



EXECUTIVE COMMITTEE

Austin Peay State University

317 College Street

Clarksville, TN 37040

December 2, 2022

At the conclusion of the Student Affairs Committee meeting

Call to Order

Roll Call/Declaration of a Quorum

Approval of Minutes

Action Items

A.Consideration of Policy 1:023 Compensation

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

Adjourn

EXPERIENCE AUSTIN PEAY

2022-2027 STRATEGIC PLAN





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## Executive Committee Minutes

Friday, September 16, 2022  
317 College Street, Clarksville, TN 37040

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### Call to Order

Trustee Atkins, board chair, called the meeting to order at 8:43 a.m.

### Roll Call/Declaration of Quorum

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

Attendees:

Committee Members

Trustee Billy Atkins  
Trustee Don Jenkins  
Trustee Robin Mealer

University Personnel

Dr. Michael Licari, President  
Dr. Carol Clark, Secretary to the Board  
Ms. Dannelle Whiteside, Vice President for  
Legal Affairs & Org. Strategy

### Approval of Minutes

Trustee Atkins stated that the minutes for the June 10, 2022, Executive Committee meeting were circulated in advance and asked if there were any corrections or additions to the minutes. There were none. Trustee Atkins moved to approve the minutes as written. Trustee Mealer seconded the motion. A voice vote was taken and carried unanimously with three trustees voting yes.

### Action Items

#### A. Consideration of the Institutional Mission Profile Statement

Trustee Atkins introduced Dr. Maria Conley, provost, to provide background information on the proposed statement.

Cronley stated that the Tennessee Higher Education Commission (THEC) requires institutions to update their Institutional Mission Profile on an annual basis. These updates require board approval and THEC approval.

Trustee Atkins moved to approve the statement as written. Trustee Mealer seconded the motion.

Hearing no discussion, a roll call vote was taken, and the motion carried unanimously:

Trustee Atkins:	Yes
Trustee Jenkins:	Yes
Trustee Mealer:	Yes

**B. Consideration of Revisions to Policy 1:024 Board of Trustee Delegation of Authority**

Trustee Atkins recognized Mr. Shahrooz Roohparvar, vice president for finance and administration, to provide information on the proposed revisions.

Roohparvar stated that the request is for the following text to be added to Policy 1:024, under the section titled "Delegation to the President" on page 4:

"The President shall create opportunities for competitive bids through public advertisement only for contracts which will total \$50,000 or more. The authorities of this paragraph may be delegated further by President."

Roohparvar noted that these revisions are necessitated in response to a change in state law that increased the sole source thresholds to \$50,000.

Trustee Atkins moved to approve the revisions to Policy 1:024 as written. Trustee Jenkins seconded the motion.

Hearing no discussion, a voice vote was taken, and the motion carried unanimously with three trustees voting yes.

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

Trustee Atkins recognized Trustee Jenkins to provide background information.

Trustee Jenkins moved to appoint a committee to prepare a recommendation for consideration at the December 2022 meeting. Trustee Mealer seconded the motion.

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

**D. Nomination of Board Officers**

Trustee Atkins reminded the committee of his previous notice of resignation from the position of board chair effective at the conclusion of the meeting and that the executive committee will accept nominations for a new chair to serve the remainder of the current term.

Trustee Atkins called for nominations for chair to be forwarded to the board for consideration. Trustee Mealer nominated Trustee Jenkins to serve as chair.

Hearing no other nominations or discussion, a voice vote was taken and carried unanimously with three trustees voting to forward Trustee Jenkins to the board for consideration as board chair.

Trustee Atkins called for nominations for vice chair to be forwarded to the board for consideration. Trustee Jenkins nominated Trustee O'Malley to serve as vice chair.

Hearing no other nominations or discussion, a voice vote was taken and carried unanimously with three trustees voting to forward Trustee O'Malley to the board for consideration as board vice chair.

## **Adjournment**

Trustee Atkins moved to adjourn the Executive Committee meeting. Trustee Jenkins seconded the motion. A voice vote was taken and carried unanimously with three trustees voting yes. The meeting adjourned at 8:53 a.m.

**Austin Peay State  
University**

**Compensation**

**Issued:** December 2, 2022

**POLICIES**

**Responsible Official:** Vice President for Finance and Administration

**Responsible Office:** Human Resources

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**Policy Statement**

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It is the policy of Austin Peay State University to compensate employees fairly, equitably and consistent with market and performance.

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**Purpose**

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The goal of the University is to provide all employees compensation consistent with market and satisfactory job performance. This goal is reflected within the University budget and will be dependent upon budget availability.

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**Contents**

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**Procedures**

- Compensation Philosophy
- Procedures
- Part-Time Faculty Compensation Rate
- Faculty Compensation for Teaching Credit Courses as an Overload

**Links**

- APSU Policy 5:014
- APSU Compensation Plan

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**Procedures**

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**Compensation Philosophy**

- A. The University desires to have a compensation system which is fair, equitable and accountable to the Board of Trustees and the public-at-large.
1. The Board of Trustees will consider budget availability in all salary decisions.
  2. This policy will cover compensation transactions at the University.

3. The same reportable policies apply to positions totally supported by restricted or auxiliary funds.
4. It is the goal of the Board of Trustees to provide competitive compensation for faculty and staff, within available funds, consistent with the market, performance and skill-set.
5. The President shall ensure that all employees shall be paid equal wages or salaries for equal work in positions the performance of which requires equal skill, effort and responsibility, and which are performed under similar working conditions, except where pay differentials are based upon: 1. market factors, 2. a merit or evaluation system, 3. length of service, or 4. any other proper, non-discriminatory basis. When any of the foregoing bases are relied upon to justify pay differentials for employees in similar positions as described above, the basis and the attendant circumstances shall be substantiated in writing and maintained by the Office of Human Resources. The President is responsible for compliance with all federal and state laws and regulations, and all APSU policies and directives, concerning compensation for employees, and compensation for employees shall be subject to limitations imposed by the Board or the General Assembly.

## **Procedures**

- A. The University will develop and maintain a compensation plan to be approved by the Board. This plan will be updated as necessary.
- B. Salary adjustments may occur under the following circumstances.
  1. Upon approval of the Board of Trustees, annual increases may be given to faculty and staff as an across-the-board, cost-of-living adjustment, merit-based or equity-based, or other increases as may be required by the state.
  2. Employees may be awarded a salary increase for completion of the Certified Administrative Professional (CAP) exam as outlined in APSU Policy 5:016.
  3. In rare circumstances, APSU may choose to counter-offer in order to retain an employee who has been offered another position outside of the University. Documentation of the need for the offer must be presented, in the form of an offer letter or original e-mail from an authorized

representative of the competitive external employer. Circumstances where the offer is verbal must be documented by the department requesting the counter-offer must be approved by the appropriate Executive Authority before such an offer is made.

4. Critical and special adjustments may occur in extraordinary circumstances to retain a uniquely qualified employee where APSU is in danger of losing the employee. Documentation of the need for the adjustment must be presented and the adjustment approved by the appropriate Executive Authority before such an offer is made.
  5. Staff employees may be eligible for an adjustment for obtaining a job related degree as outlined in APSU Policy 5:027.
  6. The University may adjust an employee's salary to mitigate an internal inequity or verified external inequity.
  7. An employee may receive an approved bonus as defined by the University, state legislation, or another approving authority.
  8. Faculty promotions will follow APSU Policy 1:025, Policy on Academic Tenure.
  9. Non-faculty promotions will follow APSU Policy 5:036.
  10. Reclassifications will follow APSU Policy 5:026.
  11. The Office for Human Resources will process a technical adjustment if an error on a previously approved salary is discovered in order to correct the error.
  12. In certain circumstances it may be appropriate to pay employees compensation for assuming additional duties outside their required responsibilities. Any pay adjustments for additional work will follow APSU Policy 5:014.
- C. All regular exempt employees, as well as employees who meet the "duties test", but not the FLSA salary threshold, whether on an academic or fiscal year appointment, shall be paid twelve (12) monthly installments each year, provided

that exceptions may be made upon termination, or as approved by the President. All non-exempt employees shall be paid twenty-six (26) bi-weekly installments each year, provided that exceptions may be made upon termination, or as approved by the President.

- D. All full-time and part-time employees are required to participate in the deposit program for the direct deposit of their salaries.
- E. Overtime payments and compensatory time are available to employees not exempt from the FLSA. The President is authorized to issue guidelines relative to the use of compensatory time and payment of overtime and the rates pertinent to each.
- F. Faculty members may be asked to temporarily assume administrative responsibilities which entail moving from an academic year to a fiscal year contract with the assignment of additional duties. This temporary appointment may be on a long-term or short-term basis but is still considered a temporary appointment subject to this policy. This does not apply when a faculty member is hired into a permanent administrative position such as a deanship which requires a twelve-month contract.

**Part-Time Faculty  
Compensation Rate**

Part-time faculty compensation will follow APSU Policy 2:048.

**Faculty Compensation for  
Teaching Credit Courses as  
an Overload**

Full-time and part-time faculty compensation will follow APSU Policy 2:048.

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**Links**

**APSU Policy 5:014**

[5:014 Outside Employment and Extra Compensation](#)

**APSU Compensation Plan**

<https://www.apsu.edu/human-resources/compensation>

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**Revision Dates**

APSU Policy 1:023 – Rev.: December 2, 2022

APSU Policy 1:023 – Rev.: September 17, 2021

APSU Policy 1:023 – Issued: March 30, 2017

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

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President: signature on file

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**Austin Peay State  
University**

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**Issued:** ~~September 17, 2021~~ December 2, 2022

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**Approved**

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President: signature on file

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**Proposed Presidential Incentive Plan – FY 2022-2023**

This plan is created to reward the President with additional compensation for meeting the desired outcomes of the Austin Peay State University Board of Trustees. This incentive is based on the progress in the key metrics areas noted below. Earning 100 points shall be equal to a one-time bonus payment equal to 10% of the President’s Base Compensation, for the same fiscal year. Any score below 100 shall be a straight proration towards the 10% (i.e. 75 points = 7.5% Bonus).

<b>Category</b>	<b>Score</b>	<b>Possible</b>
<b>Enrollment: **</b> <ul style="list-style-type: none"> <li>• Increase First-Time Full-Time Freshman Enrollment from prior year (10 pts)</li> <li>• Increase New Graduate Enrollment from prior year (5pts)</li> </ul>		<b>15</b>
<b>Graduation Rate:</b> <ul style="list-style-type: none"> <li>• Increase in overall Graduation Rate from prior year</li> </ul>		<b>15</b>
<b>Retention Rate:</b> <ul style="list-style-type: none"> <li>• Increase in overall Retention Rate from prior year</li> </ul>		<b>15</b>
<b>Athletics: 2 of 3 must occur for full points but 1 of 3 equals 7.5 points</b> <ul style="list-style-type: none"> <li>• All Athletes Average GPA of 3.0 or higher</li> <li>• Win 1 conference championship</li> <li>• Increase Revenue from prior year (excluding comprehensive campaign years and individual large gifts) <b>OR</b> receive a one-time large gift/pledge.</li> </ul>		<b>15</b>
<b>Fundraising:</b> <ul style="list-style-type: none"> <li>• Increase in fundraising compared to average of 3 prior years (excluding comprehensive campaign years and individual large gifts) <b>OR</b> receive a one-time large gift/pledge.</li> </ul>		<b>15</b>
<b>Board’s Discretion:</b> <ul style="list-style-type: none"> <li>• To be awarded by the Board of Trustees in consideration of overall performance and may include the following for consideration: <ul style="list-style-type: none"> <li>○ Leadership</li> <li>○ Strategic Plan Progress</li> <li>○ Positive Relationships</li> </ul> </li> </ul>		<b>25</b>
<b>TOTAL SCORE</b>		<b>100</b>

\*\* At the time of creation of this new incentive plan, the current fiscal year has progressed beyond reasonable contribution to this factor and points shall be fully awarded in this category.