 | 221 | 6107
blissk@apsu.edu



Student Counseling Services

Student Trustee Search Committee,

Zachary Anderson has asked me to supply you with a letter of recommendation in support of his application to serve as the student member of the University's Board of Trustees. Zach has previously served as an invaluable member of the Austin Peay Health and Counseling Center team from August 2018 through May of 2019, serving in the role of Graduate Assistant for Health Education. I had the pleasure of directly supervising Zach throughout this time.

The vision of our office is to create a culture of wellness among the students, staff and faculty at Austin Peay State University and Zach played an integral part in achieving this. As the GA for Health Education, Zach was responsible for the development, implementation and evaluation of health promotion programming through the direct supervision of three undergraduate health promotion and wellness internship students. Projects included the creative development of health education resource materials, classroom presentations and workshops, pop up wellness tabling events, and the assessment of student needs through surveys and focus groups. A large part of this position was understanding the health and wellness needs of our student populations across multiple dimensions; physical, mental, emotion, spiritual, social, and financial and then communicate this information with Health and Counseling staff to develop programs better equipped to meet these needs. By meeting with various student groups and being an advocate for student success, Zach was able to effectively improve communication efforts. Such efforts did not go unrecognized as he was recognized as the APSU Graduate Student of the Year for 2019.

Through his tremendous work ethic, Zach has proven himself to be one of the top student leaders I have had the opportunity to supervise. His outstanding grasp of communication skills, adaptability, time management, and empathy has made him stand out as a great leader on the campus of Austin Peay. I view these skills as being very valuable as the student member of the University's Board of Trustees, especially as I have understood this position is awarded to a student who has shown outstanding dedication and leadership for Austin Peay and the region.

As an academic scholar and eclectic leader, Zach served as a representative of the APSU student voice and has been a great mentor to the students he supervised. His ability to show empathy with a willingness to learn, proves that a foundation has been set for future success. It is for these reasons, and many more, that I provide Zach with my most outstanding recommendation. Zachary will make a great student member of the University's Board of Trustees.

A handwritten signature in black ink, appearing to read 'Isaiah J. Hurtado', written in a cursive style.

Isaiah J. Hurtado, M.S., CHES
Coordinator, Student Wellness & Prevention
Austin Peay State University
524 College Street
Clarksville, TN 37044
931-221-6226
hurtadoi@apsu.edu

www.apsu.edu



Audit Committee			
3.19.20		1:30 p.m.	317 College Street, Clarksville, TN 37040
Meeting Type	Audit Committee Meeting		
Note Taker	McCartney Johnson		
Attendees			Present (Y/N)
	Ms. Katherine Cannata, Chair		Y (Electronic)
	Mr. Billy Atkins		Y
	Mr. Larry Carroll		Y (Electronic)
	General Gary Luck		Y (Electronic)
	Mr. Mike O'Malley, ex-officio		Y (Electronic)
	President Alisa White		Y
	Dannelle Whiteside, Vice President for Legal Affairs and Secretary to the Board		Y
Call to Order			
Discussion			
Trustee Cannata called the meeting to order at 3:24 p.m.			
Roll Call/Declaration of Quorum			
Discussion			
<p>Trustee Atkins was physically present. Trustee Cannata, Trustee Carroll and Trustee Luck participated by teleconference. As she called the roll, Ms. Dannelle Whiteside asked those participating by teleconference if they could hear clearly and if they could distinguish the voices of those present in the meeting room from those at their location. All trustees answered "yes" to both questions.</p> <p>After calling the roll, Ms. Whiteside did not detect a physical quorum present; however, a quorum existed by the inclusion of those members participating by electronic means. Ms. Whiteside stated that in accordance with T.C.A. § 8-44-108 section (b) (2), the following circumstances necessitated the reason for holding this meeting electronically:</p>			

Effective March 12, 2020, Austin Peay State University began operating in a limited capacity, suspending on-ground classes, due to the spread of the coronavirus. The administration made the determination to limit large gatherings of individuals, such as this board meeting, in order to protect the health and safety of participants.

Conclusions

Trustee Cannata moved that necessity has been established to hold this meeting in the absence of a physical quorum. The motion was seconded by Trustee Carroll. A roll call vote was taken and carried unanimously with 4 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Gary Luck:	Yes

Yes: 4, No: 0

Action Item A - Consideration of the Fiscal Year 2020 Revised Audit Plan

Discussion

Trustee Cannata recognized Blayne Clements for a report. Clements explained the Office of Internal Audit prepares an annual Audit Plan at the beginning of each fiscal year. The plan is based on the staffing and time resources available to perform audits and is prepared in conjunction with an annual risk analysis of the university's auditable areas.

Conclusions

Trustee Carroll moved to approve the revised fiscal year 2020 Internal Audit Plan. The motion was seconded by Trustee Luck. A roll call vote was taken and passed unanimously with 4 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Gary Luck:	Yes

Yes: 4, No: 0

Action Item B - Consideration of the Revision to University Policy 1:016, Preventing and Reporting Fraud, Waste, and/or Abuse

Discussion									
<p>Trustee Cannata recognized Blayne Clements for a report. Clements explained that the Reporting Fraud, Waste, and/or Abuse Policy describes the roles of all employees in helping prevent fraud, waste, and/or abuse of university resources. The policy also describes how and to whom a loss should be reported, even if the loss is unrelated to fraud, waste and abuse. He further explained that this portion of the policy contained some outdated language from when the university was in the Tennessee Board of Regents system, and that Internal Audit worked with management to update this portion of the policy to reflect how losses are reported in a post-FOCUS environment.</p>									
Conclusions									
<p>Trustee Atkins moved to approve the revised university policy 1:016, Preventing and Reporting Fraud, Waste, and/or Abuse. The motion was seconded by Trustee Carroll. A roll call vote was taken and passed unanimously with 4 trustees voting yes.</p> <table border="1"> <tr> <td>Billy Atkins:</td><td>Yes</td></tr> <tr> <td>Katherine Cannata:</td><td>Yes</td></tr> <tr> <td>Larry Carroll:</td><td>Yes</td></tr> <tr> <td>Gary Luck:</td><td>Yes</td></tr> </table> <p>Yes: 4, No: 0</p>		Billy Atkins:	Yes	Katherine Cannata:	Yes	Larry Carroll:	Yes	Gary Luck:	Yes
Billy Atkins:	Yes								
Katherine Cannata:	Yes								
Larry Carroll:	Yes								
Gary Luck:	Yes								
Information Item A - Review of Internal Audit Related Charters and Policies									
Discussion									
<p>Trustee Cannata recognized Blayne Clements for a report. Clements explained the Audit Committee is required to periodically review the following charters and policies:</p> <ul style="list-style-type: none"> • Audit Committee Charter (review required by the Audit Committee Charter) • Internal Audit Charter (review required by internal audit standards) • Employee Code of Conduct, University Policy 5:043 (review required by the Audit Committee Charter) • Conflict of Interest, University Policy 1:001 (review required by the Audit Committee Charter). <p>Clements explained he had reviewed the charters and policies and had no suggested revisions.</p>									
Conclusions									
<p>This was an information item and required no action.</p>									

Information Item B - Internal Audit Reports and List of Outstanding Audit Recommendations**Discussion**

Trustee Cannata recognized Blayne Clements for a report. Clements discussed three audits completed between October 30, 2019 and February 17, 2020. The Review of Implementation of Role-Based Access in the Banner ERP System was released December 5, 2019 as "Limited Official Use Only." The Internal Controls Review - Office of Information Technology was released on December 12, 2019. Finally, the Review of Alleged Personal Items Purchased on a University Procurement Card was released on February 7, 2020.

Clements also explained that the Office of Internal Audit follows up on all recommendations included in internal audit reports and a summary of outstanding audit recommendations was provided to the committee.

Conclusions

This was an information item and required no action.

Information Item C - Financial and Compliance Audit Report for Fiscal Year 2019**Discussion**

Aaron Jewell presented the results of the recent audit of the university financial statements.

Conclusions

This was an information item and required no action.

Information Item D - Overview of Upcoming Sunset Audit Performed by the Comptroller's Office**Discussion**

Trustee Cannata recognized Blayne Clements for a report. Clements explained that the Comptroller's Office announced a sunset audit had been scheduled. A sunset audit is an evaluation of the need for the continued existence of a program or agency. The sunset audit specifically allows for an assessment of the effectiveness and performance of the program or agency. He reported that in a previous call with the Comptroller's Office, representatives stated the audit would focus on, but may not be limited to, board duties, campus security, strategic planning, and mental health.

Conclusions

This was an information item and required no action.

Adjourn	
Discussion	
Trustee Carroll moved to adjourn the public portion of the Audit Committee. The motion was seconded by Trustee Luck. The meeting adjourned at 3:44 p.m.	



Audit Committee - Executive Session			
3.19.20		1:30 p.m.	317 College Street Clarksville, TN 37040
Meeting Type		Audit Committee Meeting – Executive Session	
Note Taker		McCartney Johnson	
Attendees			Present (Y/N)
		Ms. Katherine Cannata, Chair	Y (Electronic)
		Mr. Billy Atkins	Y
		Mr. Larry Carroll	Y (Electronic)
		General Gary Luck	Y (Electronic)
		Mr. Mike O'Malley, ex-officio	Y (Electronic)
		President Alisa White	Y
		Dannelle Whiteside, Vice President for Legal Affairs and Secretary to the Board	Y
Call to Order			
Discussion			
Trustee Cannata called the meeting to order at 3:47 p.m.			
Executive Session			
Discussion			
Trustee Cannata recognized Blayne Clements for a report and mentioned that executive sessions are generally only allowed to discuss ongoing audit investigations and that everything discussed is to be considered confidential and not shared outside the session. Clements reminded the attendees the materials were confidential and not to be distributed.			
Clements explained that due to the protection afforded by T.C.A. 10-7-504(i), internal and external audit reports sometimes contain sensitive information and are designated as "Limited Official Use" (LOU). LOU reports are only made available to those who have a need to know the information in the performance of their official			

duties for the university. Therefore, these reports were not included in the meeting materials and were only discussed in the Executive Session.

Clements stated there were no open investigations to discuss.

Dannelle Whiteside updated the committee on current litigation.

Adjourn

Discussion

Trustee Carroll moved to adjourn the meeting. Trustee Luck seconded the motion. The meeting adjourned at 4:16 p.m.



Business and Finance Committee			
3.19.20		1:30 p.m.	317 College Street, Clarksville, TN 37040
Meeting Type	Business and Finance Committee		
Note Taker	McCartney Johnson		
Attendees			Present (Y/N)
	Mr. Billy Atkins, Chair		Y
	Ms. Katherine Cannata		Y (Electronic)
	Mr. Larry Carroll		Y (Electronic)
	Mr. Don Jenkins		Y (Electronic)
	Mr. Mike O'Malley, ex-officio		Y (Electronic)
	Mr. Mitch Robinson, ex-officio		Y
	President Alisa White		Y
	Dannelle Whiteside, Vice President for Legal Affairs and Secretary to the Board		Y
Call to Order			
Discussion			
Trustee Atkins called the meeting to order at 2:45 p.m.			
Roll Call/Declaration of Quorum			
Discussion			
<p>Trustee Atkins was physically present. Trustee Cannata and Trustee Jenkins participated by teleconference, and Trustee Carroll later joined the conference call. As she called the roll, Ms. Dannelle Whiteside asked those participating by teleconference if they could hear clearly and if they could distinguish the voices of those present in the meeting room from those at their location. All trustees answered "yes" to both questions.</p> <p>After calling the roll, Ms. Whiteside did not detect a physical quorum present; however, a quorum existed by the inclusion of those members participating by</p>			

electronic means. Ms. Whiteside stated that in accordance with T.C.A. § 8-44-108 section (b) (2), the following circumstances necessitated the reason for holding this meeting electronically:

Effective March 12, 2020, Austin Peay State University began operating in a limited capacity, suspending on-ground classes, due to the spread of the coronavirus. The administration made the determination to limit large gatherings of individuals, such as this board meeting, in order to protect the health and safety of participants.

Conclusions

Trustee Atkins moved that necessity has been established to hold this meeting in the absence of a physical quorum. The motion was seconded by Trustee Jenkins. A roll call vote was taken and carried unanimously with 3 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Absent
Don Jenkins:	Yes

Yes: 3, No: 0, Absent: 1

Action Item A - Consideration of Non-Mandatory Fees for the 2020-2021 Academic Year

Discussion

Trustee Atkins recognized Mr. Mitch Robinson, Vice President for Finance and Administration, to present information regarding the non-mandatory fees for the 2020-2021 academic year. Mr. Robinson discussed the following eight proposed non-mandatory fees:

- Communication Science and Disorders Fee
- Scuba Fee
- Psy.D. Course Fee
- Computer Science and Information Technology/Engineering Fee
- Science Lab Fee
- Graduate Nursing Fee
- Full Spectrum Learning Program Fee
- Student P.O. Box Fee

Mr. Robinson stated that the University administration and the budget advisory task force has reviewed and supports the proposed non-mandatory fees.

Conclusions

Trustee Jenkins moved to approve the non-mandatory fees for the 2020-2021 academic year. The motion was seconded by Trustee Cannata. A roll call vote was taken and carried unanimously with 4 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes

Yes: 4, No: 0

Action Item B - Consideration of Housing Rates for the 2020-2021 Academic Year

Discussion

Trustee Atkins recognized Mr. Robinson to present information regarding housing rates for the 2020-2021 academic year. Mr. Robinson stated that the University administration and the budget advisory task force have reviewed and support the increase in housing rates.

Conclusions

Trustee Carroll moved to approve the housing rates for the 2020-2021 academic year. The motion was seconded by Trustee Jenkins. A roll call vote was taken and carried unanimously with 4 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes

Yes: 4, No: 0

Information Item A - Review Governor's Budget Recommendations

Discussion

Trustee Atkins recognized Mr. Robinson to present information regarding the Governor's Budget Recommendation. In his initial budget, the governor recommended a total increase of \$3,461,800. However, as a result of recent events, an amended budget was presented to the General Assembly this week, which reduced the recommendation to \$3,198,100. Mr. Robinson highlighted that the amended budget recommendation maintained the \$1,671,500 in formula funding.

Mr. Robinson reported the funding for APSU's Health Professions Building in capital outlay expenditures was in the original budget, but was not included in the amended

budget. Mr. Robinson also provided information on the governor's budget for recommended campus capital maintenance projects. The effect of the amended budget on capital maintenance projects is not currently known.

Conclusions

This was an information item and required no action.

Information Item B - Review Fiscal Year 2018-2019 Financial Report

Discussion

Trustee Atkins recognized Mr. Robinson to present information regarding the Fiscal Year 2018-2019 Financial Report. Mr. Robinson provided an overview of the University's financial report for fiscal year 2018-2019 and discussed the differences of the total assets and total liabilities from the previous year. Mr. Robinson also discussed the Composite Financial Index (CFI) and the four ratios that comprise the CFI: primary reserve ratio, viability ratio, return on net assets ratio, and net operating revenues ratio. The University's current CFI is 1.89.

Conclusions

This was an information item and required no action.

Adjourn

Discussion

Trustee Atkins moved to adjourn the meeting. The motion was seconded by Trustee Jenkins. The meeting adjourned at 3:11 p.m.

Proposed Non-Mandatory Fees

Fee Proposed	Current Rate	Proposed Rate
Communication Sciences and Disorders (CSDI) Fee	\$0	\$75 per course
Scuba Fee	\$0	\$250 per course
PsyD Course Fee	\$0	\$30 per credit hour
Computer Science and Information Technology/Engineering Technology Fee	\$0	\$5 per credit hour
Science Lab Fee	\$30 per course	\$33 per course
Graduate Nursing Fee	\$30 per credit hour	\$100 per credit hour
Full Spectrum Learning Program Fee	\$2,500 per semester	\$3,500 per semester
Student PO Box	\$9 per semester	\$15 per semester



Executive Committee Meeting		
3.19.20	1:30 p.m.	317 College Street, Clarksville, TN 37040
Meeting Type	Executive Committee Meeting	
Note Taker	McCartney Johnson	
Attendees		Present (Y/N)
	Mr. Mike O'Malley, Chair	Y (Electronic)
	Mr. Billy Atkins	Y
	Ms. Katherine Cannata	Y (Electronic)
	Dr. Alisa White, President	Y
	Dannelle Whiteside, Vice President for Legal Affairs and Secretary to the Board	Y
Call to Order		
Discussion		
Trustee O'Malley called the meeting to order at 3:18 p.m.		
Roll Call/Declaration of Quorum		
Discussion		
<p>Trustee Atkins was physically present. Trustee Cannata and O'Malley participated by teleconference. As she called the roll, Ms. Dannelle Whiteside asked those participating by teleconference if they could hear clearly and if they could distinguish the voices of those present in the meeting room from those at their location. All trustees answered "yes" to both questions.</p> <p>After calling the roll, Ms. Whiteside did not detect a physical quorum present; however, a quorum existed by the inclusion of those members participating by electronic means. Ms. Whiteside stated that in accordance with T.C.A. § 8-44-108 section (b) (2), the following circumstances necessitated the reason for holding this meeting electronically:</p>		

Effective March 12, 2020, Austin Peay State University began operating in a limited capacity, suspending on-ground classes, due to the spread of the coronavirus. The administration made the determination to limit large gatherings of individuals, such as this board meeting, in order to protect the health and safety of participants.

Conclusions

Trustee O'Malley moved that necessity has been established to hold this meeting in the absence of a physical quorum. The motion was seconded by Trustee Atkins. A roll call vote was taken and carried unanimously with 3 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Michael O'Malley:	Yes

Yes: 3, No: 0

Action Item A - Consideration of Institutional Mission Profile Statement

Discussion

Trustee O'Malley recognized Dr. Rex Gandy, Provost and Vice President for Academic Affairs, who provided information on Austin Peay's Mission Profile. He stated that once the Board of Trustees approves the mission profile, it will be sent to THEC for approval.

Conclusions

Trustee O'Malley moved to approve APSU's Mission Profile. The motion was seconded by Trustee Atkins. A roll call vote was taken and passed unanimously with 3 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Michael O'Malley:	Yes

Yes: 3, No: 0

Adjourn

Discussion

Trustee O'Malley moved to adjourn the meeting. The motion was seconded by Trustee Atkins. The meeting adjourned at 3:22 p.m.



BOARD OF TRUSTEES



Austin Peay State University
Contracts total value over \$50,000 Approved from November 1, 2019 through February 1, 2020

<u>Contractor</u>	<u>Description of Contract</u>	<u>Department</u>	<u>Yearly Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Competitive</u>
Alexander Haas Martin & Partners	Financial consulting for the APSU Foundation, recruit campaign leadership, prospect management, and campaign management support	University Advancement - APSU Foundation	\$60,000.00	11/1/2019	10/31/2020	no
Yuja, Inc.	Provision of software to capture classroom lectures	Distance Education	\$80,950.00 *	12/30/2019	12/29/2022	yes
ProTrain Education	Provision of continuing education classes	Continuing Education	\$100,000.00	12/20/2019	12/19/2020 **	yes
Cengage Learning	Provision of continuing education classes	Continuing Education	\$100,000.00	12/16/2019	12/15/2020 **	yes
Dell Marketing L P	Microsoft Defender Advanced Threat Protection as a service delivered remotely	Information Technology	\$71,148.00	12/20/2019	12/19/2020	yes
Storbeck Pimentel and Associates LP	APSU's Provost search	Human Resources	\$90,000.00	11/27/2019	6/30/2020	yes

* 80,950.00 year one (1) and \$75,950 each year thereafter. Three (3) year contract with an option to renew for two additional years in one year increments.

** One (1) year contract with an option to renew for four (4) additional years in one year increments.



BOARD OF TRUSTEES



Leading
through
EXCELLENCE



BOARD OF TRUSTEES



Austin Peay State University Summary of State Building Commissions Actions November 1, 2019 through February 1, 2020

<u>Date</u>	<u>SBC/Transaction Number</u>	<u>Project</u>	<u>Value</u>	<u>SBC Action</u>
11/11/2019	373/003-10-2018	Baseball Field Improvements	\$1,340,690.00	Approved a revision in project budget and funding
11/11/2019	373/003-07-2019	510 College Street Renovations	\$150,000.00	Approved project utilizing Campus Resources and Campus Procurement for the work
11/11/2019	373/003-08-2019	ADA Improvements	\$100,000.00	Approved project utilizing Campus Resources and Campus Procurement for the work

Summary of Executive Sub-Committee Actions

1/28/2020	19-11-002	211 College Street – .14 acre	\$45,000	Approved an acquisition in fee with waiver of advertisement and one appraisal
		309 N 2nd Street – .25 acre	\$25,025	
		313 N 2nd Street – .22 acre	\$100,000	
		319 N 2nd Street - .30 acre	\$52,000	
		303 College Street - .20 acre	\$30,000	