Austin Peay State University

BOARD OF TRUSTEES

March Board of Trustees Meeting

Austin Peay State University

317 College Street

Clarksville, TN 37040

March 19, 2021

9:00 AM

Call to Order

Roll Call/Declaration of a Quorum

Adoption of Agenda

A. Consent Agenda

i. Termination of Master of Science in Engineering Technology

ii. Consideration of Revisions to Policy 1:022 Budget Principles and Control

Approval of Minutes

Campus Spotlight

Action Items

A. Academic Affairs Committee Report and Recommendations

i. Adoption of Minutes

ii. Tenure upon appointment: Dr. Michael Licari

iii. Consideration of Tenure appointments

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 2021-2022 Academic Year

iii.Consideration of Housing Rates for the 2021-2022 Academic Year

E.Executive Committee Report and Recommendations

i.Adoption of Minutes

ii.Consideration of the Institutional Mission Profile Statement

Information Items

A.Finance and Administration Division Update

B.President’s Report

C.President’s Interim Items

i.Review of Contracts and Agreements

ii.Review of State Building Commission Actions

iii.President's Notice of Election and Agreement of Employment

iv.Appointment of Secretary to the Board

Adjourn

Austin Peay State University

Budget Principles and Control

POLICIES

Issued: March 19, 2021
Responsible Official: Vice President for Finance and Administration
Responsible Office: Office of Budget and Financial Planning

Policy Statement

It is the policy of Austin Peay State University to propose an annual operating budget that has been prepared in accordance with sound budget principles and approved by the University Board of Trustees. The budget is the approved formal plan of operation, expressed in dollars.

Purpose

As a public entity, the University is responsible for the prudent management of resources entrusted to its care by Tennesseans and other financial supporters. Ensuring that budgets developed by the University and considered by the Board are prepared in accordance with sound budget principles is fundamental to good stewardship of the University's financial resources. The budget principles included in this policy are intended to respond to the expectations of various stake holders relating to the generation and expenditure of funds. The University officials responsible for budgeting processes are directed to adhere not only to specific requirements of this policy, but to also act within the spirit of this policy and in a manner that evidences forthrightness and engenders public trust. It is widely recognized that budget control is essential for effective financial management of any organization. It is the intent of this policy to provide clear and specific responsibility for proper budget management and control at the University.

Contents

Definitions
-Budgeting

Procedures
-Guiding Principles

-Operational Provisions
-Submission of Budgets
-Operating Budgets
-Plant Fund Budgets
-Legislative Controls
-Budget Control
-Reserves

Related Forms
-Budget Revision Request Form

Links
-APSU Financial Planning and Budget Office

	Definitions
Budgeting	Process whereby the plans of an institution are translated into an itemized, authorized, and systematic plan of operation, expressed in dollars. Budgets are the blueprints for the orderly execution of program plans; they serve as control mechanisms to match anticipated and actual revenues and expenditures.

	Procedures
Guiding Principles	A. Working within the University's shared governance process, the President has the responsibility and full authority to propose a budget to the Board of Trustees. The President will ensure that the process for budget development is open, provides for accountability, includes appropriate constituencies in budget planning, and incorporates clear guidelines and adequate training for those involved. B. In the development and submission of budgets, the President shall adhere to the following principles. 1. Budgetary needs should be prioritized relative to the University's core mission and consistent with its strategic plan, with resources aligned accordingly. In situations where resources are constrained or limited, resources should be redistributed as needed to ensure that limited resources meet the highest priority needs of the University. 2. Budgets must respect generational neutrality. In general, this is to say that the cost of educating the current generation of students should be borne by the current generation and not be deferred to future generations.

3. The Budget must be balanced:
   a. In total, such that all planned expenditures do not exceed expected revenues and use of reserves or other non-recurring funds; and
   b. On a recurring basis, such that planned ongoing expenditures do not exceed expected recurring revenues. Use of non-recurring funds to meet recurring expenditures is discouraged; however, it is acknowledged that circumstances may arise when it is in the best interest of the University to do so.
4. A degree of fiscal conservatism must be incorporated in the budget to reduce the risk of year-end deficits by:
   a. Ensuring all costs are fully recognized. Use of anticipated savings as a funding source (e.g., lapsed salaries) for recurring expenses is discouraged;
   b. Using financially conservative, yet reasonable, revenue estimates in light of existing conditions. Estimates of revenues derived from students must be based on analysis of historic enrollment patterns, modified for any recent observable patterns. The basis for student derived revenue estimates must be communicated to the Board as part of the budget consideration process; and
   c. Maintaining appropriate contingency funds for revenue shortfalls and emergencies for both Education & General and Auxiliary operations
5. -Provision must be made in both Education & General and Auxiliary budgets to annually fund:
   a. Maintenance and facilities renewals to the physical plant and grounds; and
   b. Acquisition, repair and replacement of teaching equipment, computers, and other equipment.

Operational Provisions

A. Accountability for the effective management of the budget rests with the President, who ensures that proper controls and budget management policies are established.

Submission of Budgets

A It is recognized that a budget is a plan and that circumstances may necessitate revisions or changes to the original plan from time to time. In view of this, the University prepares detailed budgets for approval by the Board three times each fiscal year. The three submissions are described briefly as follows:

1. Proposed Budget - This is the original budget prepared in the spring that is for the fiscal year to begin July 1. It is

normally submitted to the Board for approval at the Summer Board meeting.

2. Revised Budget - This budget is a revision of the proposed budget and is normally referred to as the "October Revised Budget". It is prepared as of October 31 after actual fall enrollments and other estimated costs and closing balances are known and is normally submitted to the Board for approval at the Winter Board meeting.
3. Spring Estimated Budget - This budget is the final budget submitted for the current year operations. It is normally submitted in the spring at the same time as the Proposed Budget for the coming year.

B. It should be noted that the approval of a budget does not waive statutory, policy, or other restrictions for expending funds.

Operating Budgets—(Unrestricted E & G and Auxiliaries)

A. Level of Budget Control
1. Budget allocations are divided into budget control accounts such as travel and operating. The amount allocated for each control account is the amount planned to be spent during the fiscal year.
2. Institutional budget control amounts are approved for the major educational and general functional classifications of Instruction, Research, Public Service, Academic Support, Student Services, Institutional Support, Operation and Maintenance of Plant, and Scholarships and Fellowships where applicable.
3. Auxiliary Enterprises are controlled on a profit or break-even basis.
4. Additionally, control amounts are approved for educational and general transfers, both mandatory and non-mandatory. Funds transferred to other funds whether mandatory or non-mandatory are restricted in the other funds for the designated purpose. This restriction, however, does not prevent subsequent reallocations or transfers to other funds.

B. Budget Revisions
1. Should operating requirements prove incompatible with approved budgets because of unforeseen circumstances, a budget revision request should be initiated by the departmental budget administrator and approved by the appropriate approving authority. Budget revision procedures can be found at the following link: http://www.apsu.edu/fin_admin/budget.htm

2. Revisions within Functional Area
   a. The University may make budget revisions within a given functional area at the campus level.
   b. The revisions should be properly documented and approved by the president, or his or her designee.
3. Revisions between Functions
   a. Budget revisions from one functional area to another that exceed 1% of total expenditures must receive prior approval of the Vice President for Finance & Administration if proposed at other than the three regular budget submission times.
   b. The request for revision should be submitted by the budget administrator in writing with a detailed explanation.
4. Revision of Overall Expenditure Total
   a. Budget revisions to one or more educational and general functional areas that increase the overall educational and general budget must receive prior approval of the President if proposed at other than the three regular submission times.
   b. The request for revision should be submitted in accordance with item 2 above and should include the source of funding for the proposed revision.

Plant Fund Budgets

A. Unexpended Funds
1. General
   a. The purpose of the Unexpended Plant Fund is to account for the unexpended resources derived from various sources to finance the acquisition of long-term plant assets and the associated liabilities.
   b. These funds will be used for capital projects such as major additions and/or renovations to physical facilities.
   c. The University may request approval for transfer of funds to the Unexpended Plant Fund during the regular budgetary process or special request to the President.
   d. Commitments or expenditures for any capital project shall be in conformance with all applicable state laws and requirements of the State Building Commission.
   e. All project budget revisions and the utilization of reallocated project balances shall be approved by the President or designee.
2. Extraordinary Maintenance
   a. Within the Unexpended Plant Fund, the University shall establish an account for extraordinary

maintenance to be used for unusual or unanticipated maintenance needs.

b. The annual budget should include a minimum balance in the extraordinary maintenance account. This minimum shall be $150,000.

c. All projects in the extraordinary maintenance account shall be approved by the President or designee.

B. Renewals and Replacements (R&R)

1. The resources set aside for renewals and replacements, as distinguished from additions and improvements to plant, are accounted for in this fund group.
2. The University will budget transfers in Auxiliary operations. The annual renewal and replacement transfer will be at least 5% of auxiliary gross margin.

C. Retirement of Indebtedness

1. The purpose of this fund is to account for the accumulation of resources for interest and principal payments and other debt service charges relating to plant fund indebtedness.
2. Additions to this fund are to be set up in separate debt service accounts.

Legislative Controls

A. Each budget year will normally have unique guidelines and requirements depending on legislative or executive branch requirements.

1. A schedule of these requirements should be prepared each budget cycle.
2. It is the responsibility of the University to ensure that all budget guidelines for a given fiscal year are incorporated into the budget and are carried out operationally.

Budget Control

A. It is the responsibility of University budget administrators to perform their respective operations within the approved budget. Budget administrators have no authority to expend funds in excess of approved budgets.

B. Summary management reports should be prepared for top level administrators to evaluate the current financial status of the University.

Reserves

A. The operating reserves are accumulations of funds to be used for one-time, non-recurring expenses that can build capacity or provide long-term benefits to the institution. There are

separate reserves for unrestricted general and each auxiliary unit. The operating reserve funds may serve as a funding source for financial constraints beyond reasonable planning and control. The desired reserve balance is a minimum of 25% of the current year's revenue. If financially feasible, there should be a minimum allocation of 2% of revenue from operations to build and/or replenish the minimum reserve. The operating reserves are funded through surplus operating funds at fiscal year-end and/or through budget transfers.

B. Infrastructure and strategic investment reserves are used to accumulate funds for anticipated property acquisition, renovations, start-up costs for new academic projects, and other campus infrastructure priorities. The infrastructure reserves and strategic investment reserves are funded through surplus operating funds at fiscal year-end and/or through budget transfer.

	Related Forms
Budget Revision Request Form	http://www.apsu.edu/fin-admin/tools-and-resources
	Links
APSU Financial Planning and Budget Office	http://www.apsu.edu/fin_admin/budget.htm
	Revision Dates
	APSU Policy 1:022 – Rev.: March 19, 2021 APSU Policy 1:022 (previously 4:021) – Rev.: March 30, 2017 APSU Policy 1:022 – Rev.: June 8, 2009 APSU Policy 1:022 – Issued: October 9, 1995

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
	☑				

Approved
President: signature on file

Austin Peay State University

Budget Principles and Control

POLICIES

Issued: ~~March 30, 2017~~
Responsible Official: Vice President for Finance and Administration
Responsible Office: Office of Budget and Financial Planning

Policy Statement

It is the policy of Austin Peay State University to propose an annual operating budget that has been prepared in accordance with sound budget principles and approved by the University Board of Trustees. The budget is the approved formal plan of operation, expressed in dollars. ~~, for the fiscal year beginning July 1 of each year.~~

Purpose

As a public entity, the University is responsible for the prudent management of resources entrusted to its care by Tennesseans and other financial supporters. Ensuring that budgets developed by the University and considered by the Board are prepared in accordance with sound budget principles is fundamental to good stewardship of the University's financial resources. The budget principles included in this policy are intended to respond to the expectations of various stake holders relating to the generation and expenditure of funds. The University officials responsible for budgeting processes are directed to adhere not only to specific requirements of this policy, but to also act within the spirit of this policy and in a manner that evidences forthrightness and engenders public trust. It is widely recognized that budget control is essential for effective financial management of any organization. It is the intent of this policy to provide clear and specific responsibility for proper budget management and control at the University.

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Procedures

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B. In the development and submission of budgets, the President shall adhere to the following principles.
   1. Budgetary needs should be prioritized relative to the University's core mission and consistent with its strategic plan, with resources aligned accordingly. In situations where resources are constrained or limited, resources should be redistributed as needed to ensure that limited resources meet the highest priority needs of the University.
   2. Budgets must respect generational neutrality. In general, this is to say that the cost of educating the current

generation of students should be borne by the current generation and not be deferred to future generations.

3. The Budget must be balanced:
   a. In total, such that all planned expenditures do not exceed expected revenues and use of reserves or other non-recurring funds; and
   b. On a recurring basis, such that planned ongoing expenditures do not exceed expected recurring revenues. Use of non-recurring funds to meet recurring expenditures is discouraged; however, it is acknowledged that circumstances may arise when it is in the best interest of the University to do so. ~~In the event non-recurring revenues are budgeted to meet recurring expenses. this must be specifically disclosed to the Board as part of the budget consideration process, including justification and the University's plan for achieving recurring balance.~~
4. A degree of fiscal conservatism must be incorporated in the budget to reduce the risk of year-end deficits by:
   a. Ensuring all costs are fully recognized. Use of anticipated savings as a funding source (e.g., lapsed salaries) for recurring expenses is discouraged;~~. If anticipated savings are used to fund recurring expenses, this must be specifically disclosed to the Board as part of the budget consideration process;~~
   b. Using financially conservative, yet reasonable, revenue estimates in light of existing conditions. Estimates of revenues derived from students must be based on analysis of historic enrollment patterns, modified for any recent observable patterns. The basis for student derived revenue estimates must be communicated to the Board as part of the budget consideration process; and
   c. Maintaining appropriate contingency funds for revenue shortfalls and emergencies for both Education & General and Auxiliary operations~~. consistent with relevant APSU policies and guidelines.~~
5. ~~Related to the principle on generational neutrality and to ensure the long term viability of the University, sufficient~~ Provision must be made in both Education & General and Auxiliary budgets to annually fund:
   a. Maintenance and facilities renewals to the physical plant and grounds; and
   b. Acquisition, repair and replacement of teaching equipment, computers, and other equipment.

~~6. Opportunities for cost savings arising from shared services and resources between departments and organizations within the University and among other universities should be aggressively pursued.~~

Operational Provisions

A. Accountability for the effective management of the budget rests with the President, who ensures that proper controls and budget management policies are established.

~~B. Guidelines may be developed that further direct and clarify application of the above principles in the budget development and administration process. The President may issue directives on these matters consistent with the provisions of this policy.~~

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Plant Fund Budgets

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b. These funds will be used for capital projects such as major additions and/or renovations to physical facilities.

c. The University may request approval for transfer of funds to the Unexpended Plant Fund during the regular budgetary process or special request to the President.

~~d. All funds added or transferred into the Unexpended Plant Fund will be controlled by specific project.~~

~~e.~~d. Commitments or expenditures for any capital project shall be in conformance with all applicable state laws and requirements of the State Building Commission.

~~f.~~e. All project budget revisions and the utilization of reallocated project balances shall be approved by the President or designee.

2. Extraordinary Maintenance

a. Within the Unexpended Plant Fund, the University shall establish an account for extraordinary maintenance to be used for unusual or unanticipated maintenance needs.

b. The annual budget ~~shall~~ should include a minimum balance in the extraordinary maintenance account. This minimum shall be $150,000.

c. All projects in the extraordinary maintenance account shall be approved by the President or designee.

B. Renewals and Replacements (R&R)

~~1.~~ The resources set aside for renewals and replacements, as distinguished from additions and improvements to plant, are accounted for in this fund group. ~~A schedule of projects with timing and cost estimates should be developed to support the R & R funds.~~

1.

2. The University will budget transfers in Auxiliary operations. ~~has the responsibility to replace auxiliary equipment and must transfer~~ The annual renewal and

replacement transfer will be at least 5% of auxiliary gross margin. ~~to the renewal and replacement fund. A list of projects with timing and cost estimates willshould be developed to support the Auxiliary R & R funds.~~

C. Retirement of Indebtedness
   1. The purpose of this fund is to account for the accumulation of resources for interest and principal payments and other debt service charges relating to plant fund indebtedness.
   2. Additions to this fund are to be set up in separate debt service accounts.

Legislative Controls

A. Each budget year will normally have unique guidelines and requirements depending on legislative or executive branch requirements.
   1. A schedule of these requirements ~~will~~ should be prepared each budget cycle.
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Budget Control

A. It is the responsibility of University budget administrators to perform their respective operations within the approved budget. Budget administrators have no authority to expend funds in excess of approved budgets.

B. Summary management reports should be prepared for top level administrators to evaluate the current financial status of the University.
~~B.~~

Reserves

A. The operating reserves are accumulations of funds to be used for one-time, non-recurring expenses that can build capacity or provide long-term benefits to the institution. There are separate reserves for unrestricted general and each auxiliary unit. The operating reserve funds may serve as a funding source for financial constraints beyond reasonable planning and control. The desired reserve balance is a minimum of 25% of the current year's revenue. If financially feasible, there ~~will~~should be a minimum allocation of 2% of revenue from operations to build and/or replenish the minimum reserve. The operating reserves are funded through surplus operating funds at fiscal year-end and/or through budget transfers.

B. Infrastructure and strategic investment reserves are used to accumulate funds for anticipated property acquisition, renovations, start-up costs for new academic projects, and other campus infrastructure priorities. The infrastructure reserves and strategic investment reserves are funded through surplus operating funds at fiscal year-end and/or through budget transfer.

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Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
	☑				

	Approved
	President: signature on file

Austin Peay State University

BOARD OF TRUSTEES

Special Called Board Meeting		
12.21.20	1:00 p.m.	Browning Conference Room Clarksville, TN 37040

Meeting Type	Special Called Board Meeting
Note Taker	Hannah Allen
Attendees	

	Present (Y/N)
Mr. Billy Atkins	Y
Ms. Katherine Cannata	Y (Electronic)
Ms. Abbey Hogan	Y (Electronic)
Mr. Don Jenkins	Y (Electronic)
Dr. Gary Luck	Y (Electronic)
Dr. Valencia May	Y (Electronic)
Ms. Keri McInnis	Y (Electronic)
Brig. Gen. Robin Mealer	Y (Electronic)
Mr. Mike O'Malley	Y (Electronic)
Dr. Mickey Wadia	Y (Electronic)
Ms. Corey Harkey, Interim General Counsel	Y (Electronic)
Dr. McCartney Johnson, Interim Secretary to the Board	Y

Call to Order

Discussion	

Trustee O'Malley called the meeting to order at 1:00 p.m.

Roll Call/Declaration of a Quorum

Discussion	

Trustee Atkins was physically present. Trustee Cannata, Trustee Hogan, Trustee Jenkins, Trustee Luck, Trustee May, Trustee McInnis, Trustee O'Malley, and Trustee Wadia participated by teleconference. As she called the roll, Dr. Johnson, asked those participating by teleconference if they could hear clearly, and if there were other people present with them at their locations. All trustees stated that they could hear clearly. Trustee Atkins stated he was in the room with Dr. Johnson. Trustee Cannata, Trustee Hogan, Trustee Jenkins, Trustee Luck, Trustee May, Trustee McInnis, Trustee O'Malley and Trustee Wadia stated they were alone.

Trustee O'Malley stated there was a quorum.

Appointment of the APSU President

Discussion	

Chairman O'Malley thanked the students, faculty, staff, and community for their hard work during this time. He shared that the Board had to find a new president and the Board identified an inclusive 23 member search committee, which included APSU faculty, staff, students and alumni, along with trustees, community members and civic leaders. He stated that the Board partnered with Storbeck Search to build a broad and robust national pool.

The Board provided the Presidential Search Committee with a charge, a recommended timeline, a suggested process, and the qualifications and desired skill sets and attributes for APSU's next president. The search committee worked exceptionally hard reviewing over 100 diverse and talented applicants from across the country with 22 states being represented in the pool. The committee conducted first- and second-round interviews and spoke with references to learn more about the leading candidates.

Chairman O'Malley stated that from these efforts, three finalists emerged whom the committee brought to campus the week of December 7th for inclusive visits with the APSU community, conducted both in-person and virtually. The finalists were: Dr. Michael Licari, provost and vice president of Academic Affairs at Indiana State University; Dr. Jaime Taylor, provost and senior vice president for Academic Affairs at Marshall University; and Ms. Dannelle Whiteside, interim president of APSU. During their visits to campus, each finalist participated in small group meetings and public forums with a variety of constituent groups who then provided thoughtful and textured feedback to the Presidential Search Committee via a confidential survey.

Chairman O'Malley stated that after careful deliberation and with enthusiastic support, the Presidential Search Committee was recommending Dr. Michael Licari as the preferred candidate to be Austin Peay State University's 11th president.

Trustee Atkins discussed ways to change the search process in the future. Trustee Jenkins discussed the benefits of institutions growing their own president, institutional success, and overcoming unknown challenges. Trustee McInnis commented on

navigating a successful search during the COVID-19 pandemic. Trustee Cannata and Trustee Atkins discussed community support for the candidates. Trustee Mealer commented on the campus feedback and objective scoring of the candidates. Trustee Hogan discussed student engagement with the president role. Trustee Luck commented on the Board as the first Tennessee public university to appoint a new president after the severance from TBR.

The Board thanked Interim President Whiteside for her exceptional service during unprecedented times. Trustee Wadia commented on the search committee as representing the collective voice of the APSU community. A discussion followed on the final deliberation process of the committee and the role of the Board.

Conclusions	

Trustee O'Malley moved to appoint Dr. Michael Licari as APSU's 11th president. Trustee McInnis seconded the motion. A roll call vote was taken and carried with 8 trustees voting yes and 1 trustee voting no.

Billy Atkins:	Yes
Katherine Cannata:	No
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Robin Mealer:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 1

Trustee O'Malley asked that the Board grant him the authority to negotiate, set the compensation within the range of $320,000-$350,000 as previously approved, and sign an employment contract with the newly-selected President. Trustee Jenkins moved to grant Chairman O'Malley the authority to negotiate, set the compensation within the established range, and sign an employment contract with Dr. Licari. Trustee Atkins seconded the motion. A roll call vote was taken and carried unanimously with 9 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Robin Mealer:	Yes

Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 9, No: 0

Adjourn

Conclusions	

Trustee O'Malley stated the next Board of Trustees meeting will be held March 18 and 19, 2021. Trustee O'Malley moved to adjourn the meeting. The motion was seconded by Trustee McInnis. A voice vote was taken and carried unanimously with 9 trustees voting yes. The meeting adjourned at 1:38 p.m.

Austin Peay State University

BOARD OF TRUSTEES

Board Meeting		
12.4.2020	9:00 a.m.	Iris Room Clarksville, TN 37040

Meeting Type	Board Meeting
Note Taker	Joanne Shepard

Attendees

	Present (Y/N)
Mr. Billy Atkins	Y
Ms. Katherine Cannata	Y (Electronic)
Ms. Abbey Hogan	Y (Electronic)
Mr. Don Jenkins	Y (Electronic)
Dr. Gary Luck	Y (Electronic)
Dr. Valencia May	Y (Electronic)
Ms. Keri McInnis	Y (Electronic)
Brig. Gen. Robin Mealer	N
Mr. Mike O'Malley	Y (Electronic)
Dr. Mickey Wadia	Y (Electronic)
Ms. Dannelle Whiteside, Interim President	Y (Electronic)
Ms. Corey Harkey, Interim General Counsel	Y (Electronic)
Dr. McCartney Johnson, Interim Secretary to the Board	Y (Electronic)

Call to Order

Discussion

Trustee O'Malley called the meeting to order at 9:00 a.m.

Roll Call/Declaration of a Quorum

Discussion

Trustee Atkins was physically present. Trustee Cannata, Trustee Hogan, Trustee Jenkins, Trustee Luck, Trustee May, Trustee McInnis, Trustee O'Malley, and Trustee Wadia participated by teleconference. As she called the roll, Dr. McCartney Johnson, asked those participating by teleconference if they could hear clearly, and if there were other people present with them at their locations. All trustees stated that they could hear clearly. Trustee Atkins was in the room with Ms. Hannah Allen. Trustee Jenkins Trustee Cannata, Trustee Hogan, Trustee Luck, Trustee May, Trustee McInnis, Trustee O'Malley and Trustee Wadia stated that they were alone.

Trustee O'Malley stated there was a quorum.

Adoption of Agenda

Discussion

Trustee O'Malley informed the Board that there were items on the agenda to be adopted.

Conclusions

Trustee O'Malley moved for the adoption of the agenda. The motion was seconded by Trustee Wadia. A roll call vote was taken and carried unanimously with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 0

Approval of Minutes

Discussion

Trustee O'Malley stated that the minutes for the September 18, 2020 Board meeting and the special called meeting on October 20, 2020 were circulated before the meeting. He asked if there were any corrections or additions to the minutes. There were none.

Conclusions

Trustee Atkins moved to approve the minutes for the September 18, 2020 Board meeting and the special called meeting on October 20, 2020. The motion was

seconded by Trustee Cannata. A roll call vote was taken and carried unanimously with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 0

Campus Spotlight

Discussion

Trustee O'Malley recognized Interim President Whiteside who introduced Mr. Mitch Robinson, vice president for finance and administration, who discussed the five sources of funding for university projects. He then introduced Mr. Marc Brunner, director of capital planning, design & construction. Mr. Brunner introduced his staff - Mr. Philip Zoch, project manager; Kimberly Petree, budget manager; and Yewelline King, who keeps the office on task and upkeeps the space inventory. The Capital Planning, Design & Construction office oversees all construction projects costing more than $100,000, and all projects utilizing licensed engineers and architects. It also leads the master plans, studies, and project programming and estimating. There is a close relationship with the APSU Physical Plant to identify maintenance priorities for state funded maintenance submittals, and with academic departments for outlay submittals. The office coordinates with the Tennessee Higher Education Commission facilities office, and State Building Commission and maintains the space inventory, and annual facilities insurance reports to the state.

Mr. Brunner elaborated on projects including: the Jenkins & Wynne property, the Ann Ross Bookstore, the William E. and Sadako S. Newton Military Family Resource Center, renovations to the Hayes House, the Jenkins Family Field House, the Downey Baseball Operations Center and Clubhouse, and the Greenway Trail extension. He also discussed several future projects that will start when funds become available including: the College and Fourth building second floor build-out and a welcome center.

State funding for capital maintenance is based upon an allocation to APSU from a $150 million maintenance pool. APSU receives a little more than three percent of the pool, or about $4.6 million annually. The APSU submittal for 2021 is the Sundquist roof replacement and ventilation controls.

Mr. Brunner discussed the capital outlay project requests that are to be paid by state

dollars and local matches, if approved and include: the Health Professions Building and the Woodward Library renovation and expansion. APSU currently has no projects that are being paid for with borrowed funds, but the University is paying debt on the following buildings: Foy Center, Governors Terrace, Castle Heights student housing, Fortera Stadium, Fort Campbell classroom building, Emerald Hill, Morgan University Center and Hand Village.

Mr. Brunner stated the Multi-Purpose Event Center will be a 30-year lease with Montgomery County where APSU will have unhindered access to a practice court, basketball offices, training rooms and locker rooms. The lease is being paid with existing student athletic fees, revenue generated from ticket sales, premium seating, sponsorships, and merchandise and concession sales.

Trustee O'Malley thanked Mr. Brunner for his informative presentation. He also thanked Don and Sandy Jenkins for their generosity, as well as the other donors who have been involved in campus projects. A general discussion followed regarding building design concepts and how architects are assigned to projects.

Academic Affairs Committee Report and Recommendations

Discussion

Trustee May reported on the actions of the Academic Affairs Committee at the December 3rd meeting. The Committee reviewed and approved the Master of Science in Criminal Justice with an optional concentration in Homeland Security. Provost Maria Cronley presented several information items related to: the fall census enrollment and the outcome of the SACSCOC Fifth-Year Interim Report and the QEP Impact Report.

Conclusions

Trustee May moved that the Board approve the minutes of the December 3rd Academic Affairs Committee as written. The motion was seconded by Trustee Jenkins. A roll vote was taken and carried unanimously with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 0

Approval of Master of Science in Criminal Justice with Optional Concentration in Homeland Security

Discussion	

Trustee May stated that the proposed Master of Science in Criminal Justice with an optional concentration in Homeland Security was circulated prior to the meeting. Trustee O'Malley commented on the positive enthusiasm for this program.

Conclusions	

Trustee May moved to approve the proposed Master of Science in Criminal Justice with an optional concentration in Homeland Security. A roll call vote was taken and carried unanimously with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 0

Student Affairs Committee Report and Recommendation

Discussion	

Trustee Jenkins reported on the actions of the Student Affairs Committee at the December 3rd meeting. The committee reviewed the following information items related to: the Military Family Resource Center and COVID-19 procedures.

Conclusions	

Trustee Jenkins moved to approve the minutes of the December 3rd Student Affairs Committee as written. The motion was seconded by Trustee Cannata. A roll call vote was taken and carried unanimously with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Mike O'Malley:	Yes

Mickey Wadia	Yes

Yes: 8, No: 0

Audit Committee Report and Recommendations

Discussion	

Trustee Cannata reported on the actions of the Audit Committee at the December 3rd meeting. The committee listened to presentations regarding the following information items: internal audit reports released between August 25, 2020 and November 9, 2020, with a list of outstanding audit recommendations; Comptroller Office's performance audit; and information technology security update by David Sanchez, associate vice president and chief information officer.

Conclusions	

Trustee Cannata moved that the Board approve the minutes for the December 3rd Audit Committee as written. The motion was seconded by Trustee Jenkins. A roll call vote was taken and carried unanimously with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 0

Business and Finance Committee Report and Recommendations

Discussion	

Trustee Atkins reported on the actions of the Business and Finance Committee at the December 3rd meeting. The committee reviewed and approved the October revised budget for fiscal year 2020-2021. The committee reviewed the following information items: 2020-2021 THEC state appropriations distribution recommendation; 2020-2021 THEC capital outlay and capital maintenance projects, and 2020-2021 THEC tuition and fee recommendation.

Conclusions	

Trustee Atkins moved that the Board approve the minutes for the December 3rd Business and Finance Committee as written. The motion was seconded by Trustee Luck. A roll call vote was taken and carried unanimously with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 0

Consideration of the October Revised Budget for Fiscal Year 2020-2021

Discussion

Trustee Atkins stated that the October revised budget for fiscal year 2020-2021 was circulated prior to the meeting.

Conclusions

Trustee Atkins moved to approve the October revised budget for fiscal year 2020-2021 as written. A roll call vote was taken and carried unanimously with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 0

Executive Committee Report and Recommendations

Discussion

Trustee O'Malley reported on the actions of the executive committee at the December 3rd meeting. The committee reviewed the Board of Trustees self-evaluation results and the Presidential Base Compensation, Performance Evaluation and Incentive Plan for fiscal year 2020-2021.

Conclusions

Trustee O'Malley moved that the Board approve the minutes for the December 3rd Executive Committee meeting as written. The motion was seconded by Trustee May. A roll call vote was taken and carried unanimously with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 0

Review of the Presidential Base Compensation, Performance Evaluation and Incentive Plan for Fiscal Year 2020-2021

Discussion

Trustee O'Malley stated that the Presidential Base Compensation, Performance Evaluation and Incentive Plan for fiscal year 2020-2021 was circulated before the meeting. The committee recommended setting the presidential base compensation range to $320,000-$350,000 for fiscal year 2020-2021.

Conclusions

Trustee O'Malley moved that the Board approve the proposed change to the Presidential Base Compensation, Performance Evaluation and Incentive Plan by setting the presidential base compensation range to $320,000-$350,000 for fiscal year 2020-2021. A roll call vote was taken and carried unanimously with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Mike O'Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 0

Naming Request for the Shawn Kelley "K" Club

Discussion

Trustee O'Malley recognized Lieutenant General Ron Bailey, vice president for external affairs. General Bailey provided information on the naming request for the Shawn Kelley "K" Club in accordance with the APSU Policy 7:009 in honor of transformative gifts from Shawn Kelley. The Shawn Kelley "K" Club will be located in the Downey Building in the baseball clubhouse and be used by the baseball program for meetings. The space will also be converted into a club area during baseball games and can be used for other athletics and alumni events on campus.

Conclusions	

Trustee Atkins moved that the Board approve the naming request for the Shawn Kelley “K” Club. Trustee Jenkins seconded the motion. A roll call vote was taken and carried with 8 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Gary Luck:	Yes
Valencia May:	Yes
Keri McInnis:	Yes
Mike O’Malley:	Yes
Mickey Wadia	Yes

Yes: 8, No: 0

External Affairs Update

Discussion	

Trustee O'Malley recognized Lieutenant General Ron Bailey to provide an update on the external affairs division. General Bailey explained the external affairs major areas, which include: Strategic Initiatives, Public Relations and Marketing, University Advancement and the APSU Foundation. The strategic initiatives staff, along with the Strategic Plan Steering Team, who provide direction and counsel, update and develop a broad-based plan for future university initiatives and goals. The plan provides a baseline that can be reassessed and modified as goals are met.

The Public Relations and Marketing Office tells the APSU story and promotes the brand, primarily supporting the recruiting goals, efforts of university advancement and provide support to the Office of the President for communication, marketing, media and crisis communication. General Bailey elaborated on the expertise of the PR staff and their success in promoting APSU through publications, articles, videos, social media, advertisements and the APSU website. The Govs Print operation serves a vital role meeting the printing needs of the university.

The goal of the University Advancement Office is to build and maintain a donor base

that will make a difference in the lives of the APSU students, faculty and staff today and for the future. The staff help to support the university by managing the variety of ways donors can give including: cash donations, annual gifts, commodity gifts, estate planning, equipment donations, donation of services, and company gift matching. A major component of the Advancement Office is alumni relations, which serves as the building block for alumni engagement and alumni giving. A few examples of alumni bridge-building events include: homecoming, 50 year reunions, Candlelight Ball, alumni award ceremonies, athletic alumni reunions, and university events such as ribbon cuttings and ground breakings.

The APSU Foundation received $11.34 million in gifts and pledges in the 2020 fiscal year, surpassing the $10.4 million raised in 2019. Each year, APSU continues to experience an increase in donors and the number of charitable gifts made for student success. University advancement established 25 new endowments in fiscal year 2020, increasing funds committed to new endowments by 126 percent. This provided scholarships to more than 1,000 students with more than $1.9 million awarded. The Govs Give Back campaign was established this year to provide urgent financial assistance to students, faculty and staff who have suffered severe economic, medical or similar hardships during COVID-19 and other times of crises.

The APSU Foundation's primary focus is to assist APSU by providing funds for worthy purposes which are not sufficiently funded by other sources. The Foundation has the responsibility of searching for and securing private funds which are vital to the university to fulfill its mission and realize its full potential.

A short video introduced the recently launched "What If" comprehensive campaign, only the 2nd comprehensive campaign in the university's history. Trustee O'Malley thanked General Bailey for his presentation and leadership and offered his congratulations on the division's successes. Trustee Cannata commented on the presentation and excellent visuals.

President's Report

Discussion	

Trustee O'Malley recognized President Whiteside to give her report to the Board. President Whiteside thanked the Board for their work and leadership. She reported the good news from the Joint Government Operations Committee that they will be recommending a six-year extension of the Board of Trustees to the General Assembly in the spring. She also thanked General Bailey for his leadership and time at APSU as this will be his last Board meeting. She appreciated his support and his many accomplishments during his time at APSU.

President Whiteside shared her thoughts about the overall well-being of the faculty, staff and students that make up Austin Peay. The more than 1,600 employees and more than 10,200 students make up a diverse University. This fall, more than 40 percent of the students and more than 25 percent of the employees identified as non-

white. One in four of the University's students is military-affiliated and approximately 25 percent of undergraduate students are non-traditional, meaning they are older than 25 years of age. Almost all, 96.6 percent, of the undergraduate students receive financial aid and almost half receive the Pell Grant. Many of the students are parents and take advantage of APSU's Little Govs Child Learning Center. The Center is also available for children of faculty and staff. Due to the pandemic, this fall the enrollment was lower with only 27 children in the Center compared to 51 in the fall of 2019.

The pandemic has caused more food insecurities for students. This fall the APSU Foundation used a Tennessee Community CARES Program grant to offer free hot meals to students in need. The "Feed a Gov" program provided eligible students and their families with meal vouchers to the University's dining venues and expanded opportunities for placing grocery orders through the University's food pantry. Many faculty and staff are also experiencing hardships during this time.

Virtual commencement ceremonies, instead of the previously planned in-person ceremonies, will be held next week celebrating the success of APSU's students. During the virtual ceremonies, every graduate's name will be called and they will be given the opportunity to participate in a future ceremony. As these students leave the University, they are entering one of the best workforces in the region. President Whiteside elaborated on the many career opportunities available in the Clarksville area and what the graduates could expect as a possible starting salary.

President Whiteside discussed two incentives the University has offered the faculty and staff to help alleviate the current budget constraints including a voluntary retirement incentive program and a voluntary furlough program. The university also implemented a strategic 15 percent reduction to the overall operating budget. President Whiteside thanked the Financial Planning Task Force for their recommendations.

President Whiteside discussed the changes to the spring calendar and the restructured spring break. Classes will begin on January 19 and instruction will resemble the same modalities as it did this fall. The University is working to address enrollment issues. A new customer relations management software is being used for recruitment. The University is also increasing the number of names purchased to recruit students during sophomore and junior years of high school.

President Whiteside stated that the Health Professions Building had moved to second place on THEC's capital projects list. The APSU Foundation recently received a $3 million gift from the Clarksville-Montgomery County Community Health Foundation to be used to support the building and additional equipment needs for the Health Profession Building. President Whiteside will be meeting with state legislators later this month to discuss their support of the Health Professions Building and the Institute for National Security and Military Studies for the upcoming session of the

General Assembly.

President Whiteside closed by saying the faculty, staff, students, alumni and friends are what make APSU a family. She stated that in place of the traditional holiday receptions and a holiday choral dinner, there would be a virtual holiday video that would be shared that afternoon.

President Whiteside stated that there were interim items provided to the Board including: a report on the contracts, agreements and the State Building Commission actions and the corrective action plan for the APSU Board of Trustees Sunset Performance Audit, since the last board meeting.

Trustee O'Malley thanked President Whiteside on the report and her exceptional leadership at APSU. Trustee Luck and Trustee O'Malley thanked General Bailey for his service at APSU. A conversation followed on enrollment improvements and initiatives.

Adjourn	
Discussion	
Trustee O'Malley stated the next Board of Trustees meeting will be held March 18-19, 2021.	
Conclusions	
Trustee O'Malley moved to adjourn the meeting. The motion was seconded by Trustee May. A voice vote was taken and carried unanimously with 8 trustees voting yes. The meeting adjourned at 10:33 a.m.	

Austin Peay State University

BOARD OF TRUSTEES

Academic Affairs Committee		
3.18.2021	1:30 p.m.	317 College Street Clarksville, TN 37040

Meeting Type	Academic Affairs Committee Meeting
Note Taker	Tammy Delvendahl

Attendees

	Present (Y/N)
Brig. Gen. Robin Mealer, Chair	Y (Electronic)
Ms. Abbey Hogan	Y
Gen. Gary Luck	Y (Electronic)
Dr. Valencia May	Y (Electronic)
Dr. Mickey Wadia	Y (Electronic)
Dr. Maria Cronley, ex officio	Y
Mr. Mike O'Malley, ex officio	Y
Dr. Michael Licari, President	Y
Ms. Dannelle Whiteside, Vice President for Legal Affairs	Y
Dr. McCartney Johnson, 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 a Quorum

Discussion

Trustee Hogan was physically present. Trustee Mealer, Trustee May, Trustee Luck, and Trustee Wadia participated by teleconference. As she called the roll, Dr. McCartney Johnson asked those participating by teleconference if they could hear clearly and if there were other people present with them at their locations. Trustee Mealer, Trustee May, Trustee Luck, and Trustee Wadia stated they could hear clearly and stated they were alone.

Trustee Mealer stated there was a quorum.

Action Item A – Tenure Upon Appointment: Dr. Michael Licari

Discussion

Trustee Mealer recognized Dr. Maria Cronley, Provost and Senior Vice President for Academic Affairs, to provide information on awarding tenure upon appointment at the rank of full professor for Dr. Michael Licari, President of Austin Peay State University, effective March 1, 2021. Dr. Licari meets all of the requirements of the APSU policy on tenure in the Department of Political Science and Public Management.

Conclusions

Trustee May moved to approve tenure upon appointment for Dr. Michael Licari. The motion was seconded by Trustee Luck. A roll call vote was taken and carried unanimously with four trustees voting yes.

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

Yes: 4, No: 0

Action Item B - Consideration of Tenure Appointments

Discussion

Trustee Mealer recognized Provost Cronley to provide information on the tenure appointments. A total of 15 faculty members were recommended for tenure after meeting all the requirements of the APSU policy on tenure. Dr. Cronley shared the list of faculty members with the Board.

Conclusions

Trustee Wadia moved to approve the tenure appointments. The motion was seconded by Trustee Luck. A roll call vote was taken and carried unanimously with four trustees voting yes.

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

Yes: 4, No: 0

Action Item C - Termination of Master of Science in Engineering Technology

Discussion

Trustee Mealer recognized Provost Cronley to provide information regarding the termination of the Master of Science in Engineering Technology. Dr. Cronley informed the committee that this termination constitutes a SACSCOC Substantive Change and has also been submitted for approval per SACSCOC policy.

A general discussion followed regarding the current number of students enrolled in the program.

Conclusions

Trustee May moved to approve the termination of the Master of Science in Engineering Technology. The motion was seconded by Trustee Luck. A roll call vote was taken and carried unanimously with four 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. Trustee May seconded the motion. A voice vote was taken and carried unanimously with four trustees voting yes. The meeting adjourned at 1:41 p.m.

Austin Peay State University

BOARD OF TRUSTEES

Student Affairs Committee Meeting		
3.18.21	1:30 p.m.	317 College Street Clarksville, TN 37040

Meeting Type	Student Affairs Committee
Note Taker	Lynne Halliburton
Attendees	

	Present (Y/N)
Mr. Don Jenkins, Chair	Y
Ms. Abbey Hogan	Y
Dr. Valencia May	Y (Electronic)
Dr. Mickey Wadia	Y (Electronic)
Dr. Eric Norman, ex-officio	Y
Mr. Mike O'Malley, ex-officio	Y
Dr. Michael Licari, President	Y
Ms. Dannelle Whiteside, Vice President for Legal Affairs	Y
Dr. McCartney Johnson, Secretary to the Board	Y

Call to Order

Discussion	

Trustee Jenkins called the meeting to order at 1:45 p.m.

Roll Call/Declaration of a Quorum

Discussion	

Trustee Jenkins and Trustee Hogan participated in person. Trustee May and Trustee Wadia participated by teleconference. As she called the roll, Dr. McCartney Johnson asked those participating by teleconference if they could hear clearly, and if there were

other people present with them at their locations. Trustee May and Trustee Wadia stated that they could hear clearly and stated that they were alone.

Trustee Jenkins stated that there was a quorum.

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 two student trustee candidate finalists. The student trustee will serve a one-year term beginning on May 8, 2021, (the day after Commencement) and continuing through the 2021-22 academic year.

Chair O'Malley suggested including the sitting student trustee in the future selection process of the candidates that are chosen to forward to the Board of Trustees.

Conclusions	

Votes were cast by ballot and tallied. A majority of three votes were cast for Student Trustee candidate Molly Howard.

Trustee May moved to recommend student candidate Molly Howard to the full Board for confirmation. The motion was seconded by Trustee Wadia. A roll call vote was taken and carried unanimously with three trustees voting yes.

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

Yes: 3, No: 0

Information Item A - Student Affairs Initiatives Toward Retention

Discussion	

Trustee Jenkins recognized Dr. Eric Norman, Vice President for Student Affairs, who provided an overview of the Student Affairs Initiatives Toward Retention. Dr. Norman stated that this past year, Student Affairs had taken deliberate steps to improve student retention at APSU through partnerships with and involvement in initiatives of other divisions including Academic Affairs and Alumni Relations.

Conclusions	

This was an information item and required no action.

Information Item B - Health and Counseling Center

Discussion	
Trustee Jenkins recognized Dr. Norman who provided an overview of the Health and Counseling Center. With the pandemic, COVID-19 required a shift in the way services and programs were delivered. Testing protocols and logistical operations continue to evolve for Boyd Health Services. Drive-through vaccinations and testing are in place and surveillance testing has been expanded past athletics. Student Counseling Services' programs are currently offered virtually.	
Conclusions	
This was an information item and required no action.	
Information Item C - Student Code of Conduct Revision	
Discussion	
Trustee Jenkins recognized Dr. Norman who provided an overview of the Student Code of Conduct Revision. Through a campus wide committee of faculty, staff and students, revisions have been made and will be presented for public hearing.	
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 Wadia. A voice vote was taken and carried unanimously with three trustees voting yes. The meeting adjourned at 2:09 p.m.	

Singleton, Gregory

From: no-reply@apsu.edu
Sent: Thursday, October 22, 2020 4:48 PM
To: Singleton, Gregory
Subject: Student Trustee Application submission

fullname - Lauren Paige Wood

[redacted]

gpacumulativegpafromthesemesterm - 3.73

numberofsemesterhourscompleted1 - 63

majorminor - Psychology

apsustartdate - 08/2018

anticipatedgraduationdate - 05/2022

highschoolname - Dickson County High School

yearofgraduation - 2018

highschoolcityandstate - Dickson, TN

highlightsofcampusandcommunityse - Student Government Association- Senator of the College of Behavioral and Health Sciences (08/2019-present).
APSU Baseball- Baseball Manager (07/2018-present).

branch -

datesserved -

rankatdischarge -

typeofdischarge -

ifotherthanhonorableexplain -

areyouatennesseeresident1 - ['Yes']

doyouhaveajudicialrecordorcur1 - ['No']

ifyesexplain -

haveyoueverbeenconvictedofafe1 - ['No']

ifyesexplain1 -

asanapplicantforstudenttruste1 - ['Yes']

signature - Lauren Paige Wood

date - 10/22/202â?

Lauren Wood

OBJECTIVE

Seeking position of Student Trustee to serve the students of Austin Peay State University by using the skills acquired from the Student Government Association

EDUCATION

Seeking a B.S. in Psychology: Psychological Science and Counseling *2018-2022*
Austin Peay State University, Clarksville, TN

PERSONAL QUALIFICATIONS AND SKILLS

- Excellent interpersonal skills and ability to relate well with people from all walks of life
- Excellent written and oral communication skills
- Leadership abilities in academic arenas, employment and community service positions, and social activities
- Skilled at time management and organization skills
- Ability to work effectively with other members to better the community of Austin Peay State University

EMPLOYMENT

Senator. Austin Peay State University, Clarksville, TN. (08/2019-present). Holds position of Senator of the college of Behavioral and Health Sciences for the Student Government Association. Maintains position by serving both the students of Austin Peay State University and the community of Clarksville. This includes creating proper legislation and being involved in community events.

Baseball Manager. Austin Peay State University, Clarksville, TN. (07/18-present). Works with the coaches and staff to create a positive environment for the team. Represents the Austin Peay State University baseball team on and off the field by being involved in the community. This includes providing proper care for umpires with welcoming hospitality.

Leasing Consultant. University Landing, Clarksville, TN. (04/20-present). Help make a positive community for residents at University Landing. Works with coworkers to maintain our property and welcome a new home for prospects. This includes both office work and meeting goals to attain a proper leasing role.

Administrative Assistant. Trauma & Therapy Center of TN, Clarksville, TN. (05/2019-12/2019). Held position of administrative assistant of Trauma & Therapy Center of TN in completing paperwork, faxing paperwork, filing paperwork, setting patient's appointments, filing patient's insurance, and running office errands.

REFERENCES

Available upon request.

I am interested in applying for the position of Student Trustee so that I can speak on behalf of all of the Governors of Austin Peay State University. Every voice must be heard and by having this position, it will give me a chance to allow these voices to be acted upon. I have received the opportunity to serve as a Senator in SGA for two years; however, I feel as if I can do more. By having the opportunity to serve as a Student Trustee, it will give me a chance to sharpen my leadership skills and help lead the campus of Austin Peay State University. I have a strong passion for this school and for all of the people that it holds home to. Those who are speaking on behalf of the students must have a broad-based vision for the university, and that is something that I possess.

My college experience has given me many different opportunities that have prepared me for this type of position. I have had the chance to serve as a Senator of the college of Behavioral and Health Sciences for the Student Government Association. By having this opportunity, I was able to not only serve the students of Austin Peay State University but was able to be involved in community events that served the community of Clarksville. My Senator position allowed me to attend events that allowed me to speak on behalf of the students of Austin Peay State University. This position has also allowed me to create legislation that plays a role in the students' experience at Austin Peay State University. Since my freshman year, I have been able to serve as a manager for our baseball team. This position has taught me the importance of both time management and organization skills. I have also learned the importance of always having good hospitality and being personable because you never know who you might meet. Both of these opportunities have helped me grow as a person and has allowed me to have progressive involvement at Austin Peay State University.

Student Trustee
Austin Peay State University

R. Dale McCarver, Adjunct Professor
Austin Peay State University
Clarksville, TN

RE: LAUREN WOOD

26 October 2020

Dear Selection Committee:

It was my pleasure to instruct Ms. Lauren Wood for three semesters of English. She impressed me from the very first day of class, and it was a joy to watch her skills and confidence steadily improve over the last two years.
She is a dedicated student. She demands much of herself. Earning a high grade is not good enough for Lauren. She pushes herself to be the best she can be.
Lauren came to APSU as a good writer, but today she is even better. She is a confident speaker. Her attendance in my class was excellent.
My interactions with her were always pleasant. She has a great sense of humor. Her laugh is infectious. Her stellar attitude would be welcomed in any group.
Lauren is very involved in campus activities, including APSU Student Government and as manager of the university baseball team. As a leasing consultant for Univesity Landing, Lauren has worked hard to make a positive impact on its residents.
Lauren has been a joy to know. She is an impressive young lady with a bright future. I do not hesitate to give her my highest recommendation.

R. Dale McCarver, Adjunct English Professor
mccarverr@apsu.edu
[redacted]
Austin Peay State University

Austin Peay State University
The Department of Psychological Science and Counseling

October 16, 2020

Re: Student Trustee

To Whom it May Concern:

I am writing to give Lauren Wood my highest recommendation for the position of student trustee on Austin Peay State University's Board of Trustees. I have known Lauren since Fall 2018 when she was assigned to me as a advisee. Since then, I also have had the pleasure of having her in my Research Methods course. At the time of this letter, Lauren has a 3.73 GPA at Austin Peay and continues to do well in all of her courses.

Lauren is a great student, but it doesn't just end there. She takes the initiatve to become involved both in the Austin Peay community and larger Clarksville community. Lauren has had many opportunities to grow as a leader, most recently, she became a senator for the College of Behavioral and Health Sciences through the Student Government Association. This is a prestigious position as she is able to serve both the students of Austin Peay State University and the greater community of Clarksville. She also is currently the baseball manager here at Austin Peay where she works with the coaches to help create a positive environment for the team. In addition to these two positions, in April of this year, Lauren became a leasing consultant for University Landing here in Clarksville where she works in a team capacity to maintain their property. One notable thing is that she has not let her grades suffer while working within both the Austin Peay and greater Clarksville communities.

I always enjoy meeting with Lauren during our advisee meetings because she always comes prepared with what courses she would like to take next to ensure she is getting the most out of her undergraduate career. Lauren is the type of person who believes in constant learning, bettering herself, and challenging herself. She is goal-oriented and thinks with the long-term in mind. She displays enthusiasm and interest in pursuing her academic career and helping the community. In summary, I believe that Lauren would be an ideal choice for the position of student trustee. With her dedication to her academics and the community, and her drive to do well in all aspects of her life, I firmly believe that Lauren will be a great fit with the Board of Trustees. If you need any additional information, please feel free to contact me.

Sincerely,

Emily Pica

Emily Pica, Ph.D.
Assistant Professor
(931) 221 – 7231
Picae@apsu.edu

Dear Student Trustee Search Committee:

I have the pleasure of writing this letter in support of Lauren Wood's application to become a Student Trustee on the Board for APSU. I have known Lauren for a little over a year, as a Professor at Austin Peay State University. Although I was not her advisor, we have discussed her plans for the future and I had advised her on how to get the most out of her undergraduate training.

I had taught Lauren in our PSYC 2010 Statistics course. As you can imagine, this is a difficult course that most students struggle, but Lauren excelled, completing all the assignments, even small 5-point home works that really do not affect one's grade. She also did well on the exams, which were all essay and application style questions. As you can see by her GPA, she works hard in all her classes to do well.

Lauren has been a wonderful student both in and out of class and shows the emotional maturity and professionalism needed to successfully serve on such a committee. She currently serves as Senator on SGA and is a Manager for our Baseball Team. I believe her other experiences gives her unique perspectives and skills that would be valued as a Student Trustee and I am confident that she will continue to work hard to represent all her fellow students, to make sure that all voices are heard.

In conclusion, Lauren Wood has been a great and enjoyable student who would make a wonderful addition to the Board for Austin Peay State University and shows great promise for a successful career in Psychology. I would eagerly accept her into my own research lab if given the opportunity.

If you feel that you need any additional information or have any questions, please do not hesitate to contact me.

Sincerely,

Brian J. Hock

Brian J. Hock, Jr.

Brian J. Hock, Ph.D.
Professor
Phone 931-221-1045
Fax 931-221-6267
E-mail hockb@apsu.edu

Austin Peay State University
Department of Psychological Science
223E Clement Hall
Clarksville, TN 37044-4537

Singleton, Gregory

From: no-reply@apsu.edu
Sent: Wednesday, October 14, 2020 2:16 PM
To: Singleton, Gregory
Subject: Student Trustee Application submission

fullname - Molly Howard

[redacted]

gpacumulativegpafromthesemesterm - 3.8032

numberofsemesterhourscompleted1 - 61 (90 if including transfer hours from high school)

majorminor - Nursing

apsustartdate - August 2018

anticipatedgraduationdate - May 2022

highschoolname - Woodridge High School

yearofgraduation - 2018

highschoolcityandstate - Peninsula, OH

highlightsofcampusandcommunityse - Student Athlete Advisory Committee - Fall 2019 to present - Co-Chair for Programming Committee
75+ hours of volunteering per semester at Child Learning Center
75+ (scholarship worker)
Athletic Mentoring Program - Mentor since Fall of 2020 Fellowship of Christian Athletes - Member since Fall 2018 Volunteered at Burt Elementary School Fall 2019 Member of APSU Women's Cross Country and Track and Field Programs - 2018 to present Student Nurses Association (SNA) - Spring 2020 to present - Member

branch - N/A

datesserved - N/A

rankatdischarge - N/A

typeofdischarge - N/A

ifotherthanhonorableexplain - N/A

areyouatennesseeresident1 - ['No']

doyouhaveajudicialrecordorcur1 - ['No']

ifyesexplain -

haveyoueverbeenconvictedofafe1 - ['No']

ifyesexplain1 -

asanapplicantforstudenttruste1 - ['Yes']

signature - Molly Howard

date - 10/14/2020

Molly Howard

[redacted]

[redacted]

Education	Austin Peay State University Clarksville, TN	August 2018-Present
	Associate of Science in Liberal Arts	May 2020
	Bachelors of Science in Nursing	
	NCAA Division I Athletic Scholarship – Track	
Leadership & Work Experience	**APSU Track & Cross Country Teams**	August 2018-Present
	Member & Representative	
	- Manage a full-time student course load with 20+ hours a week training and competition	
	- Serve as a leader throughout APSU and the Clarksville community as a representative of the University and Athletic Department	
	APSU Student-Athlete Advisory Committee (SAAC)	August 2019-Present
	Cross Country Representative & Programming Committee Co-Chair	
	- Advocate for concerns and interests of student-athletes at APSU	
	- Serve as a leader in planning and implementation of programming-related events and activities	
	- Represent the cross country team honestly and fairly	
	Athletics Mentoring Program (AMP)	August 2019-Present
	Peer Leader	
	- Provide insight and knowledge to freshman athletes that will aid in their transition to becoming a Division I student athlete	
	- Participate in monthly meetings every fall	
	- Facilitated conversation between freshmen and upperclassmen to voice potential concerns, fears, or worries related to their transition into life as a student-athlete	
	Riverfront Family YMCA	June 2020-August 2021
	Summer Camp Counselor	
	- Prepared and organized summer camp activities for children ages 7-10	
	- Facilitated learning through play for children during their summer camp experience	
	APSU Child Learning Center	August 2018-December 2021
	Scholarship Worker/Volunteer (75 Hours/Semester)	
	- Aid preschool teachers throughout the workday by performing housekeeping duties, planning activities, and maintaining an optimal learning environment for preschool-aged children	
Community Involvement	APSU First Friday, *Volunteer*	August 2019-Present
	Face Mask 3-D Printing, *Volunteer*	August 2020
	AP Day School of Nursing, *Volunteer*	November 2020
	Burt Elementary School, *Volunteer*	August 2020-December 2020
	G.H.O.S.T, *Volunteer*	October 2018-October 2020
Honors	OVC Academic Medal of Honor	August 2018-May 2019
	Provost Scholarships	August 2018
	Dean's List	August 2020-December 2020
		August 2019-December 2019
		January 2019-May 2019
		August 2018-December 2018
Summary of Skills	Advanced interpersonal and team-oriented skills	
	Outstanding leadership skills	
	Strong oral and written communication	
	Excellent time-management skills	
	Resiliency in high-stress situations	
	Certified CPR/BLS Provider	

Austin Peay
State University

Department of Allied Health Sciences

October 28, 2020

To Whom It May Concern.

A LETTER OF RECOMMENDATION FOR MS. MOLLY HOWARD.

I am writing this letter at the request of Molly Howard who took my Fundamentals of Hematology course (MTEC 3910) during the fall of 2019. Molly is one of those students any professor would like to have in class. She actively participated in class discussions and took the initiative to attend my office hours for additional questions. She performed brilliantly in the lecture and laboratory sections of the course even though this course was not required in her nursing major. Molly is very proactive and craves to explore other academic areas with a mindset of self-development. For example, on the first day of class, during class introductions, Molly explained that she was taking hematology to be better prepared for the nursing program. I can confidently remark that she was the first student I have had in class to pursue the nursing program, which is impressive considering that most students would take relatively easier or non-laboratory courses as electives.

In addition to her excellent performance, Molly is also a member of the Cross Country and Track and Field teams here at Austin Peay. I would infer that she is great at time management and have great organizational skills to juggle classes and her sporting obligations. She would always inform me when there was going to be a conflict between my course and her athletic events. She made sure that assignments were submitted on time and that exams were completed as soon as possible upon her return from her athletic trips. It is no surprise that Molly is a recipient of multiple scholarships: including, presidential, provosts and athletics. She has been on the Dean's list every semester since coming to Austin Peay State University.

Molly is also active in the community and on campus. She volunteers and participates in a variety of community service opportunities throughout the year. She serves as the Cross Country representative on the Student Athlete Advisory Committee (SAAC) as well as the program co-chair of SAAC. She extended her leadership abilities to serve as a peer leader for the Athletic Mentoring Program. Molly has many remarkable attributes: great communication skills, outstanding interpersonal qualities and admirable time-management abilities.

I know that Molly embodies excellent attributes that she needs to be a spectacular Student Trustee.
I will be enthusiastic to answer any questions that you may have. Please do not hesitate to contact me at 931-221-6498 or Jatore@apsu.edu.

Sincerely,

Eleanor Jator, Ph.D., MT(ASCP)CM
Professor
Allied Health Sciences Department
Medical Laboratory Science and Phlebotomy Programs Coordinator
Austin Peay State University

11/1/2020

To Whom It May Concern:

I would like to give my highest recommendation to Molly Howard for a student position on the board of Trustees. I have known Molly for the past three years as a student and as an athlete at Austin Peay State University. Molly is a hardworking, knowledgeable, honest, and a trustworthy individual whom I would not hesitate to recommend for this opportunity.

As a student, Molly is very bright and extremely hard working. She has the ability to work well within a group setting as well as on her own with minimal supervision. If she sets a goal, she'll accomplish it. She has a strong will to learn and has overcome numerous obstacles to reach this point in her life. Undoubtedly, her greatest strength is her persistence. She has the cognitive ability above her peers, yet has the ability to work with and communicate effectively as to motivate those around her to greater success.

Molly always contributes to making the team, her class, and herself the best that each can be. She has the ability to motivate others around her to be better with a drive and motivation that is second to none. As an athlete, she always gives her all in every practice and competition. And now, as a potential candidate for this opportunity, I know she will be dedicated, knowledgeable and capable of making a difference. I am sure she would be an outstanding asset.

In conclusion, I would highly recommend Molly for this position. If you have any questions or comments, please do not hesitate to get in touch with me. Thank you for your time and consideration in this matter.

Sincerely,

Valerie Brown
Head Coach
Track & Field and Cross Country
Austin Peay State University
(931) 221-7211
brownv@apsu.edu

AUSTIN PEAY
GOVERNORS

October 20, 2020

Dean Singleton:

I am very pleased to recommend Molly Howard for the Student Trustee position at Austin Peay State University (APSU) and write this letter on her behalf. I have known Molly for the past two and a half years through my role as Assistant Athletics Director for Academics and specifically the Women's Track and Field advisor at APSU. Molly has been a standout among my students showing great maturity and intellectual ability from the day she arrived on campus.

Molly is a true leader and models the behavior we want from our students at APSU. She has maintained a very high GPA in the competitive APSU Nursing program while playing an integral part as team captain on the track and cross-country team. She serves as Co-Chair of Programming for the Student-Athlete Advisory Committee (SAAC) where she plans and executes campus wide events. In addition to SAAC, she serves as a Peer Leader for our Athletic Mentoring Program where she coordinates and facilitates meetings with a group of freshmen students to assist with their transition to APSU. Also, Molly is a member of the Student Nurses Association and Fellowship of Christian Athletes.

She makes an impact in the community as well because she volunteers every free minute she has and encourages her teammates to give back as well. She has volunteered at the Child Learning Center, Burt Elementary and various other community outreach events across Clarksville. I have been advising and mentoring student-athletes for over 15 years and can honestly say Molly is one of the most impressive I have had the pleasure of working with.

I could continue on with more glowing accounts of Molly, but will instead simply say that I really do think the world of her and respect her greatly. I would without any reservation recommend her for the Student Trustee position at APSU. Please do not hesitate to contact me if you need further information.

Sincerely,

Katie Ethridge

Katie Ethridge
ethridgem@apsu.edu
931-221-7605

Molly Howard Responses

Why are you interested in applying for the Student trustee position?

I am interested in applying for the Student Trustee position at Austin Peay State University because I want to be part of something positive that is far bigger than myself. I have always loved being part of team, serving my community, and advocating for the people that I care about. With that being said, I think this would be a great position for me not only to do those things, but also to gain a more vast knowledge of the inner workings of our university, build valuable relationships with others on the Board, and share my experiences as a student-athlete to promote positive growth throughout Austin Peay and our surrounding community.

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

This university has prepared me for this position more than I ever could have imagined. Even from the very beginning of my time here at Austin Peay, I have been challenged to step out of my comfort zone and do things that were oftentimes difficult to do. I am originally from Northeast Ohio and had lived there my entire life up until moving to Tennessee for college. Moving 8 hours away from my home, my family, and my friends to a place where I knew literally no one was terrifying. However, the minute I stepped foot on this campus it felt like home. My new teammates instantly became my family, the faculty and staff genuinely cared, and I never once felt like just a number. I had never lived in a place so highly populated by members (and families of) the military and instantly fell in love with the "military town" aspect of Clarksville as well. My faith was rediscovered upon moving here too, which has had a huge impact on me in all aspects of my life.

As stated in the previous question, some of the main reasons I am interested in this position are that I can be part of something bigger than myself, be an advocate for others, and serve the community. Austin Peay has already prepared me to do these things through my experiences as a nursing student and student athlete. As nursing students, we are taught that advocating for our patients is a top priority in quality care. The experiences that I've had throughout my classes and clinicals have taught me the communication skills that I need to advocate for those who may not be able to do so themselves, which is exactly what I hope to do while serving on the Board of Trustees. Austin Peay Athletics has also prepared me to be a successful advocate by providing me the opportunity to serve on the Student Athlete Advisory Committee (SAAC): a committee that allows myself and one other member of my team to have direct access to athletics administration in order to advocate for our team(s) both on and off the track. This committee is also highly involved on campus and has given me the opportunity to practice and utilize my leadership and teamwork skills in other ways as well.

As far as community service goes, I have had nothing short of hundreds of opportunities to serve the Clarksville community. I have participated in everything from dressing up for G.H.O.S.T, spray-painting hair at fall festivals, working high school cross country meets, volunteering at the Child Learning Center, helping out in the classroom at Burt Elementary School, and dressing up as an elf at basketball games. These experiences showed me just how special this community is and how amazingly diverse we all are. As a leader on my cross country and track teams, I have also been able to get my teammates involved and together we really do make a difference in the lives of others, which is a truly inspiring thing to see.

To conclude, the experiences that I have had here at Austin Peay have been crucial in preparing me to be an advocate, a leader, and a great team member on this Board. I hope to be able to use the skills that I've gained while at Austin Peay to step into the role as Student Trustee and utilize them to an even higher degree. This university has given me so much, and I would love the opportunity to start giving back.

Singleton, Gregory

From: no-reply@apsu.edu
Sent: Thursday, September 24, 2020 6:23 PM
To: Singleton, Gregory
Subject: Student Trustee Application submission

fullname - Mallory Reese Fundora

[redacted]

gpacumulativegpafromthesemesterm - 3.37

numberofsemesterhourscompleted1 - 71

majorminor - Social Work/Psychology minor

apsustartdate - August 2018

anticipatedgraduationdate - May 2022

highschoolname - Rossview High School

yearofgraduation - 2018

highschoolcityandstate - Clarksville, TN

highlightsofcampusandcommunityse - Project Yesu: Founder/CEO 2011-Current Alpha Delta Pi - Eta Gamma: Executive Vice President 2018-2019, General member 2018-Current Pres

branch -

datesserved -

rankatdischarge -

typeofdischarge -

ifotherthanhonorableexplain -

areyouatennesseeresident1 - ['Yes']

doyouhaveajudicialrecordorcur1 - ['No']

ifyesexplain -

haveyoueverbeenconvictedofafe1 - ['No']

ifyesexplain1 -

asanapplicantforstudenttruste1 - ['Yes']

signature - Mallory Fundora

date - 09/24/20

Mallory R. Fundora

Austin Peay State University

Leadership Positions

Founder, Project Yesu: 2011 - Present

Project Yesu is a non-profit organization (501(c)3) working in Uganda, Africa. As founder, I plan and hold fundraisers, speak at events, manage daily operations, monitor staff and plan vision and goals.

2018-2020: President's Emerging Leaders Program at Austin Peay

2019: Student Organizer of the first Honor's Formal at Austin Peay

2016-2018: Founder & President of Sign Language Club at Rossview High School

March 2018: Student Organizer for March For Our Lives in Clarksville, TN

2017-2018: Youth Leadership Clarksville Program

2016- 2018: Youth Group Leader at Grace Community Church

2018-2019: Executive Vice President of the Eta Gamma chapter of Alpha Delta Pi

Campus/Sorority Awards

President's Emerging Leader Scholarship

Outstanding New Member- Sorority and Fraternity Affairs

Clarksville Entrepreneurship Center Scholarship

Other Awards

2013 - awarded the first-ever Bammy award for student initiative by the Academy of Education Arts and Science

2013 - presented with a Senate Proclamation by the State of Tennessee

2014 - presented with a House Joint Proclamation on the floor of the Tennessee House of Representatives

2015 - awarded the Presidential Volunteer Service Award Bronze Level

2015 - awarded the Tennessee Governor's Volunteer Stars Award

2016 - awarded the Presidential Volunteer Service Award Silver Level

2016 - awarded the first-ever Love Amplified Award by the Gospel Music Association

2017 - awarded the Prudential Community Spirit Award

2017 - awarded the Presidential Volunteer Service Award Gold Level

2017 - Gloria Barron Award Honoree

Mallory Fundora

Student Trustee Application

1. Why are you interested in applying for the Student Trustee position?

Throughout my years at Austin Peay, I have found so many blessings and copious amounts of support. I have had professors, administrations, peers and other members of the Gov family come alongside me to support my journey through college. When I was first exploring my options after graduating high school, I did not see post-secondary education as a necessary step to continue onto my career. I was bound and determined to be a long-term missionary in Uganda. Since a degree is not required to pursue this career choice, I was convinced my journey would lead me to living in Uganda full time when I was 18 years-old. I began to realize that I had to ensure I was giving my best and most equipped self to the communities I planned on serving. The only way to ensure this was to continue my education, even if I was longing to get on a plane and move thousands of miles away. I wanted to share this experience to paint a picture of my lack of enthusiasm as I began my journey here at Austin Peay. I started my nonprofit organization when I was 11 years-old, so I went through 3 levels of schooling with little to no support from the institutions I was attending. I was under the impression that my college life would be the same. As soon as I set foot on campus, I was poured into and shown what it was like to have my work appreciated and supported. Through Greek life, classroom experiences and even being featured on Austin Peay's social media account many times for my work, I realized how valued I am. I became proud of myself and the work I had been accomplishing over the last 9 years. Austin Peay has added so much to my personal growth. My goal through this position is to give back to the institution that gave me a sense of accomplishment and confidence. I want to be able to advocate for my fellow students to ensure that all students have the same amazing experience that I have had.

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

Another gift that my years here at Austin Peay have given me is highlighting and strengthening my ability to lead. One of the most influential experiences that I have had in college was when I was elected as Executive Vice President of my sorority as a Freshman. I would have never known my ability to lead at that capacity if it would not have been for my sisters believing in me. The journey was difficult at first, but I learned many lessons on how to lead my peers. As founder and CEO of a nonprofit organization, I have led those much younger than I through my outreach programs and have led those older than I as my board of directors was formed. Through this position in Alpha Delta Pi, I was responsible for leading and moderating meetings of my peers. I was also responsible for advocating for what my sisters wanted/needed from the chapter, along with many other duties. Another incredibly influential experience I have had at Austin Peay was planning and executing the first-ever honors formal. A couple friends of mine and I had the idea that honors students deserved to have a night to celebrate their successes. The three of us had to put our minds together, work tirelessly and build this formal from the ground up. It

was an amazing experience to strengthen my leadership, while giving back to a program that gave to me. I have always strived to get more involved with campus life and I cannot wait to see what this next season of my life here at Austin Peay holds for me.

Austin Peay State University
Department of Social Work

October 14, 2020

To Whom It May Concern:

Please accept this letter of recommendation in support of Mallory Fundora's Austin Peay State (APSU) University Student Trustee Application. As an Assistant Professor of Social Work at APSU, I have gotten to know Mallory through her active involvement in the Department of Social Work as she pursues her BSW. Through this involvement, which is described in more detail below, Mallory has demonstrated leadership skills that lead me to have confidence that she would be a strong student member of the University's Board of Trustees.

Specifically, Mallory has demonstrated strong leadership through her involvement in the Department of Social Work leadership opportunities, including her participation in the Student Advisory Committee (SAC). The SAC provides an opportunity for social work students to communicate with Departmental faculty to represent the voice of the student body. Thus, Mallory has had the opportunity to engage in collaborative work pertaining to the enhance of programs and services that I believe have prepared her for involvement in the University's Board of Trustees.

Most impressively, Mallory has also demonstrated exceptional leadership through creation and maintenance of her international community organization, Project Yesu. Project Yesu consists of several programs that provide support to children in Africa, including the Child Sponsorship Program that supports education for children in the village of Musima, and the Acholi Quarter Feeding Program that provides food to children in Uganda. Through this work, Mallory has demonstrated tremendous leadership skills (such as establishing an international community organization, managing provision of social services abroad, etc.) while an undergraduate.

In conclusion, I strongly recommend Mallory to serve as a student member of the University Board of Trustees. I believe that Mallory would be a valuable asset to this committee by providing feedback from a student perspective that will help Austin Peay continue to grow as a strong educational institution.

Sincerely,

Porter Jennings-McGarity

Dr. Porter Jennings-McGarity, PhD, LCSW
Assistant Professor of Social Work
Austin Peay State University
jenningsmcgarityp@apsu.edu

Austin Peay State University
Department of Social Work

October 27, 2020

Dean Gregory Singleton:

I am writing this letter to recommend Ms. Mallory Fundora for the Student Trustee position. Ms. Fundora demonstrates a great work ethic and engagement skills. I was her instructor for the following courses: Values, Ethics, and Diversity (Spring 2020) and Child Welfare I (Fall 2020) during her undergraduate studies.

Ms. Fundora was always on time and prepared for her classes. I can state that she has great leadership qualities, interacts well with others, and reliable in getting her assignments completed by the deadlines given. Ms. Fundora was able to was appropriate when addressing matters/topics in class. She was also willing to explore other avenues of information that was presented in class. Ms. Fundora was always in communication with this professor about her education and ensuring she was on task to be successful in her endeavors. Ms. Fundora strives to be the best student and the top of her class. I believe she will do extremely well in your program. If I can assist you an anyway please do not hesitate to let me know. I can be reached at 931-221-7717.

Sincerely,

Dr. Notashia Crenshaw-Williams

P.O. Box 4656 • Clarksville, TN 37044 • p: 931-221-7730 • f: 931-221-6440

Austin Peay State University

BOARD OF TRUSTEES

Audit Committee		
3.18.21	1:30 p.m.	317 College Street Clarksville, TN 37040

Meeting Type	Audit Committee Meeting
Note Taker	Beth Chancellor
Attendees	

	Present (Y/N)
Ms. Katherine Cannata, Chair	Y
Mr. Billy Atkins	Y
General Gary Luck	Y (Electronic)
Ms. Keri McInnis	Y
Mr. Mike O'Malley, ex-officio	Y
Dr. Michael Licari, President	Y
Ms. Dannelle Whiteside, Vice President for Legal Affairs	Y
Dr. McCartney Johnson, Secretary to the Board	Y

Call to Order

Discussion	

Trustee Cannata called the meeting to order at 3:15 p.m.

Roll Call/Declaration of a Quorum

Discussion	

Trustee Atkins, Trustee Cannata, and Trustee McInnis were physically present. Trustee Luck participated by teleconference. As she called the roll, Dr. McCartney Johnson asked the trustee participating by teleconference if he could hear clearly and if he could identify any persons present in the room with him. Trustee Luck stated that he could hear clearly and he was alone.

Conclusions	

Trustee Cannata stated there was a quorum.

Action Item A - Consideration of the Fiscal Year 2021 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. The Audit Committee approved the fiscal year 2021 Internal Audit Plan on September 17, 2020. During the year, changes in audit priorities may result in alterations to the plan. The International Standards for the Professional Practice of Internal Auditing, issued by the Institute of Internal Auditors (IIA) requires the audit plan, and any significant changes to the plan, be approved by the Audit Committee.

Clements also mentioned an error in the board materials. The board materials said the planned audit of CARES Act was removed because the area was audited by the state's comptroller office in their annual financial statement audit and it should have said it was removed because the area is subject to be audited by the state's comptroller office in their annual financial statement audit.

Conclusions

Trustee McInnis moved to approve the fiscal year 2021 Revised Audit Plan. The motion was seconded by Trustee Atkins. A roll call vote was taken and carried unanimously with four trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Gary Luck:	Yes
Keri McInnis:	Yes

Yes: 4, No: 0

Information Item A - Review of Internal Audit Related Charters and Policies

Discussion

Trustee Cannata recognized Blayne Clements for a report. Clements explained the Audit Committee is required to periodically review the following charters and policies:

- 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)

Clements explained he had reviewed the charters and policies and had no suggested revisions.	
Conclusions	
This was an information item and required no action.	
Information Item B - Internal Audit Reports released between November 10, 2020, and February 22, 2021, and List of Outstanding Recommendations	
Discussion	
Trustee Cannata recognized Blayne Clements for a report. Clements discussed the two audits completed between November 10, 2020, and February 22, 2021. The Review of Procurement Card Activity in the Student Life and Engagement Area was released on January 8, 2021. The Social Media Review was released on February 12, 2021. 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 2020	
Discussion	
Trustee Cannata recognized Aaron Jewel to present the results of the recent annual financial and compliance audit of the university.	
Conclusions	
This was an information item and required no action.	
Adjourn Public Portion of the Meeting	
Discussion	
Trustee Atkins moved to adjourn the public portion of the Audit Committee meeting. The motion was seconded by Trustee McInnis. A voice vote was taken and carried unanimously with four trustees voting yes. The meeting adjourned at 3:33 p.m.	

Austin Peay State University

BOARD OF TRUSTEES

Audit Committee - Executive Session		
3.18.21	1:30 p.m.	317 College Street Clarksville, TN 37040

Meeting Type	Audit Committee Meeting - Executive Session
Note Taker	Beth Chancellor
Attendees	

	Present (Y/N)
Ms. Katherine Cannata, Chair	Y
Mr. Billy Atkins	Y
General Gary Luck	Y (Electronic)
Ms. Keri McInnis	Y
Mr. Mike O'Malley, ex-officio	Y
Dr. Michael Licari, President	Y
Ms. Dannelle Whiteside, Vice President for Legal Affairs	Y
Dr. McCartney Johnson, Secretary to the Board	Y

Executive Session

Discussion

Trustee Cannata called the confidential, nonpublic executive session to order at 3:36 p.m. Trustee Cannata recognized Blayne Clements for a report and reminded the attendees that everything discussed is to be considered confidential and not shared outside the session.

Clements discussed one open investigation.

Adjourn

Discussion

Trustee McInnis moved to adjourn the meeting. The motion was seconded by Trustee Luck. A voice vote was taken and carried unanimously with four trustees voting yes. The meeting adjourned at 4:04 p.m.

Austin Peay State University

BOARD OF TRUSTEES

Business and Finance Committee Meeting		
3.18.21	1:30 p.m.	317 College Street Clarksville, TN 37040

Meeting Type	Business and Finance Committee
Note Taker	Hannah Allen
Attendees	

	Present (Y/N)
Mr. Billy Atkins	Y
Ms. Katherine Cannata	Y
Mr. Don Jenkins	Y
Ms. Keri McInnis	Y
Mr. Mike O'Malley (ex-officio)	Y
Mr. Mitch Robinson (ex-officio)	Y
Dr. Michael Licari, President	Y
Ms. Dannelle Whiteside, Vice President for Legal Affairs	Y
Dr. McCartney Johnson, Secretary to the Board	Y

Call to Order

Discussion	

Trustee Atkins called the meeting to order at 2:14 pm.

Roll Call/Declaration of a Quorum

Discussion	

Dr. McCartney Johnson, Secretary to the Board, called the roll.

Conclusions	

Trustee Atkins determined there was a quorum.

Action Item A – Consideration of Non-Mandatory Fees for the 2021-2022 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 2021-2022 academic year. Mr. Robinson discussed three proposed non-mandatory fees for Music, Theatre/Dance, and Speech-Language Pathology and he discussed the University's process for submitting and reviewing fee requests.

A general discussion followed regarding APSU's non-mandatory fees compared to other public institutions.

Conclusions

Trustee Jenkins moved to approve the non-mandatory fees for the 2021-2022 academic year. The motion was seconded by Trustee Cannata. A roll call vote was taken and carried unanimously with four trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Keri McInnis	Yes

Yes: 4, No: 0

Action Item B – Consideration of Housing Rates for the 2021-2022 Academic Year

Discussion

Trustee Atkins recognized Mr. Robinson to present information regarding the housing rates for the 2021-2022 academic year. Mr. Robinson stated that the University administration and the budget advisory task force had reviewed and supported the increase in the housing rates.

A general discussion followed regarding the rates for the newer and older apartments at Emerald Hill.

Conclusions

Trustee Cannata moved to approve the housing rates for the 2021-2022 academic year. The motion was seconded by Trustee Jenkins. A roll call vote was taken and carried unanimously with four trustees voting yes.

Billy Atkins:	Yes

Katherine Cannata:	Yes
Don Jenkins:	Yes
Keri McInnis	Yes

Yes: 4, No: 0

Action Item C – Consideration of Revisions to Policy 1:022 Budget Principles and Control

Discussion	

Trustee Atkins recognized Mr. Robinson to present information regarding revisions to policy 1:022 Budget Principles and Control. Mr. Robinson stated that the policy had been revised for conciseness and to include a section regarding the University's operating reserves.

A general discussion followed regarding the federal stimulus funds for the University through HEERF, HEERF II, and the estimated HEERF III funds.

Conclusions	

Trustee McInnis moved to approve the revisions to policy 1:022 Budget Principles and Control. The motion was seconded by Trustee Jenkins. A roll call vote was taken and carried unanimously with four trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Don Jenkins:	Yes
Keri McInnis	Yes

Yes: 4, No: 0

Information Item A – Review Budget Status Update

Discussion	

Trustee Atkins recognized Mr. Robinson, who then recognized Ms. Sonja Stewart, Executive Director of Budget and Financial Planning, to present information regarding an update on the 2020-2021 budget. Ms. Stewart presented information on the decreases in revenue and the increases in expenses. She discussed institutional funding from the federal stimulus package through the Higher Education Emergency Relief Fund (HEERF II).

Conclusions	

This was an information item and required no action.

Review Governor's Budget Recommendation

Discussion	
Trustee Atkins recognized Mr. Robinson to present information regarding the Governor's Budget Recommendation. The governor recommended a total increase of $6,954,400. Mr. Robinson highlighted that the recommendation maintained the $1,677,800 in formula funding originally recommended by THEC. A general discussion followed regarding the University salary pool and the THEC funding formula and outcomes formula increases.	
Conclusions	
This was an information item and required no action.	
Review Fiscal Year 2019-2020 Financial Report	
Discussion	
Trustee Atkins recognized Mr. Robinson to present information regarding the Fiscal Year 2019-2020 Financial Report. Mr. Robinson recognized Associate Vice President, Benjie Harmon, who provided an overview of the University's financial report for fiscal year 2019-2020 and discussed the differences of the total assets and total liabilities from the previous year. Mr. Harmon 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 1.22. A general discussion followed on the CFI, enrollment, and reserves. Mr. Robinson discussed the new budget forecasting software the University has acquired, with implementation to begin the week of March 22.	
Conclusions	
This was an information item and required no action.	
Adjourn	
Conclusions	
Trustee Atkins moved to adjourn the meeting. The motion was seconded by Trustee McInnis. A voice vote was taken and carried unanimously with four trustees voting yes. The meeting adjourned at 3:02 p.m.	

Proposed Non-Mandatory Fees

Fee Proposed	Current Per Credit Hour Rate	Proposed Per Credit Hour Rate
Music	$0	$15 per credit hour
Theatre/Dance	$0	$25 per credit hour
Speech-Language Pathology (Graduate)	$0	$150 per semester

Austin Peay State University

BOARD OF TRUSTEES

Executive Committee Meeting		
3.18.21	1:30 p.m.	317 College Street, Clarksville, TN 37040

Meeting Type	Executive Committee
Note Taker	McCartney Johnson

Attendees

	Present (Y/N)
Mr. Billy Atkins	Y
Ms. Katherine Cannata	Y
Mr. Mike O'Malley	Y
Dr. Mike Licari, President	Y
Ms. Dannelle Whiteside, Vice President for Legal Affairs	Y
Dr. McCartney Johnson, Secretary to the Board	Y

Call to Order

Discussion

Trustee O'Malley called the meeting to order at 3:05 p.m.

Roll Call/Declaration of a Quorum

Discussion

Dr. McCartney Johnson, Secretary to the Board, called the roll.

Conclusions

Trustee O'Malley determined there was a quorum.

Action Item A - Consideration of the Institutional Mission Profile Statement

Discussion

Trustee O'Malley recognized Dr. Maria Cronley, Provost and Senior Vice President for Academic Affairs, who provided information on Austin Peay's mission profile statement. She 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 the Institutional mission profile statement. The motion was seconded by Trustee Cannata. A roll call vote was taken and carried unanimously with three 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. A voice vote was taken and carried unanimously with three trustees voting yes. The meeting adjourned at 3:10 p.m.

Austin Peay State University

BOARD OF TRUSTEES

Austin Peay State University

Contracts total value over $50,000 Approved from November 1 2020 through February 1 2021

Contractor	Description of Contract	Department	Yearly Amount	Start Date	End Date	Competitive	Note
Allitix Inc	Implementation services for financial modeling software	Budgets and Financial Planning	$67,960.00	1/28/2021	1/27/2022	Yes	
Anaplan Inc	Financial planning modeling software	Budgets and Financial Planning	$32,034.00	1/28/2021	1/27/2026	Yes	
City of Clarksville - Clarksville Department of Electricity	Provision of campus cable	Office of Information Technology	$10,500.00	11/11/2020	11/10/2023	Yes	Option to renew for two more years in one year increments but not to exceed a total contract term of five years.

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Austin Peay State University

BOARD OF TRUSTEES

Austin Peay State University

Summary of State Building Commissions Actions

November 1 2020 through February 1 2021

Date	SBC/Transaction Number	Project	Value	SBC Action
11/12/2020	373/003-02-2019	Military Family Resource Center	$1,211.88	Change Order
12/10/2020	373/003-02-2019	Military Family Resource Center	($20,270.64)	Cost Efficiencies (approved change order for credit)
12/10/2020	373/003-07-2020	Downey Softball & Baseball Renovations	$177,000.00	Approved project utilizing Campus Procurement for the work

Summary of Executive Sub-Committee Actions

Date	SBC/Transaction Number	Project	Value	SBC Action
1/25/2021	373/000-01-2018	Structural Engineer Consultant		Approved Ross Bryan Associates, Inc

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AUSTIN PEAY STATE UNIVERSITY

NOTICE OF ELECTION

AND

AGREEMENT OF EMPLOYMENT

Dr. Michael Licari
Austin Peay State University

This will confirm your election by the Austin Peay State University Board of Trustees on December 21, 2020, as President of Austin Peay State University. Your employment is subject to terms and conditions as follows:

- This election is made subject to the laws of the State of Tennessee and the bylaws and requirements of the Austin Peay State University Board of Trustees.

- Your appointment date is to begin in the late winter/early spring 2021.

- For service as President, your initial annual salary will be $345,000 and you will be eligible for standard State of Tennessee and APSU employee benefits and allowances as well as any future Board approved compensation adjustments. Austin Peay State University will pay for relocation expenses in accordance with applicable Board policies.

- As President, you will be provided a residence, the public area of which is furnished at no expense to you. Utilities and maintenance area also provided. It is expected that the president will utilize the residence for the benefit of the University.

- You will also receive a discretionary allowance of $5,000 annually which may be left with the University for special types of expenditures that will be allocated to you on a monthly basis. You will also be given $8,400 annually to be used as a vehicle allowance.

- Additional terms of the agreement will be negotiated in good faith and will be agreed upon in the next 60 days and included as an addendum to this agreement.

You must signify your acceptance of this appointment under the terms and conditions herein by signing each copy of this agreement and returning them to the Secretary of the Board.

DocuSigned by:

Michael J Licari

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Michael Licari

12/21/2020 | 9:30 PM CST

Date

DocuSigned by:

Mike O'Malley

8A0DE7647AA04EA...

Mike O'Malley
Chairman of APSU Board of Trustees

12/21/2020 | 6:28 PM CST

Date

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AUSTIN PEAY STATE UNIVERSITY

NOTICE OF ELECTION

AND

AGREEMENT OF EMPLOYMENT

ADDENDUM I

Dr. Michael Licari
Austin Peay State University

Pursuant to your election by the Austin Peay State University Board of Trustees as President of Austin Peay State University and your Notice of Election and Agreement of Employment dated December 21, 2020, your employment is subject to terms and conditions as outlined in the Agreement of Employment signed on December 21, 2020 and the additional terms and conditions as contained on this Addendum 1 as follow:

- Your appointment date is to begin on March 1, 2021.
- Tenure upon appointment will be granted pending approval by the Austin Peay State University Board of Trustees on March 19, 2021.

By signing below, you signify your acceptance of this appointment with the inclusion of the terms and conditions contained in this addendum and agree to return the signed addendum for inclusion with your Agreement of Employment to the Secretary of the Board.

DocuSigned by:
Michael J Licari
BC6B800BFCD84BB...

Michael Licari

1/5/2021 | 11:32 AM CST
Date

DocuSigned by:
Mike O'Malley
8A0DE7647AA04EA...

Mike O'Malley
Chairman of APSU Board of Trustees

1/4/2021 | 4:31 PM CST
Date