



BOARD MEETING

Austin Peay State University

317 College Street

Clarksville, TN 37040

March 17, 2023

10:15 a.m. or at the conclusion of the Audit Committee Executive meeting,
whichever is later

Zoom link:

<https://apsu.zoom.us/j/82706697259>

Call to Order

Roll Call/Declaration of a Quorum

Adoption of Agenda

A.Consent Agenda

i.Consideration of Policy 1:010 Appeals and Appearances Before the Board

ii.Consideration of Policy 1:001 Conflict of Interest

Approval of Minutes

Campus Spotlight

Action Items

A.Academic Affairs Committee Report and Recommendations

i.Consideration of Tenure Appointments

EXPERIENCE AUSTIN PEAY
2022-2027 STRATEGIC PLAN



- ii.Approval to Form a University College

- B.Audit Committee Report and Recommendations

- C.Business and Finance Committee Report and Recommendations

- i.Harvill Food Venue Renovation Budget Increase

- ii.Parking Rates for Community Members

- iii.Consideration of Non-Mandatory Fees for the 2023-2024 Academic Year

- iv.Consideration of Housing Rates for the 2023-2024 Academic Year

- D.Executive Committee Report and Recommendations

- i.Election of Board Chair

- ii.Election of Board Vice-Chair

- E.Student Affairs Committee Report and Recommendations

- i.Review and Approve Nomination for Student Trustee

- F.Other Business

- i.Board Meeting Dates for 2024

Information Items

- A.President's Report

- B.President's Interim Items

- i.Review of Contracts and Agreements

- ii.Review of State Building Commission Actions

Adjourn

**Austin Peay State
University**

Appeals and Appearances Before the Board

POLICIES

Issued: ~~December 3, 2021~~ [March 17, 2023](#)

Responsible Official: Vice President for Legal Affairs &
Organizational Strategy

Responsible Office: Office of Legal Affairs

Policy Statement

It is the policy of Austin Peay State University to allow a student or employee to appeal certain decisions of the president to the Board of Trustees ("Board").

Purpose

The purpose of this policy is to set the conditions and procedures for appeals to the Board and for appearances before the Board.

Procedures

General

- A. A student or employee of Austin Peay State University may appeal certain matters subsequent to a final adverse decision of the president to the Board. Any available University complaint and/or appeal procedure must be exhausted prior to consideration by the Board.
- B. Termination of tenured faculty may be appealed to the Board but only after completion of any process set out in relevant APSU policy, including Policy 1:025 Academic Tenure and/or Policy 2:043 Termination of Faculty Members for Adequate Cause.
- C. Negative recommendations for tenure may be appealed to the Board but only after completion of any process set out in relevant APSU policy, including Policy 1:025 Academic Tenure.
- D. Decisions resulting from hearings held pursuant to the TN Uniform Administrative Procedures Act (UAPA), as outlined in APSU Policy 1:007, are not appealable to the

Board.

- E. Appeals to the Board shall be limited to alleged violations of state or federal law or university policy where the complainant has not filed a federal/state administrative appeal or lawsuit in state or federal court.
- F. If, at any time during the pendency of the appeal, a lawsuit or administrative action, based on the same subject matter as the appeal, is filed, the appeal will be dismissed without further action.
- G. Matters not appealable to the Board, absent an allegation of violation of federal or state law, shall include, but not be limited to:
 - 1. Termination of executive, administrative, professional, clerical and support employees during or at the end of the initial probationary period or pursuant to the terms of the contract of employment;
 - 2. Non-renewal of a tenure-track faculty appointment during the first five years of the probationary period;
 - 3. Denial of early tenure unaccompanied by notice of termination in the fifth year of the probationary period;
 - 4. Non-renewal of a temporary faculty appointment;
 - 5. Faculty promotions;
 - 6. Salary determinations;
 - 7. Student academic matters, e.g. grade appeals, failure to meet retention policies, etc.;
 - 8. Performance evaluations of faculty and staff; and
 - 9. Residency classification of student for tuition and fee purposes.
- H. Complaints from students or prospective students regarding accreditation or violation of state or federal laws may be submitted to the President's office for appropriate review and action, as required by 34 C.F.R. 600.9(a)1.

Appeals to the Board

- A. Petition to Appeal
 - 1. A student or employee who is dissatisfied with the decision of the President may petition the Board of Trustees for permission to appeal the decision if the matter is appealable as specified in this policy.

2. The petition must be submitted in writing to the Secretary of the Board within 20 calendar days following the President's written decision.
3. The petition for appeal must present:
 - a. The decision being appealed, the law and/or policy alleged to have been violated, and the redress desired;
 - b. A brief statement of the facts relevant to the issues to be reviewed, with appropriate reference to where such can be found in the record;
 - c. A statement of applicable law/policy
 - d. A brief argument; and
 - e. Citations of any applicable authorities, (such as policies, statutes, and cases.)
4. The petition for appeal must be limited to ten (10) pages, typed, 12-point font or larger, doubled spaced, and on 8 ½ X 11" paper.
5. The appropriate standing committee of the Board shall review the decision of the President on the basis of the record submitted to the Board, with any new evidence which for good cause shown was not previously considered, and determine whether the petition to appeal will be granted.
6. The Board committee, in determining whether to grant the petition to appeal, may consider factors including but not limited to the following:
 - a. Whether policy or procedures have been followed;
 - b. Whether or not there is material evidence to substantiate the decision appealed from; and/or
 - c. Whether or not there has been a material error in application of the law which prima facie results in substantial injustice.

B. Hearing the Appeal

1. If the petition to appeal is granted by the Board committee, the Board committee shall hear the appeal at a later regularly scheduled meeting or special called meeting of the Board committee and may request the

person appealing to appear and present arguments on his or her behalf.

2. The committee shall recommend action on the appeal to the Board of Trustees. The decision of the Board shall be final and binding for all purposes.

Record

- A. The record on an appeal to the Board shall consist of all relevant documents, statements, and other materials submitted by the person appealing and by the President of Austin Peay State University.
- B. In the event that the person appealing does not submit sufficient information to allow review of the decision being appealed, the Board may require the person appealing to furnish any additional information which may be necessary.

Review of the Appeal

- A. The following provisions shall govern the review by the Board of an appeal under this policy:
 1. A decision may be remanded for further consideration upon a finding that it was not made in accordance with applicable state or federal law or university policy; provided, however that the decision should not be remanded if the error was not material to the decision and therefore constituted harmless error;
 2. A decision may be modified or reversed only upon a finding that the decision constituted an abuse of discretion or was made in violation of applicable state or federal law or university policy; provided, however, that the decision should not be modified or reversed if the violation of policy was not material to the decision and therefore constituted harmless error
 3. A decision should be affirmed in the absence of a finding of abuse of discretion or material violation of applicable state or federal law or university policy.
- B. Notwithstanding any provision herein to the contrary, any decision may be remanded by the Board for a resolution of the matter which is mutually acceptable to the parties or which is, in the best judgement of the board, a fair and equitable resolution.

Public Participation

A. Public Participation

Members of the public are allowed to appear before the Board of Trustees to comment on any topic listed on the agenda for a Board meeting that is open to the public. ~~Appearances can either be made in person or via electronic means.~~ Testimony will be limited to topics listed on the agenda.

Members of the public wishing to present ~~in person~~ shall provide their name and agenda topic they wish to address to the Secretary to the Board of Trustees at least 72 hours in advance of the meeting (trustees@apsu.edu). The Chair, in his or her discretion, may allow individuals to address the Board without advance notice.

If a meeting will be conducted with Trustee participation by electronic means of communication, members of the public may request to appear via electronic means. Members of the public wishing to present via electronic means shall provide their name and agenda topic they wish to address to the Secretary to the Board of Trustees at least 72 hours in advance of the meeting (trustees@apsu.edu). To ensure the availability of appropriate technology, advance notice is required. Members of the public may also be asked to participate in a practice session before the meeting is conducted for the purposes of ensuring the proper functioning of technology.

If possible, members of the public who wish to appear before the Board in person or via electronic means shall provide a brief written statement of the substance of such person's testimony to the Secretary to the Board of Trustees in sufficient time for copies to be distributed to the Trustees prior to the meeting.

When applicable, the Chair, in consultation with the committee chair and Secretary to the Board, will determine whether the comment(s) will be made during the meeting of the relevant committee or the meeting of the full Board. Notwithstanding, the Chair of the Board may authorize members of the public to appear ~~in personances~~ before the Board on any matter deemed appropriate for Board consideration.

Time Allocation

A person addressing the Board will have a maximum of 3 minutes for any comments. Exceptions to this time period will only be allowed at the discretion of the Board Chair.

The aggregated time for all public comments at a meeting will not exceed 15 minutes in total. Persons will be registered to speak based upon the order in which their registration ~~forms~~ [requests](#) are received, subject to approval of the subject matter by the Chair or Vice Chair, except that no more than three (3) speakers will be scheduled to speak on the same subject. Speakers may not combine their three (3) minute allotment with another speaker and may not give any part of their time to another speaker. Scheduled speakers must be present to address the Board. Scheduled speakers who are unable to attend the meeting may not send a substitute.

Revision Dates

[APSU Policy 1:010 – Rev.: March 17, 2023](#)

APSU Policy 1:010 – Rev.: December 3, 2021

APSU Policy 1:010 – Rev.: June 7, 2019

APSU Policy 1:010 – Rev.: March 15, 2019

APSU Policy 1:010 – Rev.: June 8, 2018

APSU Policy 1:010 – Issued: March 30, 2017

Subject Areas:

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

Approved

President: signature on file

**Austin Peay State
University**

Appeals and Appearances Before the Board

POLICIES

Issued: March 17, 2023

Responsible Official: Vice President for Legal Affairs &
Organizational Strategy

Responsible Office: Office of Legal Affairs

Policy Statement

It is the policy of Austin Peay State University to allow a student or employee to appeal certain decisions of the president to the Board of Trustees (“Board”).

Purpose

The purpose of this policy is to set the conditions and procedures for appeals to the Board and for appearances before the Board.

Procedures

General

- A. A student or employee of Austin Peay State University may appeal certain matters subsequent to a final adverse decision of the president to the Board. Any available University complaint and/or appeal procedure must be exhausted prior to consideration by the Board.
- B. Termination of tenured faculty may be appealed to the Board but only after completion of any process set out in relevant APSU policy, including Policy 1:025 Academic Tenure and/or Policy 2:043 Termination of Faculty Members for Adequate Cause.
- C. Negative recommendations for tenure may be appealed to the Board but only after completion of any process set out in relevant APSU policy, including Policy 1:025 Academic Tenure.
- D. Decisions resulting from hearings held pursuant to the TN Uniform Administrative Procedures Act (UAPA), as outlined in APSU Policy 1:007, are not appealable to the Board.

- E. Appeals to the Board shall be limited to alleged violations of state or federal law or university policy where the complainant has not filed a federal/state administrative appeal or lawsuit in state or federal court.
- F. If, at any time during the pendency of the appeal, a lawsuit or administrative action, based on the same subject matter as the appeal, is filed, the appeal will be dismissed without further action.
- G. Matters not appealable to the Board, absent an allegation of violation of federal or state law, shall include, but not be limited to:
 - 1. Termination of executive, administrative, professional, clerical and support employees during or at the end of the initial probationary period or pursuant to the terms of the contract of employment;
 - 2. Non-renewal of a tenure-track faculty appointment during the first five years of the probationary period;
 - 3. Denial of early tenure unaccompanied by notice of termination in the fifth year of the probationary period;
 - 4. Non-renewal of a temporary faculty appointment;
 - 5. Faculty promotions;
 - 6. Salary determinations;
 - 7. Student academic matters, e.g. grade appeals, failure to meet retention policies, etc.;
 - 8. Performance evaluations of faculty and staff; and
 - 9. Residency classification of student for tuition and fee purposes.
- H. Complaints from students or prospective students regarding accreditation or violation of state or federal laws may be submitted to the President's office for appropriate review and action, as required by 34 C.F.R. 600.9(a)1.

Appeals to the Board

- A. Petition to Appeal
 - 1. A student or employee who is dissatisfied with the decision of the President may petition the Board of Trustees for permission to appeal the decision if the matter is appealable as specified in this policy.
 - 2. The petition must be submitted in writing to the Secretary of the Board within 20 calendar days following the President's written decision.

3. The petition for appeal must present:
 - a. The decision being appealed, the law and/or policy alleged to have been violated, and the redress desired;
 - b. A brief statement of the facts relevant to the issues to be reviewed, with appropriate reference to where such can be found in the record;
 - c. A statement of applicable law/policy
 - d. A brief argument; and
 - e. Citations of any applicable authorities, (such as policies, statutes, and cases.)
4. The petition for appeal must be limited to ten (10) pages, typed, 12-point font or larger, doubled spaced, and on 8 ½ X 11” paper.
5. The appropriate standing committee of the Board shall review the decision of the President on the basis of the record submitted to the Board, with any new evidence which for good cause shown was not previously considered, and determine whether the petition to appeal will be granted.
6. The Board committee, in determining whether to grant the petition to appeal, may consider factors including but not limited to the following:
 - a. Whether policy or procedures have been followed;
 - b. Whether or not there is material evidence to substantiate the decision appealed from; and/or
 - c. Whether or not there has been a material error in application of the law which prima facie results in substantial injustice.

B. Hearing the Appeal

1. If the petition to appeal is granted by the Board committee, the Board committee shall hear the appeal at a later regularly scheduled meeting or special called meeting of the Board committee and may request the person appealing to appear and present arguments on his or her behalf.
2. The committee shall recommend action on the appeal to the Board of Trustees. The decision of the Board shall be final and binding for all purposes.

Record

- A. The record on an appeal to the Board shall consist of all relevant documents, statements, and other materials submitted by the person appealing and by the President of Austin Peay State University.
- B. In the event that the person appealing does not submit sufficient information to allow review of the decision being appealed, the Board may require the person appealing to furnish any additional information which may be necessary.

Review of the Appeal

- A. The following provisions shall govern the review by the Board of an appeal under this policy:
 - 1. A decision may be remanded for further consideration upon a finding that it was not made in accordance with applicable state or federal law or university policy; provided, however that the decision should not be remanded if the error was not material to the decision and therefore constituted harmless error;
 - 2. A decision may be modified or reversed only upon a finding that the decision constituted an abuse of discretion or was made in violation of applicable state or federal law or university policy; provided, however, that the decision should not be modified or reversed if the violation of policy was not material to the decision and therefore constituted harmless error
 - 3. A decision should be affirmed in the absence of a finding of abuse of discretion or material violation of applicable state or federal law or university policy.
- B. Notwithstanding any provision herein to the contrary, any decision may be remanded by the Board for a resolution of the matter which is mutually acceptable to the parties or which is, in the best judgement of the board, a fair and equitable resolution.

Public Participation

A. Public Participation

Members of the public are allowed to appear before the Board of Trustees to comment on any topic listed on the agenda for a Board meeting that is open to the public. Testimony will be limited to topics listed on the agenda.

Members of the public wishing to present shall provide their name and agenda topic they wish to address to the Secretary

to the Board of Trustees at least 72 hours in advance of the meeting (trustees@apsu.edu). The Chair, in his or her discretion, may allow individuals to address the Board without advance notice.

If a meeting will be conducted with Trustee participation by electronic means of communication, members of the public may request to appear via electronic means. Members of the public wishing to present via electronic means shall provide their name and agenda topic they wish to address to the Secretary to the Board of Trustees at least 72 hours in advance of the meeting (trustees@apsu.edu). To ensure the availability of appropriate technology, advance notice is required. Members of the public may also be asked to participate in a practice session before the meeting is conducted for the purposes of ensuring the proper functioning of technology.

If possible, members of the public who wish to appear before the Board in person or via electronic means shall provide a brief written statement of the substance of such person's testimony to the Secretary to the Board of Trustees in sufficient time for copies to be distributed to the Trustees prior to the meeting.

When applicable, the Chair, in consultation with the committee chair and Secretary to the Board, will determine whether the comment(s) will be made during the meeting of the relevant committee or the meeting of the full Board. Notwithstanding, the Chair of the Board may authorize members of the public to appear before the Board on any matter deemed appropriate for Board consideration.

Time Allocation

A person addressing the Board will have a maximum of 3 minutes for any comments. Exceptions to this time period will only be allowed at the discretion of the Board Chair.

The aggregated time for all public comments at a meeting will not exceed 15 minutes in total. Persons will be registered to speak based upon the order in which their registration requests are received, subject to approval of the subject matter by the Chair or Vice Chair, except that no more than three (3) speakers will be scheduled to speak on the same subject. Speakers may not combine their three (3)

minute allotment with another speaker and may not give any part of their time to another speaker. Scheduled speakers must be present to address the Board. Scheduled speakers who are unable to attend the meeting may not send a substitute.

Revision Dates

APSU Policy 1:010 – Rev.: March 17, 2023
APSU Policy 1:010 – Rev.: December 3, 2021
APSU Policy 1:010 – Rev.: June 7, 2019
APSU Policy 1:010 – Rev.: March 15, 2019
APSU Policy 1:010 – Rev.: June 8, 2018
APSU Policy 1:010 – Issued: March 30, 2017

Subject Areas:

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

Approved

President: signature on file

**Austin Peay State
University**

Conflict of Interest

Issued: March 17, 2023

POLICIES

Responsible Official: Vice President for Legal Affairs and
Organizational Strategy

Responsible Office: Office of Legal Affairs

Policy Statement

It is the policy of Austin Peay State University that employees should avoid external commitments which significantly interfere with the employee's duties to the Board of Trustees and the University. Employees should avoid situations where the self-interests of the Trustees or employee diverge from the best interests of the Board and the University. Board members should avoid external commitments that interfere with their fiduciary obligations to Austin Peay.

Purpose

The purpose of this policy is to define the general principles which should guide the actions of members of the Board and of employees; offer illustrations of activities which potentially constitute a conflict of interest; make Board members and employees aware of disclosure requirements related to conflicts of interest; describe the process by which those disclosures shall be evaluated and decisions rendered; and describe the appeals process regarding such decisions.

Contents

Definitions

- Conflict of interest
- Conflict of commitment
- Family member
- Immediate family

Procedures

- I. Objectives of the Conflicts of Interest Policy
- II. Pertinent Federal Regulations, State Laws, and APSU Policies
- III. Applicability

- IV. General Principles
- V. Situations and Activities Creating a Conflict of Interest
- VI. General Disclosure Requirements
- VII. Special Disclosure Requirements for Instructors of Record and/or Teaching Assistants
- VIII. Special Disclosure Requirements for Researchers Applying For or Receiving NSF or PHS Funding
- IX. Special Disclosure Requirements for Trustees and Certain APSU Employees
- X. Review of Disclosures
- XI. Sanctions
- XII. Appeals

Links

-APSU Conflict of Interest Committee

Definitions

Conflict of interest	Occurs when the personal interests, financial or otherwise, of a person who owes a duty to the Austin Peay State University Board of Trustees and its constituent University (Trustees and all employees) actually or potentially diverge with the person's professional obligations to and the best interests of the Board and the University.
Conflict of commitment	Occurs when the personal or other non-work related activities of an employee of the Board of Trustee and its constituent University impair the ability of that employee to meet their commitments of time and energy to the Board of Trustee and the University.
Family member	Includes the spouse and children (both dependent and non-dependent) of a person covered by this policy.
Immediate family	For purposes of Section VI.A.1.b.(2)(c), means spouse, dependent children or stepchildren, or relatives related by blood or marriage.

Procedures

- | | |
|--|---|
| I. Objectives of the Conflicts of Interest Policy | A. Members of the APSU Board of Trustees and all employees of APSU all serve the interests of the State of Tennessee and its citizens, and have a duty to avoid activities and situations |
|--|---|

which, either actually or potentially, put personal interests before the professional obligations which they owe to the State and its citizens.

II. Pertinent Federal Regulations, State Laws, and APSU Policies

- A. The following lists are intended to indicate sources of information which may provide additional guidance regarding conflict of interest situations.
- B. This policy is intended to be consistent with all pertinent Federal and State laws, regulations, and policies, as well as with other APSU policies.
- C. To the extent that conflicts arise, Federal and State laws, regulations, and policies shall take precedence.
- D. The lists are not intended to be exhaustive and additional laws, regulations, and policies may be implicated in a given conflict of interest situation.
 1. Federal Regulations
 - a. The National Science Foundation (NSF) and the Department of Health and Human Services (HHS), acting through the Public Health Service (PHS) (which includes the National Institutes of Health (NIH)), have promulgated policies and regulations regarding conflicts of interest and disclosure of financial interests by investigators who receive funding from these Federal agencies.
 - b. The NSF policy regarding researcher conflicts of interest is contained in Section 510 of NSF Publication 95-26, the Grant Policy Manual. The PHS regulations, upon which the NSF policy is modeled, are contained in the Code of Federal Regulations at 42 CFR 50.601 et seq. and 45 CFR 94.1 et seq.
 - c. Other Federal agencies (e.g., the Veterans' Administration or the Food and Drug Administration) may require as a condition to a contract, disclosure and management of conflicts of interest (see, for example, Veterans' Administration Acquisition Regulation 852.209-70).
 2. Tennessee State Law
 - a. Various statutes contained in the Tennessee Code Annotated (T.C.A.) are pertinent to the issue of conflicts of interest within the Board of Trustees and the University, including:
 1. T.C.A. § 8-50-501, Disclosure statements of conflict of interests by certain public officials

2. T.C.A. § 12-2-208, Purchase by officer unlawful – penalty for violation
3. T.C.A. § 12-2-415, State surplus property disposition regulation
4. T.C.A. § 12-2-416, Violation of § 12-2-415
5. T.C.A. § 12-2-417, State employee violation – punishment
6. T.C.A. § 12-4-106, Prohibition against receiving rebates, gifts, money or anything of value -- Conflict of interest
7. T.C.A. § 12-4-101, Personal interest of officers prohibited
8. T.C.A. § 12-4-102, Penalty for unlawful interest
9. T.C.A. § 12-4-103, Bidding by state employees prohibited
10. T.C.A. § 12-4-104, Penalty for unlawful transactions
11. T.C.A. § 49-8-203(d), Powers and duties (of the Board of Trustees)
- b. It is significant to note that violation of some of these statutes may lead to criminal penalties (e.g., violation of T.C.A. § 12-4-103 is a Class E felony).
3. APSU Policies
 - a. The following APSU policies deal with issues which implicate conflict of interest situations:
 1. APSU Policy 4:014, Purchasing Policy
 2. APSU Policy 4:019, Disposal of Surplus Personal Property
 3. APSU Policy 5:014, Outside Employment and Extra Compensation
 4. APSU Policy 2:047, Intellectual Property, Patents, and Copyrights
 5. APSU Policy 5:035, Nepotism

III. Applicability

- A. This policy shall apply to all persons serving as members of the Board of Trustees and to all persons employed (either as full-time, part-time or temporary employees) by the University.

IV. General Principles

- A. It is the policy of Austin Peay State University that employees should avoid external commitments which significantly interfere with the employee's duties to the Board of Trustees and the University (conflicts of commitment). See also APSU Policy 5:014, Outside Employment and Extra Compensation. Disclosures of

conflicts of commitment shall be made as required under Policy 5:014 and evaluated as indicated in that policy.

- B. It is the further policy of Austin Peay State University that both the Trustees and employees should avoid situations where the self-interests of the Trustees or employees diverge from the best interests of the University (conflict of interest).
- C. The mere existence of either a potential or actual conflict of interest does not mean that such conflict must necessarily be eliminated.
 - 1. Where the potential detriment to the Board and the University is at most minor and inconsequential, and the conflict does not indicate violation of Federal or State law, regulation, or policy, those persons charged with evaluating disclosures should allow the activity to proceed without interference.
 - 2. For those situations which do not implicate Federal or State law, regulation or policy, the standard by which it should be determined whether a conflict of interest should be managed, reduced, or eliminated is whether that conflict would appear to a reasonable person to call into question the integrity or judgment of the affected Trustee or employee.

V. Situations and Activities Creating a Conflict of Interest

- A. In the following situations and activities, there is at least the appearance, and possibly the actuality, of an employee/Trustee allowing his or her personal interests, and not the best interests of the Board of Trustees and its constituent University, to affect that employee's judgments. This list is illustrative, and not exhaustive.
 - 1. Self-dealing
 - a. Situations in which a Trustee or employee can appear to influence or actually influence a University-related decision from which that person or a member of that person's family stands to realize a personal financial benefit is self-dealing, and a conflict of interest.
 - b. Examples of self-dealing activities are numerous, and include those listed below.
 - 1. Purchase of State-owned property by an employee absent fair and open bidding.
 - 1. It is unlawful for any state employee to purchase surplus state-owned property absent a fair and open bidding process (see T.C.A. § 12-2-208 and T.C.A. § 12-2-417).

2. Such purchases are also prohibited under APSU Policy 4:019.
2. Institutional purchases from businesses in which an employee or family member has a financial interest.
 1. T.C.A. § 12-4-103 declares that it is unlawful for any state official or employee to “bid on, sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the state of Tennessee” or “to have any interest in the selling of the same to the state” during that person’s term of employment and for six months thereafter.
 2. Disclosure of any such transaction by an employee or member of the employee’s family or by a business in which an employee or member of the employee’s family has any significant (more than 4%) ownership interest or for which an employee or employee family member serves as an officer is required by this policy.
 3. T.C.A. § 12-4-106(b) declares that it is a conflict of interest for any person or any company with whom such person is an officer, a director, or an equity owner of greater than 1% interest to bid on any public contract for products or services for a governmental entity if such person or “immediate family” of such person is a member of a board or commission having responsibility for letting or approving such contract.
 4. For purposes of this section only, “immediate family” means spouse, dependent children or stepchildren, or relatives related by blood or marriage.
3. Use of Educational Materials from Which a Faculty Member Derives Financial Benefit in That faculty Member’s Teaching Activities.
 1. Any faculty member who wishes to use in his or her teaching activities educational materials (e.g. a textbook) which he or she has authored, or in which he or she otherwise stands to benefit financially from such use, a conflict of interest disclosure shall be made per Section VIII of this policy.

2. Whether the use of such materials shall be permitted shall be evaluated either under the terms of Institutional policy, or in the absence of such policy, by the Review Committee established under Section XI of this policy.
3. Such evaluation shall include consideration of suitable substitute materials and ensure that the needs of students are best served by use of the materials in which the faculty member has an interest.
4. Acceptance of Gifts, Gratuities, or Favors
 1. Gifts. No employee shall knowingly solicit or accept, directly, or indirectly, on behalf of himself or herself or any member of the employee's household, for personal use or consumption any gift, including but not limited to any gratuity, service, favor, food, entertainment, lodging, transportation, loan, loan guarantee or any other thing of monetary value, from any person or entity that:
 1. Has, or is seeking to obtain, contractual or other business or financial relations with the institution in which the individual is employed; or
 2. Has interests that may be substantially affected by the performance or nonperformance of the employee.
5. Exceptions
 1. The prohibition on accepting gifts in Section (4)(a) above, does not apply to:
 1. A gift given by a member of the employee's immediate family, or by an individual, if the gift is given for a non-business purpose and is motivated by a close personal friendship and not by the position of the employee;
 2. Informational materials in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication.
 3. Sample merchandise, promotional items, and appreciation tokens, if they are routinely given to customers, suppliers or potential customers or suppliers in the ordinary course of business, including items distributed at tradeshow and

professional meetings where vendors display and promote their services and products;

4. Food, refreshments, foodstuffs, entertainment, or beverages provided as part of a meal or other event, including tradeshow and professional meetings, if the value of such items does not exceed fifty dollars (\$50.00) per occasion; provided further, that the value of a gift made pursuant to this subsection may not be reduced below the monetary limit by dividing the cost of the gift among two or more persons or entities identified in Section VI.A.1.b.(4).
 5. There may be circumstances where refusal or reimbursement of a gift (such as a lunch or dinner) may be awkward and contrary to the larger interests of the institution. In such circumstances, the employee is to use his or her best judgment, and disclose the gift including a description, estimated value, the person or entity providing the gift, and any explanation necessary within fourteen (14) days to their immediate supervisor;
 6. Food, refreshments, meals, foodstuffs, entertainment, beverages or intrastate travel expenses that are provided in connection with an event where the employee is a speaker or part of a panel discussion at a scheduled meeting of an established or recognized membership organization which has regular meetings;
 7. Participation in institution or foundation fundraising and public relations activities, i.e. golf tournaments and banquets, where persons or entities identified in Section VI.A.1.b.(4) provide sponsorships; and
 8. Loans from established financial institutions made in the ordinary course of business on usual and customary terms, so long as there are no guarantees or collateral provided by any person described in Section VI.A.1.b.(4)
2. Inappropriate use of students or support staff

- a. Employees shall ensure that the activities of students or support staff are not exploited for the benefit of any external activity of the faculty member.
 - b. Prior to assigning any such non-Institutionally related task (which is more than incidental or de minimus in nature) to a student or member of the support staff, an employee shall disclose such proposed activities and obtain approval.
- 3. Inappropriate use of State owned resources
 - a. Employees may not make significant use of State owned facilities, equipment, materials or other resources, not otherwise available to the public, in the course of activities which are not related to the Institution and which are intended for personal benefit, without prior disclosure and approval.
- 4. Failure to disclose intellectual property
 - a. APSU Policy 2:047 governs the rights and responsibilities which persons affiliated with the Board of Trustees and the University have regarding intellectual property developed during the term of their affiliation with the University.
 - b. Among the responsibilities enumerated in the policy is that of disclosure of inventions and those copyrightable works which may be reasonably expected to have commercial value which they have jointly or solely developed with the Board of Trustees and the University.

VI. General Disclosure Requirements

- A. Persons to whom this policy applies who believe that a conflict of interest may exist either personally or with respect to another person covered by this policy shall make a written disclosure of the facts and circumstances surrounding the situation.
- B. No particular format is required, but the disclosure should adequately describe the pertinent facts and circumstances.
- C. For members of the Board, disclosure shall be made to the Secretary of the Board.
- D. A University employee who self-discloses a potential conflict of interest or a written report of a potential conflict of interest is presented to the Conflict of Interest Committee.
- E. Disclosures made by a President shall be submitted to the Director of Internal Audit.

- F. Potential conflicts of interest shall be disclosed in a timely manner, and whenever possible, prior to engaging in a potential conflict of interest.

VII. Special Disclosure Requirements for Instructors of Record and/or Teaching Assistants

Instructors of record and/or teaching assistants who have a student relative (refer to the definitions of family members/immediate family on page 2 of the conflict of interest policy) in their own class need to immediately disclose that information to their direct supervisor and to the conflict of interest committee chair. In lower level courses that have multiple sections taught by several instructors and/or teaching assistants, a student relative must enroll in a section that is not taught by a family member. An exception will be granted if it is necessary for a student relative to enroll in a family member's course due to the specific program requirements. In such a case, the following disclosure steps should be followed:

1. The instructor of record shall immediately disclose to their direct supervisor and the conflict of interest committee chair that a student relative is enrolled in their class. The instructor of record and/or teaching assistants shall provide a specific grading/assessment plan approved by their direct supervisor and the conflict of interest committee to ensure that the student relative is graded fairly.

a. The options for grading include the following:

- i. If there are other subject experts in the department or university, the instructor of record and/or teaching assistant shall have another faculty member with similar expertise grade the exams and assignments using course rubrics.

OR

- ii. The instructor of record and/or teaching assistant shall grade the exams and assignments. Another faculty member within the department or university shall review the grading using course rubrics. The faculty member reviewing the grading should be provided with all relevant course notes and materials to assist in grade review. Any conflicts

between the instructor of record and/or teaching assistant and the faculty reviewer will be resolved by the chair or their direct supervisor if the chair is the instructor of record and/or teaching assistant for the course.

2. The instructor of record and/or teaching assistant shall submit the supervisor's approval email, explanation of the relationship, and specific grading/assessment plan to the university conflict of interest committee chair within 10 business days of identifying the conflict of interest. The conflict of interest committee chair shares the information with the conflict of interest committee. The conflict of interest committee will make the final approval on whether the conflict of interest has been resolved.

VIII. Special Disclosure Requirements for Researchers Applying For or Receiving NSF or PHS Funding

- A. Under the policies and regulations indicated under Section 2.1 herein, investigators seeking funding from either the National Science Foundation or the Public Health Service are required to disclose to the investigator's employer all significant financial interests of the investigator;
 1. That would reasonably appear to be affected by the research or educational activities funded or proposed for funding by the NSF or PHS; or
 2. In entities whose financial interests would reasonably appear to be affected by such activities.
 - a. Such disclosures must be submitted prior to the time the proposal is submitted to the Federal agency.
 - b. Further, such disclosures must be updated during the period of the award; either annually or as new reportable financial interests arise.
 - c. The University is responsible for eliminating or managing such conflicts prior to receipt of the award.
 - d. To facilitate such disclosures, the accompanying disclosure form is available.
 3. The University is responsible for determining if a grant, services, or other contract with Federal agencies other than the Public Health Service or the National Science Foundation requires disclosure and / or management of conflicts of interest, and for ensuring that any such requirements are met.
 4. Disclosure of financial interests made pursuant to this Section IX notwithstanding, such disclosure does not eliminate the responsibility for making disclosures under

Section VIII, when specific conflict of interest situations arise.

IX. Special Disclosure Requirements for Trustees and Certain APSU Employees

- A. Members of the Board of Trustees, the President, coaches, assistant coaches and employees of athletic departments who are exempt from the provisions of the Fair Labor Standards Act are required to file a financial disclosure form within one month of their initial appointment and annually thereafter.
- B. Disclosure of financial interests made pursuant to this Section X notwithstanding, such disclosure does not eliminate the responsibility for making disclosures under Section VIII, when specific conflict of interest situations arise.
 - 1. Members of the Board of Trustees shall make their disclosure using a form as indicated and submitted to the Secretary of the Board annually.
 - 2. The President is required by Tenn. Code Ann. § 8-50-501(a)(15) to file an online Statement of Disclosure of Interests Form with the Tennessee Ethics Commission at <https://apps.tn.gov/conflict/>, Form ss-8005 (State Officials) in January. For the Presidents this Statement of Disclosure will meet the requirements of this Policy.
 - 3. Coaches, assistant coaches, exempt employees of the athletic department and other University personnel required to complete a disclosure form shall also use the Tennessee Ethics Commission Form ss-8005, Statement of Disclosure of Interest Form and accompanying instructions in January. The form shall be submitted to the Human Resource Office or other person designated by the President.

X. Review of Disclosures

- A. Disclosures made under Section VIII of this policy by a member of the Board of Trustee. A member of the Board making a disclosure shall not be entitled to vote regarding disposition of the disclosure.
- B. A University employee who self-discloses a potential conflict of interest or a written report of a potential conflict of interest is presented to the Conflict of Interest Committee.
 - 1. The Chair of the Conflict of Interest report submits the disclosure report to the Conflict of Interest Committee.
 - 2. The Conflict of Interest Committee reviews details of possible Conflict of Interest.
 - 3. The Conflict of Interest Committee evaluates the proposed Conflict of Interest and seeks legal input from

the APSU Office of Legal Affairs when indicated in reviewing of the report.

4. The Conflict of Interest Committee renders a decision regarding the issue around the disclosure, determining if there is a conflict of interest and how it should be managed (restrictions to be placed on the individual to manage the conflict or that the person must eliminate the conflict).
5. The Conflict of Interest Committee notifies in writing the person of the outcome, and employee is given an opportunity to appear before the committee.
6. The disclosures and Committee decisions are forwarded to the President.

XI. Sanctions

- A. Failure to observe restrictions imposed as a result of review of a conflict of interest disclosure or a knowing failure to disclose a conflict of interest may result in disciplinary proceedings under University policy. A Board member who knowingly fails to disclose a conflict of interest shall be subject to removal.

XII. Appeals

- A. Decisions made by the Board of Trustees may not be appealed.
- B. Decisions made by the University Review Committee may be appealed to the President. Decisions of the President shall be final and binding.

Links

APSU Conflict of Interest Committee <https://www.apsu.edu/governance/committees/conflictinterest.php>

Revision Dates

APSU Policy 1:001 – Rev.: March 17, 2023
APSU Policy 1:001 – Rev.: June 10, 2022
APSU Policy 1:001 – Rev.: September 18, 2020
APSU Policy 1:001 (previously 5:056) – Rev.: March 30, 2017
APSU Policy 1:001 – Rev.: April 11, 2012
APSU Policy 1:001 – Rev.: September 2, 2008
APSU Policy 1:001 – Rev.: January 13, 2003
APSU Policy 1:001 – Issued: February 10, 1999

Subject Areas:

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

Approved

President: signature on file

**Austin Peay State
University**

Conflict of Interest

POLICIES

Issued: ~~June 10, 2022~~ [March 17, 2023](#)

Responsible Official: Vice President for Legal Affairs and
Organizational Strategy

Responsible Office: Office of Legal Affairs

Policy Statement

It is the policy of Austin Peay State University that employees should avoid external commitments which significantly interfere with the employee's duties to the Board of Trustees and the University. Employees should avoid situations where the self-interests of the Trustees or employee diverge from the best interests of the Board and the University. Board members should avoid external commitments that interfere with their fiduciary obligations to Austin Peay.

Purpose

The purpose of this policy is to define the general principles which should guide the actions of members of the Board and of employees; offer illustrations of activities which potentially constitute a conflict of interest; make Board members and employees aware of disclosure requirements related to conflicts of interest; describe the process by which those disclosures shall be evaluated and decisions rendered; and describe the appeals process regarding such decisions.

Contents

Definitions

- Conflict of interest
- Conflict of commitment
- Family member
- Immediate family

Procedures

- I. Objectives of the Conflicts of Interest Policy
- II. Pertinent Federal Regulations, State Laws, and APSU Policies
- III. Applicability

- IV. General Principles
- V. Situations and Activities Creating a Conflict of Interest
- VI. General Disclosure Requirements
- ~~VII.~~ VII. Special Disclosure Requirements for Instructors of Record and/or Teaching Assistants
- ~~VIII.~~ VIII. Special Disclosure Requirements for Researchers Applying For or Receiving NSF or PHS Funding
- ~~IX.~~ IX. Special Disclosure Requirements for Trustees and Certain APSU Employees
- ~~X.~~ X. Review of Disclosures
- ~~XI.~~ XI. Sanctions
- ~~XII.~~ XII. Appeals

Links

-APSU Conflict of Interest Committee

Definitions

Conflict of interest	Occurs when the personal interests, financial or otherwise, of a person who owes a duty to the Austin Peay State University Board of Trustees and its constituent University (Trustees and all employees) actually or potentially diverge with the person's professional obligations to and the best interests of the Board and the University.
Conflict of commitment	Occurs when the personal or other non-work related activities of an employee of the Board of Trustee and its constituent University impair the ability of that employee to meet their commitments of time and energy to the Board of Trustee and the University.
Family member	Includes the spouse and children (both dependent and non-dependent) of a person covered by this policy.
Immediate family	For purposes of Section VI.A.1.b.(2)(c), means spouse, dependent children or stepchildren, or relatives related by blood or marriage.

Procedures

- | | |
|--|---|
| I. Objectives of the Conflicts of Interest Policy | A. Members of the APSU Board of Trustees and all employees of APSU all serve the interests of the State of Tennessee and its citizens, and have a duty to avoid activities and situations |
|--|---|

which, either actually or potentially, put personal interests before the professional obligations which they owe to the State and its citizens.

II. Pertinent Federal Regulations, State Laws, and APSU Policies

- A. The following lists are intended to indicate sources of information which may provide additional guidance regarding conflict of interest situations.
- B. This policy is intended to be consistent with all pertinent Federal and State laws, regulations, and policies, as well as with other APSU policies.
- C. To the extent that conflicts arise, Federal and State laws, regulations, and policies shall take precedence.
- D. The lists are not intended to be exhaustive and additional laws, regulations, and policies may be implicated in a given conflict of interest situation.
 - 1. Federal Regulations
 - a. The National Science Foundation (NSF) and the Department of Health and Human Services (HHS), acting through the Public Health Service (PHS) (which includes the National Institutes of Health (NIH)), have promulgated policies and regulations regarding conflicts of interest and disclosure of financial interests by investigators who receive funding from these Federal agencies.
 - b. The NSF policy regarding researcher conflicts of interest is contained in Section 510 of NSF Publication 95-26, the Grant Policy Manual. The PHS regulations, upon which the NSF policy is modeled, are contained in the Code of Federal Regulations at 42 CFR 50.601 et seq. and 45 CFR 94.1 et seq.
 - c. Other Federal agencies (e.g., the Veterans' Administration or the Food and Drug Administration) may require as a condition to a contract, disclosure and management of conflicts of interest (see, for example, Veterans' Administration Acquisition Regulation 852.209-70).
 - 2. Tennessee State Law
 - a. Various statutes contained in the Tennessee Code Annotated (T.C.A.) are pertinent to the issue of conflicts of interest within the Board of Trustees and the University, including:
 - 1. T.C.A. § 8-50-501, Disclosure statements of conflict of interests by certain public officials

2. T.C.A. § 12-2-208, Purchase by officer unlawful – penalty for violation
3. T.C.A. § 12-2-415, State surplus property disposition regulation
4. T.C.A. § 12-2-416, Violation of § 12-2-415
5. T.C.A. § 12-2-417, State employee violation – punishment
6. T.C.A. § 12-4-106, Prohibition against receiving rebates, gifts, money or anything of value -- Conflict of interest
7. T.C.A. § 12-4-101, Personal interest of officers prohibited
8. T.C.A. § 12-4-102, Penalty for unlawful interest
9. T.C.A. § 12-4-103, Bidding by state employees prohibited
10. T.C.A. § 12-4-104, Penalty for unlawful transactions
11. T.C.A. § 49-8-203(d), Powers and duties (of the Board of Trustees)
- b. It is significant to note that violation of some of these statutes may lead to criminal penalties (e.g., violation of T.C.A. § 12-4-103 is a Class E felony).
3. APSU Policies
 - a. The following APSU policies deal with issues which implicate conflict of interest situations:
 1. APSU Policy 4:014, Purchasing Policy
 2. APSU Policy 4:019, Disposal of Surplus Personal Property
 3. APSU Policy 5:014, Outside Employment and Extra Compensation
 4. APSU Policy 2:047, Intellectual Property, Patents, and Copyrights
 5. APSU Policy 5:035, Nepotism

III. Applicability

- A. This policy shall apply to all persons serving as members of the Board of Trustees and to all persons employed (either as full-time, part-time or temporary employees) by the University.

IV. General Principles

- A. It is the policy of Austin Peay State University that employees should avoid external commitments which significantly interfere with the employee's duties to the Board of Trustees and the University (conflicts of commitment). See also APSU Policy 5:014, Outside Employment and Extra Compensation. Disclosures of

conflicts of commitment shall be made as required under Policy 5:014 and evaluated as indicated in that policy.

- B. It is the further policy of Austin Peay State University that both the Trustees and employees should avoid situations where the self-interests of the Trustees or employees diverge from the best interests of the University (conflict of interest).
- C. The mere existence of either a potential or actual conflict of interest does not mean that such conflict must necessarily be eliminated.
 - 1. Where the potential detriment to the Board and the University is at most minor and inconsequential, and the conflict does not indicate violation of Federal or State law, regulation, or policy, those persons charged with evaluating disclosures should allow the activity to proceed without interference.
 - 2. For those situations which do not implicate Federal or State law, regulation or policy, the standard by which it should be determined whether a conflict of interest should be managed, reduced, or eliminated is whether that conflict would appear to a reasonable person to call into question the integrity or judgment of the affected Trustee or employee.

V. Situations and Activities Creating a Conflict of Interest

- A. In the following situations and activities, there is at least the appearance, and possibly the actuality, of an employee/Trustee allowing his or her personal interests, and not the best interests of the Board of Trustees and its constituent University, to affect that employee's judgments. This list is illustrative, and not exhaustive.
 - 1. Self-dealing
 - a. Situations in which a Trustee or employee can appear to influence or actually influence a University-related decision from which that person or a member of that person's family stands to realize a personal financial benefit is self-dealing, and a conflict of interest.
 - b. Examples of self-dealing activities are numerous, and include those listed below.
 - 1. Purchase of State-owned property by an employee absent fair and open bidding.
 - 1. It is unlawful for any state employee to purchase surplus state-owned property absent a fair and open bidding process (see T.C.A. § 12-2-208 and T.C.A. § 12-2-417).

2. Such purchases are also prohibited under APSU Policy 4:019.
2. Institutional purchases from businesses in which an employee or family member has a financial interest.
 1. T.C.A. § 12-4-103 declares that it is unlawful for any state official or employee to “bid on, sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the state of Tennessee” or “to have any interest in the selling of the same to the state” during that person’s term of employment and for six months thereafter.
 2. Disclosure of any such transaction by an employee or member of the employee’s family or by a business in which an employee or member of the employee’s family has any significant (more than 4%) ownership interest or for which an employee or employee family member serves as an officer is required by this policy.
 3. T.C.A. § 12-4-106(b) declares that it is a conflict of interest for any person or any company with whom such person is an officer, a director, or an equity owner of greater than 1% interest to bid on any public contract for products or services for a governmental entity if such person or “immediate family” of such person is a member of a board or commission having responsibility for letting or approving such contract.
 4. For purposes of this section only, “immediate family” means spouse, dependent children or stepchildren, or relatives related by blood or marriage.
3. Use of Educational Materials from Which a Faculty Member Derives Financial Benefit in That faculty Member’s Teaching Activities.
 1. Any faculty member who wishes to use in his or her teaching activities educational materials (e.g. a textbook) which he or she has authored, or in which he or she otherwise stands to benefit financially from such use, a conflict of interest disclosure shall be made per Section VII of this policy.

2. Whether the use of such materials shall be permitted shall be evaluated either under the terms of Institutional policy, or in the absence of such policy, by the Review Committee established under Section XI of this policy.
3. Such evaluation shall include consideration of suitable substitute materials and ensure that the needs of students are best served by use of the materials in which the faculty member has an interest.
4. Acceptance of Gifts, Gratuities, or Favors
 1. Gifts. No employee shall knowingly solicit or accept, directly, or indirectly, on behalf of himself or herself or any member of the employee's household, for personal use or consumption any gift, including but not limited to any gratuity, service, favor, food, entertainment, lodging, transportation, loan, loan guarantee or any other thing of monetary value, from any person or entity that:
 1. Has, or is seeking to obtain, contractual or other business or financial relations with the institution in which the individual is employed; or
 2. Has interests that may be substantially affected by the performance or nonperformance of the employee.
5. Exceptions
 1. The prohibition on accepting gifts in Section (4)(a) above, does not apply to:
 1. A gift given by a member of the employee's immediate family, or by an individual, if the gift is given for a non-business purpose and is motivated by a close personal friendship and not by the position of the employee;
 2. Informational materials in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication.
 3. Sample merchandise, promotional items, and appreciation tokens, if they are routinely given to customers, suppliers or potential customers or suppliers in the ordinary course of business, including items distributed at tradeshow and

- professional meetings where vendors display and promote their services and products;
4. Food, refreshments, foodstuffs, entertainment, or beverages provided as part of a meal or other event, including tradeshow and professional meetings, if the value of such items does not exceed fifty dollars (\$50.00) per occasion; provided further, that the value of a gift made pursuant to this subsection may not be reduced below the monetary limit by dividing the cost of the gift among two or more persons or entities identified in Section VI.A.1.b.(4).
 5. There may be circumstances where refusal or reimbursement of a gift (such as a lunch or dinner) may be awkward and contrary to the larger interests of the institution. In such circumstances, the employee is to use his or her best judgment, and disclose the gift including a description, estimated value, the person or entity providing the gift, and any explanation necessary within fourteen (14) days to their immediate supervisor;
 6. Food, refreshments, meals, foodstuffs, entertainment, beverages or intrastate travel expenses that are provided in connection with an event where the employee is a speaker or part of a panel discussion at a scheduled meeting of an established or recognized membership organization which has regular meetings;
 7. Participation in institution or foundation fundraising and public relations activities, i.e. golf tournaments and banquets, where persons or entities identified in Section VI.A.1.b.(4) provide sponsorships; and
 8. Loans from established financial institutions made in the ordinary course of business on usual and customary terms, so long as there are no guarantees or collateral provided by any person described in Section VI.A.1.b.(4)
2. Inappropriate use of students or support staff

- a. Employees shall ensure that the activities of students or support staff are not exploited for the benefit of any external activity of the faculty member.
 - b. Prior to assigning any such non-Institutionally related task (which is more than incidental or de minimus in nature) to a student or member of the support staff, an employee shall disclose such proposed activities and obtain approval.
- 3. Inappropriate use of State owned resources
 - a. Employees may not make significant use of State owned facilities, equipment, materials or other resources, not otherwise available to the public, in the course of activities which are not related to the Institution and which are intended for personal benefit, without prior disclosure and approval.
- 4. Failure to disclose intellectual property
 - a. APSU Policy 2:047 governs the rights and responsibilities which persons affiliated with the Board of Trustees and the University have regarding intellectual property developed during the term of their affiliation with the University.
 - b. Among the responsibilities enumerated in the policy is that of disclosure of inventions and those copyrightable works which may be reasonably expected to have commercial value which they have jointly or solely developed with the Board of Trustees and the University.

VI. General Disclosure Requirements

- A. Persons to whom this policy applies who believe that a conflict of interest may exist either personally or with respect to another person covered by this policy shall make a written disclosure of the facts and circumstances surrounding the situation.
- B. No particular format is required, but the disclosure should adequately describe the pertinent facts and circumstances.
- C. For members of the Board, disclosure shall be made to the Secretary of the Board.
- D. A University employee who self-discloses a potential conflict of interest or a written report of a potential conflict of interest is presented to the Conflict of Interest Committee.
- E. Disclosures made by a President shall be submitted to the Director of Internal Audit.

- F. Potential conflicts of interest shall be disclosed in a timely manner, and whenever possible, prior to engaging in a potential conflict of interest.

VII. Special Disclosure Requirements for Instructors of Record and/or Teaching Assistants

Instructors of record and/or teaching assistants who have a student relative (refer to the definitions of family members/immediate family on page 2 of the conflict of interest policy) in their own class need to immediately disclose that information to their direct supervisor and to the conflict of interest committee chair. In lower level courses that have multiple sections taught by several instructors and/or teaching assistants, a student relative must enroll in a section that is not taught by a family member. An exception will be granted if it is necessary for a student relative to enroll in a family member's course due to the specific program requirements. In such a case, the following disclosure steps should be followed:

1. The instructor of record shall immediately disclose to their direct supervisor and the conflict of interest committee chair that a student relative is enrolled in their class. The instructor of record and/or teaching assistants shall provide a specific grading/assessment plan approved by their direct supervisor and the conflict of interest committee to ensure that the student relative is graded fairly.

a. The options for grading include the following:

- i. If there are other subject experts in the department or university, the instructor of record and/or teaching assistant shall have another faculty member with similar expertise grade the exams and assignments using course rubrics.

OR

- ii. The instructor of record and/or teaching assistant shall grade the exams and assignments. Another faculty member within the department or university shall review the grading using course rubrics. The faculty member reviewing the grading should be provided with all relevant course notes and materials to assist in grade review. Any conflicts

between the instructor of record and/or teaching assistant and the faculty reviewer will be resolved by the chair or their direct supervisor if the chair is the instructor of record and/or teaching assistant for the course.

2. The instructor of record and/or teaching assistant shall submit the supervisor's approval email, explanation of the relationship, and specific grading/assessment plan to the university conflict of interest committee chair within 10 business days of identifying the conflict of interest. The conflict of interest committee chair shares the information with the conflict of interest committee. The conflict of interest committee will make the final approval on whether the conflict of interest has been resolved.

**~~VII.~~~~VIII.~~ Special
Disclosure
Requirements for
Researchers
Applying For or
Receiving NSF or
PHS Funding**

- A. Under the policies and regulations indicated under Section 2.1 herein, investigators seeking funding from either the National Science Foundation or the Public Health Service are required to disclose to the investigator's employer all significant financial interests of the investigator;
1. That would reasonably appear to be affected by the research or educational activities funded or proposed for funding by the NSF or PHS; or
 2. In entities whose financial interests would reasonably appear to be affected by such activities.
 - a. Such disclosures must be submitted prior to the time the proposal is submitted to the Federal agency.
 - b. Further, such disclosures must be updated during the period of the award; either annually or as new reportable financial interests arise.
 - c. The University is responsible for eliminating or managing such conflicts prior to receipt of the award.
 - d. To facilitate such disclosures, the accompanying disclosure form is available.
 3. The University is responsible for determining if a grant, services, or other contract with Federal agencies other than the Public Health Service or the National Science Foundation requires disclosure and / or management of conflicts of interest, and for ensuring that any such requirements are met.
 4. Disclosure of financial interests made pursuant to this Section ~~IX~~~~VIII~~ notwithstanding, such disclosure does not eliminate the responsibility for making disclosures under

Section VII, when specific conflict of interest situations arise.

**~~VIII~~.IX. Special
Disclosure
Requirements for
Trustees and Certain
APSU Employees**

- A. Members of the Board of Trustees, the President, coaches, assistant coaches and employees of athletic departments who are exempt from the provisions of the Fair Labor Standards Act are required to file a financial disclosure form within one month of their initial appointment and annually thereafter.
- B. Disclosure of financial interests made pursuant to this Section IX notwithstanding, such disclosure does not eliminate the responsibility for making disclosures under Section VII, when specific conflict of interest situations arise.
 - 1. Members of the Board of Trustees shall make their disclosure using a form as indicated and submitted to the Secretary of the Board annually.
 - 2. The President is required by Tenn. Code Ann. § 8-50-501(a)(15) to file an online Statement of Disclosure of Interests Form with the Tennessee Ethics Commission at <https://apps.tn.gov/conflict/>, Form ss-8005 (State Officials) in January. For the Presidents this Statement of Disclosure will meet the requirements of this Policy.
 - 3. Coaches, assistant coaches, exempt employees of the athletic department and other University personnel required to complete a disclosure form shall also use the Tennessee Ethics Commission Form ss-8005, Statement of Disclosure of Interest Form and accompanying instructions in January. The form shall be submitted to the Human Resource Office or other person designated by the President.

~~IX~~.X. Review of Disclosures

- A. Disclosures made under Section VII of this policy by a member of the Board of Trustee. A member of the Board making a disclosure shall not be entitled to vote regarding disposition of the disclosure.
- B. A University employee who self-discloses a potential conflict of interest or a written report of a potential conflict of interest is presented to the Conflict of Interest Committee.
 - 1. The Chair of the Conflict of Interest report submits the disclosure report to the Conflict of Interest Committee.
 - 2. The Conflict of Interest Committee reviews details of possible Conflict of Interest.
 - 3. The Conflict of Interest Committee evaluates the proposed Conflict of Interest and seeks legal input from

the APSU Office of Legal Affairs when indicated in reviewing of the report.

4. The Conflict of Interest Committee renders a decision regarding the issue around the disclosure, determining if there is a conflict of interest and how it should be managed (restrictions to be placed on the individual to manage the conflict or that the person must eliminate the conflict).
5. The Conflict of Interest Committee notifies in writing the person of the outcome, and employee is given an opportunity to appear before the committee.
6. The disclosures and Committee decisions are forwarded to the President.

~~XI.~~XI. Sanctions

- A. Failure to observe restrictions imposed as a result of review of a conflict of interest disclosure or a knowing failure to disclose a conflict of interest may result in disciplinary proceedings under University policy. A Board member who knowingly fails to disclose a conflict of interest shall be subject to removal.

~~XI.~~XI. Appeals

- A. Decisions made by the Board of Trustees may not be appealed.
- B. Decisions made by the University Review Committee may be appealed to the President. Decisions of the President shall be final and binding.

Links

APSU Conflict of Interest Committee <https://www.apsu.edu/governance/committees/conflictinterest.php>

Revision Dates

[APSU Policy 1:001 – Rev.: March 17, 2023](#)

APSU Policy 1:001 – Rev.: June 10, 2022

APSU Policy 1:001 – Rev.: September 18, 2020

APSU Policy 1:001 (previously 5:056) – Rev.: March 30, 2017

APSU Policy 1:001 – Rev.: April 11, 2012

APSU Policy 1:001 – Rev.: September 2, 2008

APSU Policy 1:001 – Rev.: January 13, 2003

APSU Policy 1:001 – Issued: February 10, 1999

Subject Areas:

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

Approved

President: signature on file



Board Meeting Minutes

Friday, Dec. 2, 2022

317 College Street, Clarksville, TN 37040

Call to Order

Trustee O'Malley, board vice chair, called the meeting to order at 10 a.m.

Roll Call/Declaration of Quorum

Dr. Carol Clark, secretary to the board, called the roll. Trustee O'Malley stated there was a quorum.

ATTENDANCE ROLL CALL		
Name	Present	Absent
Trustee Atkins		X
Trustee Berg	X	
Trustee Cannata	X	
Trustee Hershey*	X	
Trustee Jenkins (Chair)		X
Trustee May	X	
Trustee Mealer	X	
Trustee O'Malley (Vice Chair)	X	
Trustee McInnis	X	
Trustee Roe	X	

*Non-Voting Member

University Personnel Present

Dr. Michael Licari, President

Dr. Maria Cronley, Provost

Dr. Carol Clark, Secretary to the Board

Dannelle Whiteside, Vice President for Legal Affairs & Organizational Strategy

Adoption of Agenda

Trustee O'Malley informed the board that there were items for consideration on the consent agenda and asked if the trustees wished to extract any items. They did not. Trustee McInnis moved for the adoption of the agenda as presented, including the consent agenda items. Trustee Mealer seconded the motion. A voice vote was taken and carried unanimously with seven trustees voting yes.

Approval of Minutes

Trustee O'Malley stated that the minutes for the Sept. 16, 2022, board meeting were circulated in advance and asked if there were any corrections or additions to the minutes. There were none. Trustee Roe moved to approve the minutes as written. Trustee Cannata seconded the motion. A voice vote was taken and carried unanimously with seven trustees voting yes.

Campus Spotlight – University Athletics

Trustee O'Malley recognized President Licari to introduce Mr. Gerald Harrison, vice president and director of athletics, to provide the campus spotlight.

Harrison began the update with a review of APSU's "Great Success"

- 10 conference championships since 2018
- Highest average GPA ever
- Graduation Success Rate of 84%
- Academic Progress Rate of 984
- Graduate rate 20% above general student body
- Highest number of student athletes featuring a diverse group of non-scholarship

Harrison then gave an overview of the Austin Peay Athletics Strategic Plan, the mission being "to facilitate a culture of excellence that equips and empowers our GOVS for lifelong success." Additionally, Harrison stated the department's core values are Growth, Opportunity, Victory and Synergy. The core values are underpinned by five priorities:

1. Financial sustainability and revenue generation
2. Communication, advertising and branding
3. Employee retention
4. Diversity, equity and inclusion
5. Student-athlete experience and retention

Harrison addressed each priority and the supporting objectives. He also discussed the possible addition of a women's lacrosse team – the first in Tennessee – in the coming years. Finally, Harrison discussed the plan to transition Austin Peay from the NCAA Division I Football Championship Subdivision (FCS) to the Football Bowl Subdivision (FBS).

Trustee O'Malley asked if APSU Athletics previously had a strategic plan; Harrison stated not to his knowledge. O'Malley also inquired whom the potential competitors would be in women's lacrosse, as there are no other programs in the state. Harrison answered that lacrosse is the fastest-growing high school sport and that there are several ASUN/WAC schools with programs.

Trustee Cannata commented on the excellent quality of the presentation; Trustee McInnis expressed her gratitude for the department tour and dinner on Dec. 1.

Trustee Roe asked if an FCS to FBS timeline had been established. Harrison stated the transition would begin in 2024, with APSU competing in FBS play beginning with the 2025 season.

Action Items

A. Academic Affairs Committee Report and Recommendations

Trustee May reported on the actions of the Academic Affairs Committee at the Dec. 2, 2022, meeting.

The committee approved the minutes of the Sept. 16, 2022, meeting.

The committee reviewed three information items presented by Dr. Maria Conley, provost:

- Fall Census Enrollment
- Admissions Updates for Fall 2023
- Dual Enrollment Overview

B. Audit Committee Report and Recommendations

Trustee Mealer reported on the actions of the Audit Committee at the Dec. 2, 2022, meeting.

The committee approved the minutes of the Sept. 16, 2022, meeting and executive session.

The committee received presentations on the following informational items:

- Internal Audit Reports issued between Aug. 17, 2022, and Nov. 4, 2022, with a list of outstanding audit recommendations
- Institute of Internal Auditors principles of independence and objectivity
- Information Technology security update

C. Business and Finance Committee Report and Recommendations

Trustee Cannata reported on the actions of the Business and Finance Committee at the Dec. 2, 2022, meeting.

The committee approved the minutes of the Sept. 16, 2022, meeting.

The committee reviewed and approved two action items requiring consideration of the board:

- Consideration of the October Revised Budget for FY 2022/23
- Consideration of Joe Maynard Field at Hand Park Artificial Turf Installation Project

i. Consideration of the October Revised Budget for FY 2022/23

By direction of the Business & Finance Committee, Trustee Cannata moved to approve the October revised budget. Hearing no discussion, a roll call vote was taken and the motion carried unanimously with seven trustees voting yes.

OCTOBER REVISED BUDGET for FY 2022/23 : ROLL CALL VOTE		
Name	Aye	Nay
Trustee Atkins	ABSENT	
Trustee Berg	X	
Trustee Cannata	X	
Trustee Hershey	NVM	
Trustee Jenkins	ABSENT	
Trustee May	X	
Trustee Mealer	X	
Trustee O'Malley	X	
Trustee McInnis	X	
Trustee Roe	X	

ii. Consideration of the Joe Maynard Field at Hand Park Artificial Turf Installation Project

Trustee Cannata directed the Board's attention to the project information as it was presented to the Business & Finance Committee.

By the direction of the Business & Finance Committee, Trustee Cannata moved to approve the Joe Maynard Field at Hand Park Artificial Turf Installation Project. Hearing no discussion, a voice vote was taken and carried unanimously with seven trustees voting yes.

D. Executive Committee Report and Recommendations

Trustee O'Malley reported on the actions of the Executive Committee at the Dec. 2, 2022, meeting.

The committee approved the minutes of the Sept. 16, 2022, meeting.

The committee considered and approved one action item that was approved on the board's consent agenda:

- Consideration of Revisions to Policy 1:023 Compensation

The committee reviewed and approved one action item requiring consideration of the board:

- Consideration of the President's Performance Evaluation and Incentive Plan for Fiscal Year 2022-2023

i. Consideration of the President's Performance Evaluation and Incentive Plan for Fiscal Year 2022-2023

President Licari excused himself from this portion of the meeting.

By direction of the Executive Committee, Trustee O'Malley moved to approve the proposed President's Performance Evaluation and Incentive Plan for FY 2022/23.

Trustee McInnis requested that consideration of this item begin earlier next year to allow more time for the board to discuss and address questions or concerns.

Hearing no further discussion, a voice vote was taken and carried unanimously with seven trustees voting yes.

President Licari was invited back into the meeting.

E. Student Affairs Committee Report and Recommendations

Trustee McInnis reported on the actions of the Student Affairs Committee at the Dec. 2, 2022, meeting.

The committee approved the minutes of the Sept. 16, 2022, meeting. There were no other action or information items on the agenda.

Information Items

A. Review and Discussion of Board Self-Assessment

Trustee O'Malley recognized Dr. Carol Clark, board secretary, to provide background information about the Board Self-Assessment.

Clark stated that SACSCOC standards and the APSU Board of Trustees bylaws require that the Board conduct a self-assessment biennially. The survey used for this assessment was approved by the Board of Trustees in September 2018. It was completed by board members in 2018, 2020, and again in November 2022. The responses were collected using Qualtrics and the identity of each respondent was not revealed.

Trustee O'Malley observed that the responses to this and previous self-assessments have been that the board works effectively. He expressed his frustration though, with the Tennessee Open Meetings Act (Sunshine Law); as such, he stated the need for separate opportunities to discuss the business of the university and identify specific ways the board may help. Trustee McInnis agreed with O'Malley that the Board could look for more opportunities for involvement, while noting that the university is extremely well managed.

President Licari thanked the Board for their interest, confirmed that Board members can participate in work sessions, and noted that the university staff will seek to provide more work sessions and similar informational opportunities.

O'Malley stated that there was no negative information in the assessment and the results were an improvement over previous assessments.

Trustee Cannata highlighted the confidence of the Board in university leadership and recognized the positive and uplifting nature of all the reports; she went on say that if there were issues for the board to engage on, they would welcome the opportunity.

Trustee Hershey noted that no board members are educators other than the faculty trustee, and there might be benefit in providing the trustees with more of a day-to-day perspective on the workings of a university.

B. President's Report and Interim Items

Trustee O'Malley recognized President Mike Licari to give the president's report to the board.

Licari mentioned a number of upcoming campus events and Commencement with over 1,100 students applying for degrees.

Licari then discussed the THEC budget recommendations for the coming year. Specifically, an appropriations recommendation for a 13.7% increase for APSU (\$9.17M), the largest percentage increase of all institutions in the state. Additionally, he mentioned that THEC is recommending an additional appropriation of \$115M beyond the performance funding in order to be able to prioritize a tuition/fee increase ranging from 0% to 3%. Finally, Licari noted that the Health Professions Building was on the capital budget recommendation list considered by THEC at their meeting as an unranked item needing additional funding beyond what had already been approved; the entire list of ranked and unranked projects was approved by the commission at their last meeting.

Licari congratulated the student athletes for their success in the classroom: 23 student athletes had a perfect 4.0 GPA for the 21-22 academic year, and student athletes posted another record NCAA Graduation Success Rate of 84%. Additional congratulations were given to the football team for their conference championship.

Licari announced that a search committee, chaired by Vice President Gerald Harrison, was established to find a permanent Vice President for Student Affairs.

Licari concluded by noting that the trustees' meeting materials included reports on state building commission actions and the contracts and agreements that had occurred since the last board meeting.

Adjournment

Trustee O'Malley stated the next board meeting will take place on March 17, 2023, and moved to adjourn the meeting. Trustee Cannata seconded the motion. A voice vote was taken and carried unanimously with nine trustees voting yes. The meeting adjourned at 10:50 a.m.

**Austin Peay State
University**

Academic Reorganization

POLICIES

Issued: May 17, 2022

Responsible Official: Provost and Senior Vice President for Academic Affairs

Responsible Office: Academic Affairs

Policy Statement

It is the policy of Austin Peay State University that academic reorganization be a collaborative process of colleges, schools, departments, and programs directly related to curriculum and instruction.

Contents

Procedures

-Process

Links

-THEC New Academic Units policy A1.3

Definition

Academic reorganization includes the creation, division, merger, or dissolution of academic units subject to this policy.

For the purpose of this policy, academic unit refers to colleges, schools, divisions and/or departments that award credit.

Academic reorganization does not apply to:

1. The transfer of individuals or curricula among academic units or from one academic unit to another as approved by the appropriate University and college curriculum committees; or
2. The renaming of academic units as approved by the appropriate University and college curriculum committees; or
3. The assigning of responsibilities among administrative offices not in an academic college.

Process

1. Recommendations for reorganization are generally

initiated by the Provost. In addition, department, school, college heads, or tenured faculty may also submit recommendations to the Provost for consideration. Every submission must be presented in writing and consist of the following information:

- a. specific recommendations for reorganization;
 - b. a rationale for the recommendations to include:
 - i) a statement of the circumstances or events that prompted the recommendations;
 - ii) objectives to be accomplished by the recommendations;
 - iii) anticipated costs associated with the recommendations and possible funding sources; and/or
 - iv) impact on degree programs in the current academic inventory.
2. The Office of Academic Affairs will post all supported recommendations to the APSU Academic Affairs website for a period of 15 business days. Interested persons will then have the opportunity to submit comments to the Provost.
- All comments received in the Office of Academic Affairs will also be forwarded to the Provost's Council, The Provost's Council will provide review, comment and prioritization of multiple recommendation if necessary.
3. The Provost submits the proposal to: 1) all faculty; 2) the President of Faculty Senate; and 3) all members of the University Curriculum Committee.
4. The Faculty Senate and the University Curriculum Committee may elect to file a report to the Provost that should include, but is not limited to, the degree of support that exists for the recommendations, any specific proposed amendments to the recommendations, and the rationale for those proposed amendments.
5. The Provost submits a recommendation to the President regarding the action to be taken on the resulting reorganization proposal along with relevant documentation, e.g., a report from the Faculty Senate President, rationale for the proposal provided by the University Curriculum Committee, reports from Provost's Council, etc.

6. If the President accepts the proposal in whole, in part, or with amendments, the Office of the President and the Office of Academic Affairs prepare appropriate paperwork for program and budget approvals required by the APSU Board of Trustees and the Tennessee Higher Education Commission (THEC) and send the proposals to them for review as necessary and consistent with their respective due dates. Nonsignificant reorganizations of academic units that award credit (such as moving a department from one college to another college) do not require approval of the APSU Board of Trustees or THEC. Significant reorganization of academic units that award credit (such as elevating a department to a college) requires approval of APSU Board of Trustees and THEC. Significant reorganization includes one or more of the following criteria:
- Net increase in the number of academic units;
 - Existing academic unit will be placed at a higher organizational level;
 - Additional costs incurred (such as adding an additional chairperson); and/or
 - Significant change in the activity of the academic unit with or without a name change.

Links

THEC New Academic Units policy A1.3

https://www.tn.gov/content/dam/tn/thec/bureau/aa/academic-programs/program-approv/aca-pol/THEC_A1.3_New_Academic_Units_Policy_Jan_26_2017.pdf

Revision Dates

APSU Policy 2:009 – Rev.: May 17, 2022
 APSU Policy 2:009 – Rev.: April 20, 2017
 APSU Policy 2:009 – Rev.: January 14, 2016
 APSU Policy 2:009 – Rev.: November 2, 2006
 APSU Policy 2:009 – Issued: May 11, 2004

Subject Areas:

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

Approved

President: signature on file



Memorandum

To: Michael Licari, President
From: Maria Cronley, Provost and Senior Vice President for Academic Affairs
Date: January 17, 2023 (Updated proposal 2_3_23)
RE: Recommendation for the Establishment of a University College

The purpose of this memo is to recommend an academic reorganization to establish a new University College at Austin Peay State University.

Per Policy 2:009:

<https://apsu.navexone.com/content/dotNet/documents/?docid=68&public=true>, I am submitting the following information:

a. Specific recommendations for reorganization:

The Division of Academic Affairs, in alignment with the University Strategic Plan and the Academic Master Plan, recommend an academic reorganization to include the creation of a University College as a new academic unit.

While “university colleges” come in many forms across the academy, for purposes of this proposal, the APSU University College would be an interdisciplinary, collaborative academic unit that delivers curriculum and administers student-centered programs and support services designed to foster student development, success, persistence to timely graduation, high impact practices, and successful transition into a career. It would assist students as they transition into college, help them understand degree options, find academic support, and connect student majors with career and life goals. The University College would support all undergraduate student populations at APSU.

This proposed reorganization consolidates some functional operations currently under the areas of Student Achievement and Academic Strategic Initiatives within Academic Affairs, resulting in a largely resource-neutral reorganization. The University College will be overseen by an academic dean. The dean position and supporting personnel will be created through consolidation of other functional responsibilities within Academic Affairs, therefore, no net-new executive level positions will be required.

The following programs and offices would be housed in the University College:

*(Note: *denotes a curricular and/or degree program)*

- ***Degree Completion Programs***
 - Associate of Science in Liberal Arts*
 - Associate of Applied Science in Professional Services*

- Bachelor of Science in General Studies*
- *Scholars and Enhanced Programs*
 - Honors Program*
 - President's Emerging Leaders Program*
 - Interdisciplinary Studies*
 - Office of Undergraduate Research*
- *Office of Student Success*
 - College-Based Student Success Teams
 - First Year Experience (FYE – APSU1000)*
 - Peer Leader Program*
 - College Possible Success Coaching
 - Course Registration Assistants
- *Co-Requisite (enhanced) General Education (in coordination with home colleges)**
- *Learning Resource Center*
 - Tutoring
 - Structured Learning Assistance Labs
 - Academic Alert & Academic Recovery*
 - The Austin Peay Experience
- *Purpose First Scholars**
- *Academic and Career Market Data support and College Career Coaches*
- *Service Learning curriculum and activities (in coordination with home colleges)**

b. Rationale for the recommendations, to include:

- i) *a statement of the circumstances or events that prompted the recommendations,*
- ii) *objectives to be accomplished by the recommendations,*
- iii) *anticipated costs associated with the recommendations and possible funding sources,*
- iv) *impact on degree programs in the current academic inventory.*

For the last several years, APSU has offered some credit-bearing and degree-granting programs under the functional areas of the Office of Academic Affairs, making them “homeless” from an academic college perspective. This is not compatible with Tennessee Higher Education Commission expectations (nor with academy best-practice) that academic programs be housed and managed within a college. Coalescing these programs under one college, overseen by an academic dean, will help coordinate new curriculum and curricular changes in these areas, increase enrollments in these programs, and increase the visibility of these programs for current and prospective students. A University College will also support compliance with State and accreditor expectations. Looking forward, the University College would also provide infrastructure to allow for more interdisciplinary curricula and degree programs to be developed.

Housing these programs along with other academic support services, allows for greater coordination and synergy by increasing student support, not only to the students in these special programs, but to all APSU students. The coalescence of student success, persistence, learning support, service learning, and career services into one academic college equips the University College with a holistic net of student support beginning with a student's initial

participation in Gobs Orientation and continuing all the way through the Austin Peay Experience and on to a student launching into a chosen career.

This reorganization directly supports the University Strategic Plan:

Pillar One - The Academic Experience

Goal 2: APSU will evolve academic offerings to strengthen our emphasis on delivering quality programs that address community and regional needs.

Goal 3: APSU will optimize our institutional infrastructure to meet the academic needs of our students.

Pillar Two – The Student Experience

Goal 2: APSU will ensure that all students are equipped to pursue their educational and career goals in an empowering environment.

Pillar Four – The Community Experience

Goal 1: APSU will develop and enhance mutually beneficial community partnerships.

This reorganization directly supports the Academic Master Plan:

Pillar One – Academic Strength

Goal 2: APSU will optimize our institutional infrastructure to meet the academic needs of our students.

Pillar Two – Strategic Enrollment

Goal 1: APSU will cultivate a comprehensive student support culture.

Goal 3: Improve undergraduate retention rates and persistence to graduation by strengthening student success strategies.

Pillar Three – Student Success

Goal 1: APSU will increase the number of students academically engaged beyond the classroom.

Goal 2: APSU will evolve wraparound student support services to ensure that all students are equipped to pursue their educational and career goals in an empowering environment.

The goals of the University College are to:

- Deliver academic courses and programs designed to foster student development, academic inquiry, and successful transitions into our university.
- Provide infrastructure and oversight to interdisciplinary curricula and degree programs.
- Provide centralized academic support resources and services that meet the current and emerging needs of the APSU student population.
- Lead the student retention and persistence to graduation efforts of the APSU community.
- Administer programs that incorporate high-impact practices to support student success.
- Provide advising services that empower students to make informed academic choices related to both major and course selections.
- Collaborate with students, faculty and staff across campus to build a campus community focused on student success.

- Bolster relationships with campus and external partners to engage in purposeful collaborations.

If approved, an internal search for the inaugural Dean of the University College would be conducted. Funding for the position would be found within the existing budget of those functional areas being consolidated, as well as from existing Academic Affairs budgets.

No curricular impact on degree programs in the current academic inventory is expected.

Fall 2022, Spring 2023, and Summer 2023 Special Course Fees & Misc. Fee

Fee	Amount
Applied Music Fee	\$150.00 half hour per week
Applied Music Fee	\$300.00 one hour or more per week
Art and Design Fee	\$30.00/credit hour
Aviation Science Flight Kit	\$300.00 one time only
Aviation Training Device Fee	\$70.00 simulation hour
Business Course Fee	\$55.00/credit hour
College of Arts and Letters Course Fee	\$5.00/credit hour
College of Behavioral Science Course Fee	\$5.00/credit hour
College of Science, Technology, Engineering & Math Course Fee	\$5.00/credit hour
Communication Sciences & Disorders (CSDI) Fee	\$75.00/course
Computer Science & Information Technology/Engineering Technology Fee	\$5.00/credit hour
Culinary Arts Fee	\$60.00/credit hour
Education Course Fee	\$40.00/credit hour
Full Spectrum Learning Fee	\$3,500.00 semester
Graduate Counseling Fee	\$25.00/credit hour
Graduate Executive Educ Diff Fee	\$627.00/credit hour
Installment Payment Plan Service Charge	\$50.00
Installment Payment Plan Late Fee (\$75 max per term)	\$25.00
Late Registration Fee	\$50.00
Master of Healthcare Administration	\$30.00/credit hour
Master of Public Health	\$30.00/credit hour
Music Fee	\$15.00/credit hour
New Student Fee	\$75.00 one time only
Nursing Bookstore ATI Charge	\$612.50 semester
Nursing Differential Maintenance Fee (BSN)	\$40.00/credit hour
Nursing Differential Maintenance Fee (MSN)	\$100.00/credit hour
PASS Program Fee	\$120.00/course
PsyD Course Fee	\$30.00/credit hour
Psychological Science Advising/Lab Fee	\$10.00/credit hour
Return Check Service Charges	\$30.00
Rotor-Wing One Hour Ground Instruction	\$55.00
Rotor-Wing One Hour Flight Time & Instruction	
R22 Helicopter	\$459.00
R44 Helicopter	\$732.00
Science Consumable Fee	\$33.00 course
Scuba Fee	\$250.00/course
Speech Language Pathology	\$150.00 semester
Structured Learning Fee	\$75.00 course
Theatre & Dance Course Fee	\$25.00/credit hour
Online Web Fee (Undergraduate)	\$34.00/credit hour
Online Web Fee (Graduate)	\$55.00/credit hour

****Proposed****

APSU Non-Mandatory Proposed Fees

FY23-24

				New/Additional		
		Existing	Proposed	Revenue	Current Revenue	Total Revenue
		Fee	Fee	Proposed	Generated by Fee	Generated by Fee
New Student Fee	E	75	100	50,000	190,000	240,000
Social Work Tracking Software - Grad	N	0	25	2,000	-	2,000
Social Work Tracking Software - Undergrad	N	0	12	8,640	-	8,640
HHP K-12 Course Fee	N	0	5	600	-	600
Rabies Vaccination Fee (One Time Fee)	N	0	760	12,000	-	12,000

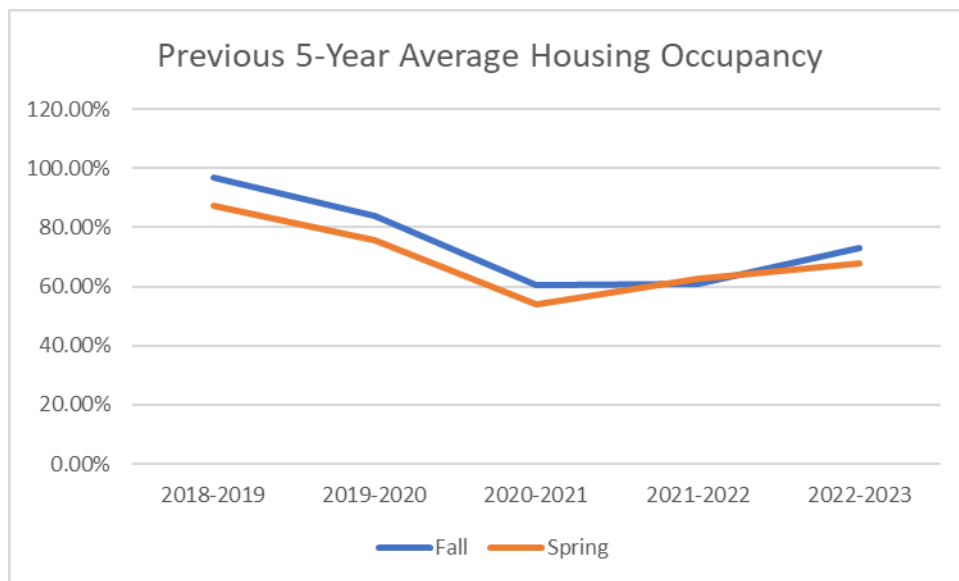
APSU Housing Rates for 2023-2024

Proposed Housing Rate Increases			
Residence Halls	Current 2022-23	Proposed 2023-2024	Percentage Increase
Double Occupancy			
Sevier, Blount, Harvill	\$ 3,255	\$ 3,370	3.53%
Castle, GTN*, GTS**, Eriksson	\$ 3,850	\$ 3,985	3.51%
Single Occupancy			
Sevier, Blount, Harvill	\$ 4,070	\$ 4,210	3.44%
Castle, GTN, GTS, Eriksson	\$ 4,820	\$ 4,980	3.32%
Apartment Style			
Meacham, Two Rivers			
Double	\$ 3,330	\$ 3,415	3.48%
Single	\$ 4,125	\$ 4,270	3.52%
Hand Village	\$ 3,970	\$ 4,110	3.53%
Overall Average Housing Increase for 2023-24= 3.5%			

*Governors Terrace North **Governors Terrace South

Previous 5-Year Comparison of Average Housing Increase				
2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1.0%	3.5%	2.07%	1.0%	4.38%

Previous 5-Year Average Housing Occupancy					
Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Fall	96.7%	83.8%	60.5%	60.8%	73%
Spring	87.5%	75.6%	54%	62.5%	68%



APSU Housing Rates for 2023-2024

Off-campus apartment rates for Fall 2023			
Location/Apartment Complex	Rent per month/amenities	Monthly cost	Annual cost
The Overlook/Grayson Apts 12-month lease	<i>No longer offering student housing.</i> \$1,399/month, 2 bedroom/2 bath	\$1,399	\$16,788
University Landing 12-month lease	\$575 for a 4-bedroom with private bedroom and shared living space. \$690 for 2-bedroom apartment. If you go over \$100 in utilities, you have to pay an overcharge. \$50 per month for parking.	\$575/4 bedroom \$690/2 bedroom	\$6,900 \$8,280
The Madison at 12 th (12 th St.)	\$825-1,000/month. Washer in apartment additional \$35/month. Trash is included, all utilities are student responsibility.	\$912/month	\$10,944
Main 608 12-month lease	\$955 for 1 bedroom. \$695 for shared 2 bedroom, \$25/month for parking. Laundry in-room. \$30/month water fee. Up to \$25/month for electricity, anything over is split between the roommates.	\$995/1 bedroom \$695/2 bedroom	\$11,940 \$8,340
APSU Housing 10-month lease	\$3,370-3,985 per semester. All inclusive: utilities, internet, laundry, trash, and furnishings.	\$674-797 a month.	\$6,740-7,970

Singleton, Gregory

From: no-reply@apsu.edu
Sent: Sunday, October 30, 2022 9:17 PM
To: Singleton, Gregory
Subject: Student Trustee Application submission

fullname - Jacob Euegene Knight

mailingaddress - [REDACTED]

phone - [REDACTED]

apsuemail - [REDACTED]

gpacumulativegpafromthesemester - 4.0 - Grad, 3.76 - undergrad

numberofsemesterhourscompleted1 - 3 - Grad, 141 - undergrad

majorminor - Managment - Grad, Marketing - Undergrad

apsustartdate - August 2022 - Grad, August 2018 - Undergrad

anticipatedgraduationdate - May 2024

highschoolname - Virginia High School

yearofgraduation - 2018

highschoolcityandstate - Bristol, Virginia

highlightsofcampusandcommunityse - Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) - August 2018 – Present

- Austin Peay State University PBL Founder and President - August 2018 – October 2021

- Chapter Mentor - August 2020 – Present • APSU President's Emerging Leaders Program (PELP) - August 2018 – May 2022

- Honors and PELP Formal Director - August 2018 – May 2022

- Honors and PELP Student Advisory Council - August 2021 – May 2022

- Freshmen/Sophomore Mentorship Program Coordinator - August 2021 – May 2022 • APSU Governor's Own Marching and Pep Band August 2018 – Present

- Housing Assistant - August 2018 – May 2022

- Student Athlete Advisory Committee Liaison - January 2021 – Present

- President - August 2022 – Present

• APSU College of Business Student Advisory Council - August 2018 – Present

- Future Business Leaders of America Representative - August 2018 – September 2021

- Honors and President's Emerging Leaders Program Representative - September 2021 – May 2022

- Council Chair - August 2021 – May 2022

- Graduate Representative - August 2022 – Present • Sigma Phi Epsilon - February 2019 – May 2022

- Vice President of Housing - August 2019 – January 2020

- Brother Mentor December - 2020 – May 2022

- Standards Board Officer - August 2021 – December 2021 • APSU Office of Student Success - August 2019 – May 2022

- APSU Introduction to Campus Life Peer Leader/Teaching Assistant - August 2019 – May 2022
- Honors/PELP Introduction to Campus Life Peer Leader/Teaching Assistant - August 2019 – May 2022 • National Society of Leadership and Success - January 2019 – Present • Senior Class Gift Ambassador - January 2022 – May 2022 • APSU Homecoming King - October 2021 – September 2022

branch -

dateserved -

rankatdischarge -

typeofdischarge -

ifotherthanhonorableexplain -

areyouatennesseeresident1 - ['Yes']

doyouhaveajudicialrecordorcur1 - ['No']

ifyesexplain -

haveyoueverbeenconvictedofafe1 - ['No']

ifyesexplain1 -

asanapplicantforstudenttruste1 - ['Yes']

signature - Jacob Euegene Knight

date - 10/30/2022

Dear Screening Committee,

During my time at Austin Peay State University, I have continuously pursued opportunities to represent my peers and advocate for their success. My freshmen year I started serving on the College of Business Student Advisory Council as the representative for the Future Business Leaders of America students. Since 2018, I have served as the council chair for two terms, represented the Honors Program and President's Emerging Leaders Program, and currently serve as the College of Business graduate program representative. I also was a founding member of the Honors Program and President's Emerging Leaders Program Student Advisory Council, where I advocated for strong freshmen and on-campus resident representation. I most recently concluded my reign as the Austin Peay Homecoming King where I consistently advocated for student success and representation.

My involvement in the President's Emerging Leaders Program, the Austin Peay Marching Band, extra and co-curriculars, service learning, and more has allowed me to not just be a business student but a well-rounded student that understands the commitments that students who want to go beyond their degree requires. I also have taken classes online, in person, and over video conference, including courses at Fort Campbell, allowing me to have a better understanding of what all types of students are facing. Furthermore, my involvement has allowed me to work with non-traditional and military affiliated students, opening my eyes to their needs in order to succeed at Austin Peay.

Through my graduate assistantship with the division of Alumni, Engagement and Philanthropy, I have been able to engage with student, faculty, staff, alumni, donors, and friends and learn how each contributes to the overall success of our institution. With all of this in mind, I believe my experiences at Austin Peay have prepared me to represent my peers as the student trustee.

Sincerely,

Jacob Eugene Knight

A handwritten signature in dark ink, appearing to read 'Jacob Eugene Knight', with a large, sweeping flourish extending to the right.

Dear Screening Committee,

I am writing you to express my interest in serving as the Austin Peay Student Trustee. Throughout my time at Austin Peay State University, I have always worked to advocate for my fellow students. However, that representation has always been limited to small populations within my part of the campus community. Being able to serve as the student trustee would allow me to represent and advocate for the populations of students that are outside of my bubble of campus. I love my Alma Mater and every governor that has the pleasure to go to school here with me. If I can help my fellow governors "Experience Austin Peay" to their fullest potential through my representation, then that is a role I want to serve in.

Furthermore, I am extremely interested and invested in seeing how the university works and operates. The board of trustees is an integral part of ensuring the university moves in the correct direction. With the implementation of our new mission statement and strategic plan, I want to make sure our current undergraduate and graduate students are being included in the conversation as we move towards our centennial milestone. I also want a career in higher education, meaning serving in this role will allow me to see more of how universities and colleges function as I work towards my future career.

Lastly, I want to give back to my Alma Mater. I am honored to have received my associate's and bachelor's degrees from Austin Peay and I am proud to be pursuing my master's as well. I want to graduate knowing that I helped make Austin Peay the best it can be, and the student trustee position will allow me to do that.

Sincerely,

Jacob Eugene Knight

A handwritten signature in dark ink, appearing to read "Jacob Eugene Knight", with a large, sweeping flourish at the end.

Jacob Eugene Knight

EDUCATION

Austin Peay State University (APSU)
Bachelor of Business Administration
Concentration: Marketing

Clarksville, TN

May 2022

Austin Peay State University
Master of Science
Concentration: Management

Clarksville, TN

May 2024

PROFESSIONAL EXPERIENCE

Austin Peay State University **Clarksville, TN** **May 2020 – August 2021**
Marketing Intern and Camp Assistant - Office of Housing/Resident life and Dining Services

- Contacted current residents and ensured housing in the fall.
- Recruited new students to live in on-campus housing.
- Maintained social media channels.
- Worked with summer camps to provide programing, room, and board.
- Ensured a healthy living experience for campers.
- Conducted search and confiscations of prohibited or illegal items.
- Enforced housing policies and procedures.
- Monitored front desk phone and email.
- Other duties as designated by supervisor.

Austin Peay State University **Clarksville, TN** **August 2019 – May 2022**
Resident Assistant and Hall Council Advisor - Office of Housing/Resident life and Dining Services

- Ensured a healthy living experience for students.
- Enforced housing policies and procedures.
- Conducted welfare checks in student rooms.
- Conducted search and confiscations of prohibited or illegal items.
- Presented educational programs and workshops.
- Served as advisor to residence hall council.
- Reported damages and needed repairs.
- Other duties as designated by supervisor.

Austin Peay State University **Clarksville, TN** **January 2021 – Present**
Govs Care Social Media and Marketing Manager - Office of Student Affairs

- Create digital and print materials to spread student health practices and information.
- Table and engage with university student body.
- Lead student health and violence prevention trainings.
- Coordinate events with other APSU departments and organizations.
- Report social engagement to TN Coalition and CDC.
- Other duties as designated by supervisor.

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." – Anonymous

Jacob Eugene Knight

Austin Peay State University

Clarksville, TN

August 2022 – Present

Events and Engagement Graduate Assistant – Office of Alumni, Engagement, and Philanthropy

- Assist in the supervising, planning, and implementation of university and alumni events and programs.
- Assist with fostering lasting relationships between the university and its constituents and help continue with establishing a structured, systematic program of engagement opportunities.
- Assist with constituents' active participation in university events and activities.
- Assist with the organization, support, and implement in collaboration with the Alumni, Advancement, and other key campus individuals for activities.
- Assist in the planning and implementation of the University's fundraising events to raise support for student scholarships.
- Other duties as designated by supervisor.

STRENGTHS

- Microsoft Office Master Certified (MOS 2016)
- Internet Core Competency (IC3) Certified
- Peer and Student Educator Master Certified
- Positive
- Attentive
- Hardworking

FURTHER INVOLVEMENT

- Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL)
 - Austin Peay State University PBL Founder and President
 - Chapter Mentor
 - APSU President's Emerging Leaders Program (PELP)
 - Honors and PELP Formal Director
 - Honors and PELP Student Advisory Council
 - Freshmen/Sophomore Mentorship Program Coordinator
 - APSU Governor's Own Marching and Pep Band
 - Housing Assistant
 - Student Athlete Advisory Committee Liaison
 - President
 - APSU College of Business Student Advisory Council
 - Future Business Leaders of America Representative
 - Honors and President's Emerging Leaders Program Representative
 - Council Chair
 - Graduate Representative
 - Sigma Phi Epsilon
 - Vice President of Housing
 - Brother Mentor
 - Standards Board Officer
 - APSU Office of Student Success
 - APSU Introduction to Campus Life Peer Leader/Teaching Assistant
 - Honors/PELP Introduction to Campus Life Peer Leader/Teaching Assistant
 - National Society of Leadership and Success
 - Senior Class Gift Ambassador
 - APSU Homecoming King
- August 2014 – Present
August 2018 – October 2021
August 2020 – Present
August 2018 – May 2022
August 2018 – May 2022
August 2021 – May 2022
August 2021 – May 2022
August 2018 – Present
August 2018 – May 2022
January 2021 – Present
August 2022 – Present
August 2018 – Present
August 2018 – September 2021
September 2021 – May 2022
August 2021 – May 2022
August 2022 – Present
February 2019 – May 2022
August 2019 – January 2020
December 2020 – May 2022
August 2021 – December 2021
August 2019 – May 2022
August 2019 – May 2022
August 2019 – May 2022
January 2019 – Present
January 2022 – May 2022
October 2021 – September 2022

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." – Anonymous



October 27, 2022

APSU Board of Trustees Student Search Committee
c/o Greg Singleton
Interim Vice President for Student Affairs and Dean of Students
Austin Peay State University
PO Box 4598
Clarksville, TN 37044

Dear Greg,

I want to highly recommend Jacob Knight as the student trustee for the APSU Board of Trustees. Jacob is currently the events and engagement graduate assistant for the APSU Office of Engagement. He has excelled and gained skills in working with the public by assisting on our important events and stepping into leadership roles when necessary.

As a proud 2022 graduate of Austin Peay, and a current graduate student, Jacob truly understands our APSU culture. In his previous positions with the APSU Office of Housing, he learned about a variety of areas of our University and became a trusted leader amongst his peers. He is now continuing his efforts to positively impact our campus by working with Govs Care.

The long list of his campus involvement is impressive and includes the APSU Governor's Own Marching and Pep Bands, the President's Emerging Leaders Program, Sigma Phi Epsilon Fraternity and the College of Business Student Advisory Council. Last semester, he served as a Govs Senior Class Gift Ambassador, and his email to fellow students had the highest open rate of all the ambassador messages that have been sent so far.

I believe he is an extremely qualified leader for this position. He will be an excellent representative of our institution to the local community. He truly embodies what it means to "Be a Gov" on many levels. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'KRISTOPHER R. PHILLIPS', written over a circular blue stamp.

Kristopher R. Phillips, MSL ('91, '21)
Vice President for Alumni, Engagement and Philanthropy

UNIVERSITY ADVANCEMENT

P.O. Box 4417 • Clarksville, TN 37044 • phone: 931-221-7127

give.apsu.edu

Alumni, Engagement and Philanthropy

October 31, 2022

APSU Board of Trustees Student Search Committee
c/o Greg Singleton
Interim Vice President for Student Affairs & Dean of Students
Austin Peay State University
PO Box 4598
Clarksville, TN 37044

Dear Dean Singleton,

It is my pleasure to recommend Jacob Knight as a candidate to be the student trustee for the APSU Board of Trustees.

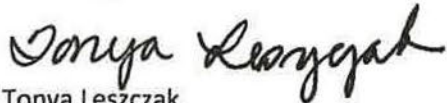
Jacob currently serves as the Events and Engagement Graduate Assistant for the APSU Office of Engagement. Jacob has been active since he started as a freshman at Austin Peay, being highly involved in various campus positions and organizations. That has been a tremendous advantage for his role in our office as it has provided him the experience to effectively take on many important duties seamlessly.

Jacob serves as my graduate assistant, and I am highly impressed with his work ethic and character. He always goes above and beyond and is dedicated to making whatever we are working on successful. He is innovated, highly skilled, personable and just an overall remarkable individual.

Jacob is a true Governor, he loves Austin Peay and is dedicated to continue making this a great University for both our current and future Govs. APSU students that Jacob works with, both past and present, rely on and look up to him for guidance. This shows his impact on campus and one of the reasons Austin Peay is so special, individuals like Jacob.

I highly recommend Jacob for the student trustee position. If you have any questions about his candidacy, please feel free to reach out to me. Thank you for your consideration.

Sincerely,



Tonya Leszczak

Senior Director of University Events & Engagement
Austin Peay State University
Division of Alumni, Engagement & Philanthropy
931-221-1279

leszczakto@apsu.edu



November 1, 2022

This letter is in reference to Jacob Knight, and supportive of his application to be a student representative on the APSU Board of Trustees.

Since 2018, I have had the pleasure of working with Jacob as a student in the APSU "Governors Own" Marching Band and Basketball Pep Band, as well as through a variety of student organizations, campus initiatives, and community events. Jacob has consistently demonstrated leadership, commitment, passion, and follow-through in every aspect of his personal and academic life.

As a student leader and upperclassman in the APSU Bands, Jacob has thrived in his leadership roles, establishing himself as an example of the "ideal" band student – with many accolades and awards as evidence. I was particularly impressed with Jacob's ability to not only balance, but to succeed in the variety of demands in his life. He was simultaneously in the APSU Bands, PELP, a fraternity, FBLA, a successful Business major, Homecoming King, and more – and served in a leadership capacity in all of those.

I believe what truly defines Jacob is passion. He wants to improve everything he is a part of. He is active, asks questions, takes initiative, and never sits idle while others work. In just Band-related events over the past three months he has either initiated or facilitated all on his own: A blood drive, Band intermural teams, GHOST participation, and other campus events. His positive and uplifting leadership style resonates with his peers, and they are thrilled to follow him wherever his vision takes him.

Jacob Knight would be a valuable addition to the APSU Board of Trustees. He is knowledgeable about our administrative structure, invested in making decisions that impact our campus life, experienced in this type of work, professional in his approach and responsibilities, and passionate about making this campus and community a better place. I give Jacob Knight my strongest possible recommendation for this position.

Thank you,



John Schnettler

Professor of Music & Director of Athletic Bands, Austin Peay State University
schnettlerj@apsu.edu // 931-221-6820

**APSU Board of Trustees
Proposed 2024 Meeting Schedule:**

Friday, March 22

Friday, June 7

Friday, September 20

Friday, December 6

2024	Notes	2023	2022	2021	2020	2019	2018	2017
March 22	APSU Spring Break is March 3-9 Easter is March 31	March 17	March 18	March 19	March 20	March 15	March 9	March 30 (Inaugural Meeting)
June 7	Memorial Day is May 27	June 9	June 10	June 4	June 5	June 7	June 8	May 19
Sept 20	Homecoming is not yet set	Sept 15	Sept 16	Sept 17	Sept 18	Sept 20	Sept 14	Sept 15
Dec 6	Thanksgiving is Nov 28 Commencement is December 13	Dec 8	Dec 2	Dec 3	Dec 4	Nov 22	Nov 30	Dec 1

Austin Peay State University
Contracts Total Value Over \$50,000 Approved from November 1, 2022 - February 1, 2023

<u>Contractor</u>	<u>Description of Contract</u>	<u>Department</u>	<u>Yearly Amount</u>	<u>Start Date</u>	<u>End Date</u>	<u>Competitive</u>	<u>Notes</u>
AT&T	Relocation of AT&T underground utilities and equipment at the Health Professions Building site	University Design & Construction	\$169,945.69	12/28/2022	Upon Completion	No	One-time custom work agreement
Storbeck Search LLC	Search for VP Student Affairs	President's Office	\$70,000.00	12/22/2022	12/21/2023	Yes	VASCUPP 2292450
Dell Marketing LP	Increasing device count from 2450 to 2650 to allow inclusion of Linux servers as well as incremental server and endpoint growth. SOW also adds monitoring of MS Identity and O365 to go along with MS Endpoint which is a direct need from ransomware incident.	Information Technology	\$111,618.00	12/19/2022	12/18/2023 or upon completion	Yes	TBR #105426
Carnegie Dartlet LLC	Admissions website enhancements	Public Relations & Marketing	\$65,080.00	2/1/2023	12/31/2023 or upon completion	Yes	VASCUPP JPG 1131
Storbeck Search LLC	Search for AVP for Information Technology	Finance & Administration	\$70,000.00	12/5/2022	12/4/2023	Yes	VASCUPP 2292450
Hanover Research Council	Higher Education Custom Research Queue	Office of Research & Sponsored Programs	\$135,000.00	11/15/2022	11/14/2025	No	Year 1 = \$45,000, Year 2 = \$45,000, Year 3 = \$45,000
CDW Government Inc.	Adobe Acrobat Sign	Information Technology	\$111,226.59	11/4/2022	11/3/2025	Yes	Sourcwell #081419; Year 1= \$37,075.53; Year 2 = \$37,075.53; Year 3 = \$37,075.53

Austin Peay State University
SBC Actions November 1, 2022 - February 1, 2023

Summary of State Building Comissions Actions

<u>Date</u>	<u>SBC/Transaction Number</u>	<u>Project</u>	<u>Value</u>	<u>SBC Action</u>
11/10/2022	373/003-11-2022	Raymond C. Hand Field Centerfield Wall	\$200,000.00	Approved project utilizing an Agency Consultant for design (Ross Bryan Associates, Inc.)

Summary of Executive Sub-Committee Actions

<u>Date</u>	<u>SBC/Transaction Number</u>	<u>Project</u>	<u>Value</u>	<u>SBC Action</u>
1/23/2023	373/003-12-2022	Meacham Residence Hall Reroof	\$290,000.00	Approved project utilizing an Agency Consultant (Lyle Cook Martin Architects, Inc.) for design