



AGENDA

Austin Peay State University

317 College Street

Clarksville, TN 37040

March 15, 2019

9:00 am

Call to Order

Roll Call/Declaration of Quorum

Adoption of Agenda

Approval of Minutes

Campus Spotlight

Action Items

- A. Academic Policies and Programs/Student Life Committee Report and Recommendations
 - i. Adoption of Minutes
 - ii. Approval of Doctor of Psychology (Psy.D.) – Counseling Psychology
 - iii. Student Trustee Selection
- B. Audit Committee Report and Recommendations
 - i. Adoption of Minutes
- C. Business and Finance Committee Report and Recommendations
 - i. Adoption of Minutes
 - ii. Consideration of Non-Mandatory Fees for the 2019-2020 Academic Year
 - iii. Consideration of Housing Rates for the 2019-2020 Academic Year
- D. Executive Committee Report and Recommendations
 - i. Adoption of Minutes
 - ii. Approval of APSU's Mission Profile

- iii. Approval of the Revised Executive Committee Charter
- iv. Approval of the Appeals and Appearances Before the Board Policy 1:010
- E. Other Business
 - i. Naming Request for the William E. & Sadako S. Newton Military Family Resource Center
 - ii. Naming Request for the Joe Maynard Field (Baseball)
 - iii. Naming Request for the Cathi Maynard Park (Softball)

Information Items

- A. President's Report
- B. President's Interim Items
 - i. Review of Contracts and Agreements
 - ii. Review of State Building Commission Actions
 - iii. Appointment of Dr. Eric Norman as Vice President for Student Affairs

Adjourn



December Board Meeting		
11.30.2018		317 College Street Clarksville, TN 37040
Meeting Type	Board Meeting	
Note taker	Joanne Shepard	
Attendees	Mr. Billy Atkins	Y
	Ms. Katherine Cannata	Y
	Mr. Larry Carroll	Y
	Mr. Don Jenkins	Y
	Dr. Gary Luck	Y
	Ms. Celeste Malone	Y
	Dr. Valencia May	Y
	Brig. Gen. Robin Mealer	Y
	Mr. Mike O'Malley	N
	Dr. Nell Rayburn	Y
	Dr. Alisa White, President	Y
	Ms. Dannelle Whiteside, General Counsel and Board Secretary	Y
Trustee Cannata called the meeting to order. Board Secretary, Dannelle Whiteside, called the roll. There was a quorum.		
Adoption of Agenda		
Discussion		
Trustee Cannata informed the Board that there were items on the agenda to be adopted.		
Conclusions		
Trustee Cannata moved for the adoption of the agenda. The motion was seconded by Trustee Luck. A voice vote was taken and passed unanimously with 8 trustees voting yes.		
Approval of Minutes		
Discussion		
Trustee Cannata asked if there were any corrections or additions to the minutes of the September 14, 2018 Board meeting. There were none.		

Conclusions	
Trustee Jenkins made a motion to approve the minutes for the September 14 meeting. Trustee Carroll seconded the motion. A voice vote was taken and passed unanimously with 8 trustees voting yes.	
Campus Spotlight	
Trustee Cannata recognized President White to introduce Dr. Mickey Wadia, APSU Faculty Senate President, and Ms. Louise Mitchell, APSU Staff Senate President, to present on shared governance. Dr. Wadia is a Professor of Languages and Literature and the newly elected faculty trustee to the board. His term will begin July 1, 2019. Ms. Mitchell is the Coordinator of the Hispanic Cultural Center.	
Dr. Wadia thanked the Board for the opportunity to talk about the importance of shared governance. He stated that the Faculty Senate is an advisory body to President White and spoke of the responsibilities and accomplishments of this group. He stated that proactive engagement, positive interference, integrity, honesty and transparency are needed for successful communication at the University. He valued the positive relationship between the administration, faculty and the board. He stated that shared governance has been the hallmark of Austin Peay's success in various constituencies working together to solve problems. He stated that it is important that freedom of speech be accorded in shared governance.	
Ms. Mitchell thanked the Board for the opportunity to talk about the important role Staff Senate has in shared governance at Austin Peay. She explained the senate's mission is to serve as a liaison between staff, faculty and the administration to improve the quality of life experienced by all at the university. This mission is accomplished by: talking openly about issues and advocating for action and addressing the concerns identified by staff, encouraging collaboration, and educating university constituents on all actions of the Staff Senate. She stated that being a part of the shared governance model allows staff to have a voice and to make a difference in the University community.	
President White provided examples on how shared governance works at the University.	
Trustee Cannata asked Ms. Mitchell about her proudest accomplishment as Staff Senate President. Ms. Mitchell stated Staff Appreciation Week and getting staff more involved with Homecoming Week are her proudest accomplishments.	
Academic Policies and Programs/Student Life Committee Report	
Discussion	

Trustee Jenkins reported on the actions of the Academic Policies and Programs/Student Life Committee at the November 29 meeting.

Trustee Jenkins stated the committee reviewed the following information items: the University's intent to submit a Letter of Notification to THEC to establish a Master of Science in Speech-Language Pathology and the Fall Census Enrollment data.

Trustee Jenkins stated the committee reviewed and approved the following action items: changes in Policy 2:038 Undergraduate (and Graduate) Admissions and changes in Policy 2:010 Undergraduate (and Graduate) Academic Retention Standards. These items were approved in the consent agenda.

Trustee Rayburn stated the changes in the policies were to ensure that the graduate programs receive the same emphasis as the undergraduate programs.

Conclusions	
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Trustee Jenkins moved that the Board approve the minutes for the November 29 meeting. Trustee Atkins seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.

Audit Committee Report

Discussion	
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Trustee Cannata stated the Audit Committee listened to presentations on the following informational items: internal audit reports released between August 21, 2018 and November 6, 2018, along with a list of outstanding audit recommendations; the results of the Quality Assessment Review for the Office of Internal Audit; the Internal Audit Client Satisfaction Survey results for Fall 2018; and the information technology risks by Judy Molnar, Associate Vice President and Chief Information Officer.

Conclusions	
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Trustee Cannata moved that the Board approve the minutes for the November 29 meeting. Trustee Rayburn seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.
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Business and Finance Committee Report

Discussion	
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Trustee Atkins reported on the actions of the Business and Finance Committee at the November 29 meeting. The action items the committee reviewed and approved are as follows: October revised budget for fiscal year 2018-2019; revisions to Policy 1:021 Fees, Charges, Refund and Fee Adjustments; and factors for tuition and mandatory fee increases.

Trustee Atkins stated the committee reviewed the following information items: the preliminary THEC recommendations for state appropriations, capital projects, and student fees and the THEC financial stress test results.

Conclusions	
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Trustee Atkins moved that the Board approve the minutes for the November 29 meeting. Trustee Jenkins seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.

Trustee Atkins moved that the Board approve the October revised budget for the fiscal year 2018-2019 as written. Trustee Carroll seconded the motion. A roll call vote was taken and passed with 8 voting yes.

Trustee Atkins moved that the Board approve the revisions to Policy 1:021 Fees, Charges, Refund and Fee Adjustments as written. Trustee Luck seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.

Trustee Atkins moved that the Board approve the factors for tuition and mandatory fee increases as written. Trustee Carroll seconded the motion. A voice vote was taken and passed with 8 trustees voting yes. Trustee Rayburn stated that this item was in response to a Tennessee Legislature directive to develop a policy.

Executive Committee

Discussion	
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Trustee Cannata reported on the action of the Executive Committee at the November 29 meeting. The committee reviewed the results of the Board Evaluation, which is required by Southern Association of Colleges and School Commission on Colleges. She thanked the board for participating in the survey and stated that the results were significantly positive. She questioned what the board could do to improve. Trustee Rayburn reaffirmed that trustees could add items to the agenda if they wanted more information about a particular subject. Trustee Jenkins asked if the board could receive a monthly overview of what is occurring on campus. Trustee Malone stated that student interest would rise if the student trustee could vote on board issues.

Conclusions	
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Trustee Atkins moved that the Board approve the minutes of the November 29 meeting. Trustee Jenkins seconded the motion. A voice vote was taken and passed with 8 trustees voting yes.

President's Report and Report on Interim Items

Discussion	
<p>Trustee Cannata recognized President White to give her report to the Board.</p> <p>President White spoke on the importance of shared governance at the University. She stated that one of the most important aspects of shared governance is a system of open communication when faculty and staff members, board members, and administrators work to align and implement strategic priorities. An appropriate culture of shared governance improves campus morale as well.</p> <p>A great example of shared governance is when the APSU Faculty and Staff Senates worked together to develop a parental leave policy for the University that recently received approval by the State. This benefit will be a great incentive to recruit and retain outstanding colleagues.</p> <p>The Austin Peay faculty and staff make this University an extraordinary place for the current and prospective students. They have expertise in their areas of responsibility, and their voices are important in the conversation of how the university successfully accomplishes its goals. The commitment to shared values and outcomes helps positively impact Austin Peay's nearly 11,000 students.</p> <p>President White gave an update on the university's enrollment and the capital campaign. APSU was the only locally-governed institution to experience an increase in enrollment this fall. President White thanked Provost Rex Gandy and the Enrollment Management team for their tremendous effort to recruit students and to assist with financial aid. The capital campaign will begin soon. Last year \$9.85 million was raised because people are excited about Austin Peay and its future.</p> <p>President White asked the Board members how they would like to be made aware of issues that carry inherent risk and for any topics for later discussions.</p> <p>Trustee Cannata offered the following suggestions: study successful schools to see how APSU might improve; look at faculty evaluations to see how they are being evaluated; receive a report from Career Services to see where students are now. Trustee Rayburn stated that the Board should feel free to ask questions if they ever have a concern about an issue. Trustee Mealer asked to view an environmental scan to see the workforce needs of the region. She also stated she would like to see a presentation on cyber activity. Trustee Malone asked about initiatives that are in place for the retention of students.</p>	
Conclusions	
<p>Trustee Cannata thanked President White for her report.</p>	

Adjournment

Discussion

Trustee Cannata reminded the Board that the next regularly scheduled meeting will be March 14 and 15, 2019 and moved that the meeting be adjourned. Trustee Atkins seconded the motion. A voice vote was taken and passed with 8 trustees voting yes. The meeting adjourned at 10:45am.



Agenda Item: A.ii.

Date: March 15, 2019

Subject: Approval of Doctor of Psychology (Psy.D.) – Counseling Psychology

Action Recommended: Approval by Voice Vote

Background Information:

Austin Peay State University (APSU) is seeking approval to offer a Doctor of Psychology (Psy.D.) program in Counseling Psychology with a concentration in Serving Military Personnel, Veterans and Their Families.

In Fall 2017, a market analysis was conducted by Hanover Research to determine the feasibility of the proposed Psy.D. in Counseling Psychology. The Hanover report, delivered to APSU in January 2018, examined student and labor market demand trends for doctorate degrees in counseling psychology, as well as assessed the competitive landscape in the Southeast. Key findings include:

- Student demand indicators and the competitive landscape point to a viability for a Psy.D. in Counseling Psychology degree at APSU.
- Strong labor market trends suggest that graduates of APSU's program will be met with favorable employment conditions in the state and region.
- More specifically, a Military Health Service Psychology Concentration within the Psy.D. program would likely be met with strong demand.

Supporting Area Needs:

- The growing demand for psychologists is evidenced by the number of federally designated mental health shortage areas that exist within the U.S. There are currently 3,800 (which is up from 3,300 in 2009) mental health professional shortage areas in the U.S., according to the Health Resources and Services Administration (<http://www.hrsa.gov/shortage/>). APSU is located in Montgomery County, which is designated as one of these shortage areas.

- In a recent report on the annual State of Mental Health in America, Tennessee is ranked 45 among all states on access to mental health care (<http://www.mentalhealthamerica.net/issues/ranking-states>).
- The shortage of mental health professionals serving in and outside of the military who are qualified to treat the unique psychological issues confronting service members and their families has been a topic of great concern. Military conflicts and repeated deployments have taken their toll on the psychological wellness of service members and their families (<http://www.ptsd.ne.gov/publications/military-deployment-task-force-report.pdf>). An estimated 22 veterans die by suicide each day according to VA reports and between 2005 and 2011 there were 85 suicides at Fort Campbell. (https://www.sworps.tennessee.edu/PDFs/Veterans_needs_assessment.pdf). More recently, The U.S. Department of Veterans Affairs Office of Mental Health and Suicide Prevention published a data sheet, which reports that there were 146 veteran suicide deaths in Tennessee in 2015, translating to a veteran suicide rate of 30.5, which is significantly higher than the overall Tennessee rate of 20.3. The Tennessee rate of veteran suicide deaths was further reported to be higher than the national rate of 17.3, as well as slightly higher than the National Veteran Rate of 29.7 (https://www.mentalhealth.va.gov/docs/data-sheets/2015/Tennessee_2015.pdf).
- The shortage of qualified mental health professionals serving military populations has been well documented. The APA has identified the need for professional psychologists trained to work with military populations as a priority (APA, 2007; APA website: <http://www.apa.org/about/gr/issues/military/critical-need.aspx>).

Job Market:

- According to the U.S. Bureau of Labor Statistics (BLS) Occupational Outlook Handbook, the employment of psychologists is expected to grow 19 percent between 2014 and 2024, which is much faster than average rate of growth compared to all occupations.

Estimated Enrollment:

The APSU Psy.D. program will admit annually no more than six students for the first two years and no more than 12 students for the subsequent seven years. Limiting enrollment for the first seven years of operation will allow time for the program to become fully accredited, to ensure adequate program resources, and allow for any needed program modifications based on feedback from the accrediting body.

Distinctiveness:

The proposed program represents the second doctoral program offered by APSU. The purpose of this program is to provide advanced training to prepare practice-oriented

doctoral-level psychologists to meet local, regional, state and national needs. The Psy.D. is a practitioner-oriented degree, which is distinct from the scholarship-oriented Ph.D. There is no other practice-oriented doctoral program being offered in the state. If approved, APSU would offer the first Psy.D. degree in the state.

In keeping with the goals identified in the state Master Plan for Higher Education and the APSU Strategic Plan, APSU is committed to offering graduate programs of distinction that train professionals to meet the workforce needs of the state of Tennessee and the region surrounding the University. In offering doctoral programs, such as the proposed Psy.D., APSU recognizes the need to increase the number of professionals with advanced training, skills and credentials working within the region and the state. Additionally, APSU is proposing this program to further its commitment to serve the needs of the Fort Campbell community to which APSU belongs.

The proposed Psy.D. in Counseling Psychology program at Austin Peay State University seeks to prepare highly competent doctoral-level generalist practitioners of health service psychology. APSU's training philosophy adheres to counseling psychology's asset-strength model and deep appreciation of the sociocultural and systemic contributors to well-being and distress across the lifespan.

Graduates will be provided with training and skills to ensure ethical and effective treatment of the full range and scope of psychological distress and disorder from life adjustment/developmental, career/vocational concerns to severe psychopathology with diverse multicultural and multi-age client populations. Strengths-based, holistic and integrated health care models of intervention will be emphasized. The program is designed in accordance with accreditation standards set forth by American Psychological Association (APA) in order to ensure that graduates will be eligible for licensure as psychologists with the Health Service Provider (HSP) designation.

Students enrolled in the proposed Psy.D. program will provide services to individuals and families as part of their clinical training at a variety of sites in Clarksville, Fort Campbell and surrounding region. In addition, APSU is in the process of establishing a community-based training clinic that will serve as a primary clinical site for the Psy.D. program and will provide much needed services to low-income, under- and uninsured residents of Clarksville.

Student Interest:

A Fall 2016 survey of alumni and current students of the APSU M.S. in Counseling program provides evidence for student interest in the proposed Psy.D. program. Out of 51 alumni respondents, 26 (50.98 percent) endorsed that they would be very likely to enroll if APSU offered a Psy.D. in Counseling Psychology. Out of 21 current student respondents, 13 (61.99 percent) indicated that they would very likely enroll. The

overwhelming majority of surveyed alumni and current students also indicated that there is a need for a doctoral program in counseling psychology in the region and that a doctoral degree would increase employment opportunities.

Alignment with Institutional Mission and Strategic Plan:

The proposed Psy.D. program will support the APSU mission to develop programs and services that address regional needs and to provide collaborative opportunities that connect university expertise with private and public resources. APSU has a strong commitment to community engagement. *Leading Through Community* is one of the five core values outlined in the 2015-25 APSU Strategic Plan. If approved, the Psy.D. program will support this commitment by training doctoral students and graduates who will provide health services to members of the local Clarksville and Fort Campbell community. Program faculty will serve the community by contributing their expertise to businesses, schools, health care providers and other community institutions and organizations. Faculty will be prepared to serve as expert consultants, engage in program development and evaluation, as well as conduct research on matters that directly affect the citizens of the community and region.

This proposed program supports APSU Goal 1: Enrollment Growth, Goal 2: Student Success: Retention, Completion and Workforce Preparedness, Goal 4 Diversity and Goal 5: Communication, Branding and Strategic Planning.

Proposed Implementation Date: Fall 2020

Item Details:

The Psy.D. program will be housed in the Department of Psychological Science and Counseling within the College of Behavioral and Health Sciences. The program will be under the supervision of Dr. Nicole Knickmeyer, chair of Psychological Science and Counseling.

Program Requirements:

The proposed Counseling Psychology Psy.D. program has been developed in close alignment with the APA standards of accreditation. Students will be admitted after earning a M.S./M.A. degree in counseling or psychology or other closely related discipline. The proposed Psy.D. program will require completion of a minimum of 100 Semester Credit Hours (SCH) distributed among core courses, required for all students; concentration courses required in the Serving Military Personnel, Veterans and Their Families concentration; and elective courses.

Psy.D. students will be expected to be enrolled year-round (fall, spring and summer terms) for four years total. The first three years will entail a combination of traditional coursework and practicum hours. In Year Four, students will be expected to enroll in pre-doctoral internship, which is a full-time (2,000-hour) commitment. The year-long pre-doctoral internship is prescribed by APA accreditation standards and is also required for licensure.

Approval Status:

The program proposal received approvals from the Department Curriculum Committee, department chair, dean, the Graduate Academic Council, the University Curriculum Committee, provost and vice president for Academic Affairs and president.

In addition, in July 2018, APSU hosted external site reviewers and THEC staff to conduct a site visit to determine the viability of the Psy.D. proposal. The external reviewers' favorable report was received in August 2018. APSU submitted a response to the external reviewers' report and a revised New Academic Program Proposal (NAPP) in September 2018. In November 2018, APSU received notification that THEC staff recommended that the Psy.D. proposal be submitted to the APSU Board of Trustees for approval. After obtaining approval of the APSU Board of Trustees, the proposal will be submitted to THEC for approval. In addition, this program constitutes a SACSCOC Substantive Change and therefore, SACSCOC approval is also required.

Budget:

The largest expense associated with delivering this program will be faculty salaries. The THEC Financial Projections form budgets for the hiring of five full-time, tenure track faculty members who will comprise the core faculty for the Psy.D. program. Reallocated funds to support the Psy.D. program will decline to \$0 over seven years and will come from revenue from projected enrollment growth. No existing funds presently dedicated to other programs will be reallocated to support the Psy.D. program.



Agenda Item: A.iii.

Date: March 15, 2019

Subject: 2019 Selection of Board of Trustees Student Member

Action Recommended: Approval by Voice Vote

Background Information:

Public Chapter 869 (2016) also known as the Focus on College and University Success (FOCUS) Act established that the trustees select a nonvoting student member to be appointed to serve on the Board for a term of one (1) year. The Board voted on the selection process at its Dec. 1, 2017, meeting.

Today, the Academic and Student Affairs Committee will review the materials of the finalists and vote for one (1) student whose name is being forwarded to the full board for confirmation at tomorrow's board meeting. The student trustee will serve a one-year term beginning on May 5, 2019, (the day after Commencement) and running through the 2019-20 academic year.

Proposed Implementation Date: Upon approval.

Item Details:

Applications of the finalists are attached.

Singleton, Gregory

From: no-reply@apsu.edu
Sent: Monday, October 22, 2018 10:52 PM
To: Singleton, Gregory
Subject: Student Trustee Application submission

fullname - Jaden Duane Davidson

a - [REDACTED]

mailingaddress - [REDACTED]

phone - [REDACTED]

apsuemail - [REDACTED]

gpacumulativegpafromthesemester - 3.34

numberofsemesterhourscompleted1 - 78

majorminor - Political Science

apsustartdate - August 2016

anticipatedgraduationdate - May 2020

highschoolname - Sycamore Highschool

yearofgraduation - 2015

highschoolcityandstate - Pleasant View TN

highlightsofcampusandcommunityse - Resident Assistant, Housing office, 05/18/2017 - now R.O.W. Leader, Admissions Office, 05/01/2017 - 06/15/2018 Senator, Student Government Association, 01/15/2017 - 04/15/2017 APSU Representative, Tennessee Intercollegiate State Legislature, 11/09/2016 -11/13/2016

branch - United States Marine Corps Reserves

datesserved - 10/13/2015 - now

rankatdischarge - E3 Lance Corporal

typeofdischarge - currently Reserve status

ifotherthanhonorableexplain -

areyouatennesseeresident1 - ['Yes']

doyouhaveajudicialrecordorcur1 - ['No']

ifyesexplain -

haveyoueverbeenconvictedofafe1 - ['No']

ifyesexplain1 -

asanapplicantforstudenttruste1 - ['Yes']

signature - Jaden D Davidson

date - 10/22/18



JADEN DAVIDSON



OBJECTIVE

To show that I have the skills and motivation necessary to be an excellent Trustee Board Member

EXPERIENCE

United States Marine Corps Reserves

0331 Infantryman | 10/13/2015- present

The Marine Corps infantry incorporates teamwork into almost every aspect of training and as such has offered me many chances to practice working with other individuals as a leader and as team member.

Every Marine is required to take yearly classes on the effects of drug and alcohol abuse and prevention, sexual assault prevention and response, and Domestic abuse response and prevention.

Austin Peay State University

Resident Assistant

Developed interpersonal skills, along with how to handle difficult situations

Keep track of important personal documents of residents along with confidentiality.

Govs ROW Leader (Orientation Leader)

Expectations of job: Keep a consistent outgoing attitude for the duration of work days, show Austin Peay in the best light possible, help register students for classes.

Additional: I am also currently in charge of Technology on Govs ROW days.

Campaign of John Patrick For District 78 State Representative

Recorded all of Volunteer activity

Responsible for roughly 40% of Voter Contact

EDUCATION

Austin Peay State University

Bachelor of Political Science - May, 2020

GPA: 3.65

AWARDS AND ACKNOWLEDGEMENTS

Tennessee Intercollegiate State legislation (TISL) participant

SGA Senator at Austin Peay State University

TSULC – Small Unit Leadership Course

Jaden Davidson

Board of Trustees student position applications Question One

The main reason I am interested in the Trustees Position is because of my desire for civic duty. As a board member, I would be able to share and express my ideas and concerns with the other board members. This past summer I had the opportunity to work on the campaign of a state representative candidate. While canvassing for him, I was able to see how little representation rural communities had compared to urban communities on all levels of government from local to federal. Being able to talk with these people and giving them the opportunity to let their voices be heard was life changing, and I would love to re-experience this feeling.

For as long as I have been a student at Austin Peay, I have made an effort to be involved. I think that the board of Trustees is the best way to be involved due to the high amount of responsibility and impact the student members have on their community within the campus. Another reason I want to apply is because I feel as if Austin Peay is giving me a great education, and I believe being on the board will be a good opportunity to show my appreciation for the university.

This position would also give me the chance to work with professionals that are far more experienced than I am. I noticed on the Board of Trustees page on Austin Peay's website that many of the members hold high positions in their companies and have admirable levels of educational degrees that show professionalism and hard work. I would like to work alongside these people that I admire. Currently, I mainly only work with fellow students, who all perform well. However, I want the opportunity to work with highly successful individuals who care for and understand the wellbeing of the university and wish to help it in its progression.

Jaden Davidson

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

I believe that my university experience has prepared me for a position like this because of how well I can relate to different types of students on campus, my research skills, and my previous and current involvement.

My involvement on campus has given me many social identities. I can connect with military students because I am part of the Marine Corps. I have a place in Greek life because I am in a fraternity. As a resident assistant in the honors hall, I have a responsibility over some very diverse residents; I also have connections with student workers on campus.

As a Political Science major, I have developed decent literary research skills due to my curriculum. I wish to continue improving this skill, and I believe the university will give me many chances to do so. If I continue down this path, improving at the rate I am, I hope I could apply these skills to jobs I receive in the future – this includes the trustee position.

My current involvement includes my position as a Resident Assistant; this deserves recognition because of the positive and helpful impact I have on my residents. I was on the Student Organization Council Financial committee which allowed me to work on and build the budget for several organizations' programs and events on campus. I served on The Student Government Association as a Senator for the College of Behavior and Health Sciences. I was the President of Hall Council for Blount Hall. This past summer I had the privilege to work in the admissions office as a Govs ROW Leader. These experiences have shaped my work ethic, and I hope they will assist me even more as a member of the Board of Trustees.

Singleton, Gregory

From: no-reply@apsu.edu
Sent: Wednesday, October 31, 2018 12:22 AM
To: Singleton, Gregory
Subject: Student Trustee Application submission

fullname - Stacy McAllister-Brooks

a - [REDACTED]

mailingaddress - [REDACTED]

phone - [REDACTED]

apsuemail - [REDACTED]

gpacumulativegpafromthesemester - 3.9

numberofsemesterhourscompleted1 - 86

majorminor - Chemistry Major

apsustartdate - August 2016

anticipatedgraduationdate - May 2020

highschoolname - Rossview High School

yearofgraduation - May 2016

highschoolcityandstate - Clarksville, Tennessee

highlightsofcampusandcommunityse - 1) I have worked as Chemistry Department teacher's assistant from Fall 2017 to present

2) I have been an active member of the Pre-Professional Health Society from Fall 2016 to present

3) I am an ambassador of the Pre-Professional Health Society from Fall 2018 to present

4) I am a member if the Keys Advisory Student Council from Fall 2017 to present

5) Presented this past summer (summer 18) at all the Govs Row events, representing the learning opportunities center, speaking on the importance of studying abroad and service learning

6) I was a student representative on the Student Involvement Panel on multiple occasions for various AP Days during the Fall of 2017

7) I am currently a sitting student representative of the Student Academic Grievance Committee for the 2018-19 school year

branch -

datesserved -

rankatdischarge -

typeofdischarge -

ifotherthanhonorableexplain -

areyouatennesseeresident1 - ['Yes']

doyouhaveajudicialrecordorcur1 - ['No']

ifyesexplain -

haveyoueverbeenconvictedofafe1 - ['No']

ifyesexplain1 -

asanapplicantforstudenttruste1 - ['Yes']

signature - Stacy McAllister-Brooks

date - 10/31/2018

STACY MCALLISTER-BROOKS

Summary

Diligent student worker bolstered with solid critical thinking skills, the ability to learn concepts quickly, as well as a strong work ethic.

Skills

- Works very well in collaborative efforts
 - Proficient at constructing action plans for various events
 - Meticulous attention to detail
 - Self- motivated
 - Able to communicate in an eloquent and professional manner
 - Comfortable and confident in a public setting containing a diverse group of individuals
-

Experience

Student Assistant/ Teacher's Assistant in Chemistry Department

08/2016 – cont.

Austin Peay State University

Clarksville, TN

I collaborate with a team of other various student workers as well as faculty in the development of multiple department projects, conducting chemical inventory, hosting the bi-annual student research showcase, and formulating lesson plans for labs.

Academic Background

Chemistry

08/2016 – cont.

Austin Peay State University

Clarksville, TN, U.S.

Completing a major in Chemistry to pursue a medical career

Completing a minor in Spanish

Concentration in biochemistry

Activities and Honors

- Recognized for Summa Cum Laude by the Department of Chemistry for the 2016-2017 academic year
- Dean's List (received every semester of college career)
- I have worked as Chemistry Department teacher's assistant from Fall 2017 to present
- I have been an active member of the Pre-Professional Health Society from Fall 2016 to present
- Presented this past summer (summer 18) at all the Gobs row events, representing the learning opportunities center, speaking on the importance of studying abroad and service learning
- Won a 1st place award for a group presentation given at the 2017 Tennessee Experiential Learning Symposium
- Was a student representative on the Student Involvement Panel on multiple occasions for various AP Days during the fall of 2017
- Selected to be the sitting student representative of the Student Academic Grievance Committee for the 2018-19 school year

Stacy McAllister-Brooks
Student Trustee Application
Questions and Responses

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

As a college student, the decision as to where to invest your time outside of class is pivotal. Many students join clubs and align themselves with social organizations and societies that have become exposed to them via their major/area of study. I personally think this is a helpful tool to gain experience and to start spinning the fledgling strings of networking that will continue to grow throughout our college experience and into the workforce. However, there comes a point in every college student's life when he or she must make the transition from focusing on being part of clubs and events on campus that enrich his life to finding a balance in incorporating moments that can enrich the lives of others. Being selected to serve as a student member of the University's Board of Trustees is one of those moments. Similarly, I have been endeavoring to purposely implement these moments in other areas of my college life, but I heartily believe that I can be a beneficial asset to this board.

As the vision statement of Austin Peay relays, I am determined to help create a collaborative and integrative learning community, while being instilled with habits of critical inquiry as I gain knowledge, skills, and values for life and work in a global society. With all these elements at my disposal in conjunction with the strategic plan of 2015-2025 I can stand sure that I will be capable of progressing the quality, community, globalization and innovation of our campus, and assist other students to do so as well for as long as I attended Austin Peay State University.

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

Becoming an Austin Peay student is one of the most fortuitous decisions that I have made in my life. The opportunities that Austin Peay has provided for its students are innumerable, and I have had the pleasure of participating in many that have prepared me to sit on the Board of Trustees as a student representative.

One of the most important experiences that has prepared for me for the position on the board is my time spent as student worker, now teacher's assistant, in the chemistry department here at Austin Peay. In this position I have strengthened my skills in critical thinking and workplace communication, when assigned various tasks, from assisting the conduction of various chemical labs, to sitting down with faculty to formulate improvements to lab procedures that successfully connect concepts taught in the classroom to the physical realm of science experienced in the laboratory. Working within this position has allowed me to use my strengths as an adept communicator as we transition from lecture to lab every week and need to explain the usage and mechanics of lab equipment and chemical mechanisms to students who may have never seen these items or concepts before. My time spent grading students' work has only shown others around me, as well as myself, that I have strong ethics for punctuality and confidentiality, both inside and outside the classroom. Being a student worker/teacher's assistant is one of my most enjoyable roles I play, and it not only allows me to be able to assist students that have the same future goals as myself, but it also allows me to participate in community outreach. In the summer of 2017, a few other student workers and myself, assisted the head of the Chemistry Department, Dr. Sullivan, in providing liquid nitrogen ice-cream at the Austin Peay eclipse viewing. It's experiences like these, that are able to combine both my love for science and my interest in outreach in my community that solidify my resolve to participate in boards such as this.

Furthermore, my time spent in various clubs such as the Pre-Professional Health Society, the Chemistry Club and the Keys Student Advisory Council has allowed me to engage with other students and hear their needs and aspirations that are quite like my own. The Keys Student Advisory Council, in particular, has allowed me to become even more involved with outreach to the student body discussing all the amazing opportunities Austin Peay has to offer, in the form of participating on panels about student life and engagement on AP Day, giving presentations to the ANTS program about the importance of participating in high impact practices, and being able to speak this past summer during Gov's Row to incoming freshman and their parents about the importance of incorporating High Impact Practices into their college curriculum.

My time on Austin Peay's campus has been a fulfilling and edifying experience thus far, and I am certain that it has prepared me for a role as a contributing member of the Board of Trustees and anywhere else that my time here will lend to.



Learning Opportunities Center

October 23, 2018

APSU Board of Trustees
601 College Street
Clarksville, TN 37040

Dear Screening Committee,

I am writing to recommend Stacy McAllister-Brooks for the role of Student Trustee. I have had the pleasure of working with Ms. McAllister-Brooks for two years in various capacities and believe that she has the knowledge, experience and maturity to serve in this role.

Ms. McAllister-Brooks first began working with my office through the Keys Student Advisory Council, a group of student leaders who help to educate and engage the campus community about high-impact practices. She quickly emerged as a leader of leaders, suggesting new and innovative ways to engage students and never failing to follow through. I was so impressed with both her commitment and her grace under pressure that I asked her to join me over the summer of 2018 at my Govs R.O.W. sessions to provide a student perspective of service learning and study abroad courses. She spoke to both students and parents about her own experiences at APSU, highlighting her study abroad trip to Spain and her service learning Beekeeping class, while also talking about the various ways to get involved on campus and make the most out of the college experience. Over the course of the summer, she spoke to over 1,500 students and parents through Govs R.O.W. She was engaging yet professional and was always on time and fully committed to the presentation.

With her thoughtfulness, intelligence and poise, Ms. McAllister-Brooks would excel in the role of Student Trustee. She is not afraid to share her perspective on matters, but always does so in a professional and respectful manner. Anytime I need a student to represent my office in an official capacity, she is the first person that comes to mind. I believe that she would represent the student body of Austin Peay State University well and would provide an informed and diverse perspective for the Board of Trustees.

Respectfully,

A handwritten signature in black ink that reads 'Allie Michael'.

Allie Michael
Learning Opportunities Coordinator
michaela@apsu.edu



Singleton, Gregory

From: no-reply@apsu.edu
Sent: Wednesday, October 3, 2018 7:29 PM
To: Singleton, Gregory
Subject: Student Trustee Application submission

fullname - Joseph Spear

a - [REDACTED]

mailingaddress - [REDACTED]

phone - [REDACTED]

apsuemail - [REDACTED]

gpacumulativegpafromthesemesterm - 4.0

numberofsemesterhourscompleted1 - 87

majorminor - Engineering Physics / Mathematics (Double Major)

apsustartdate - August 2016

anticipatedgraduationdate - May 2021

highschoolname - Northwest HS

yearofgraduation - 2016

highschoolcityandstate - Clarksville, TN

highlightsofcampusandcommunityse - Member: Kappa Alpha Order - Fall 2016-Present.

Member: Del Square Psi Physics Club - Fall 2016-Present

Member: Galios Mathematics Club - Fall 2016-Present

Philanthropy Chairman: Kappa Alpha Order - Fall/Spring 2017

Freshman Senator: Student Government Association - Fall 2016-Spring 2017

Peer Leader: Peer Leader Program - Fall 2017

Member: President's Emerging Leader Program - Fall 2017-Present

Honors Student: Honors Program - Fall 2017-Present

SLA Leader: Academic Support Center - Summer 2017-Present

Cadet: Reserve Officers' Training Corps (ROTC) - Fall 2018-Present

Tribunal Justice: Student Government Association - Fall 2018-Present

branch -

datesserved -

rankatdischarge -

typeofdischarge -

ifotherthanhonorableexplain -

areyouatennesseeresident1 - ['Yes']

doyouhaveajudicialrecordorcur1 - ['No']

ifyesexplain -

haveyoueverbeenconvictedofafe1 - ['No']

ifyesexplain1 -

asanapplicantforstudenttruste1 - ['Yes']

signature - Joseph Spear

date - 10/3/18

Joseph Spear

Objective: To be accepted as the Student Trustee for the APSU Board of Trustees.

EDUCATION

August 2016- **Austin Peay State University, 601 College Street, Clarksville, TN 37044**
May 2010

- Bachelors of Science in Engineering; Bachelors of Science
- Major 1: Engineering Physics; Major 2: Mathematics
- GPA: 4.0

AWARDS/HONORS

- | | |
|--|--|
| • Dean's List | • Folds of Honor Scholarship |
| • Honors Program | • Mickey Fisher Memorial Scholarship |
| • TN Lottery Hope Scholarship | • Larry and Felicia Gates in Physics Scholarship |
| • Sigma Pi Sigma Physics Honor Recipient | • Pi Mu Epsilon Mathematics Honor Recipient |

WORK EXPERIENCE

June 2017 – **SLA Leader, Austin Peay State University Academic Support Center –**
Present **Clarksville, TN**

- Specifically assist students in mathematics and sciences.
- Assist students with comprehension of materials by helping to resolve any confusion produced from the lecture.
- Maintain class attendance through Tutor Track and convey updated information on class standing and attendance with supervisor.

- Assist the instructor with any issues related to classroom management or discontinuities with the materials.

August 2017
– December
2017

Peer Leader, *Austin Peay State University Center for Teaching and Learning – Clarksville, TN*

- Assist instructor with APSU-1000 classes and help students prepare for college and any challenges they may face.
- Provide face to face assistance to individual students who may feel more comfortable communicating with a peer, rather than the instructor.
- Guide students in the learning of proper techniques that will help students perform with optimal efficiency while studying/researching.

September
2016 –
December
2016

High School Tutor, *Clarksville Montgomery County School System – Clarksville, TN*

- Specifically assisted students in mathematics and sciences.
- Assisted students in completing assignments and difficult questions
- Provided a foundation of support for students to commit to enriching their lives through hard work
- Maintained a disciplined and orderly environment in which the students could excel

June 2016 –
August 2016

Lifeguard Manager, *Clarksville Parks and Recreation – Clarksville, TN*

- Ensured a safe environment for local patrons by monitoring pools and facility for dangers and safety concerns
- Made sure lifeguards were well hydrated, in good physical shape, and alert at all times
- Reported any incidents and/or complaints to upper management for inspection

February
2015 –
August 2016

Lifeguard, *Clarksville Parks and Recreation – Clarksville, TN*

- Ensured the safety of the patrons in and around the facility
- Cleaned the facility and made sure any health hazards were carefully removed/cleaned.

- Maintain physical strength and knowledge of lifeguarding skills in order to be prepared for any possible situation.

LEADERSHIP

Kappa Alpha Order

- | | |
|----------------------------------|------------------------------|
| August 2017-
November 2017 | • Brotherhood Co-Chairman |
| November 2016-
November 2017 | • Philanthropy Chairman |
| September 2016-
November 2016 | • New Member Class President |

Austin Peay State University

- | | |
|--------------------------------|---|
| October 2018 -
Present | • President of Delta F Engineering Club |
| August 2018 –
Present | • Tribunal Justice of Student Government Association (SGA) |
| August 2018 -
Present | • ROTC |
| August 2017 -
Present | • President's Emerging Leaders Program (PELP) |
| August 2017 –
December 2017 | • PELP Hurricane Relief Committee |
| September 2016-
May 2017 | • Freshman Senator of SGA |
| January 2017-
May 2017 | • SGA Representative on the Student Organizations Committee (SOC) |

Student Trustee Questions

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

Being a leader on Austin Peay's campus can be exhibited through many different avenues. Being the president of an organization, leading students on a study abroad trip, or taking initiative to become a member of the Student Government Association are all great examples of leading. All of these positions are very obvious leadership opportunities that test a person's leadership abilities and let them learn from their experiences. However, what may often be overlooked as leadership is the behind the scenes management of an organization. The Austin Peay State University board of trustees is one of these behind the scenes management systems, one of which that makes vital decisions on the operation and maintenance of Austin Peay. Being able to sit on this board as a Student Trustee does not just provide the ability to influence the operation of our school, but the opportunity to provide a down-to-earth perspective to very influential people, people who will not see the consequences of their decisions through the eyes of us, the students. Being a student at Austin Peay for over two years now, I have been in contact with various people of diverse backgrounds who are members of diverse organizations. The Student Trustee position will allow me to share my experiences and show how I think the Board's decisions would affect the University and its students.

Another reason why I would like to be the Student Trustee is so I may have the opportunity to grow as a leader and learn how in-depth and consequential decisions are concluded. Being in the presence of so many influential members of society will inevitably show me new ways of thinking and show me what it takes to be the most successful person that I can be. Each person, no matter how old or experienced, can always learn something and grow as a person, but growth comes through experience.

Those on the board of trustees will inevitably have great experience and advice for my own personal growth as a student leader on Austin Peay's campus.

I want to be the Student Trustee because I want to be able to have a say on what my University's policies will be. My fellow Austin Peay students and I deserve the best policies that will enhance our learning experience and provide us with the most enjoyable collegiate experience we could have, and I want to have a say how those who are making these policies see our student body.

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

I have attended Austin Peay State University for over two years, and within in that time, I have become acquainted with numerous people of all backgrounds. I plan to receive my B.S.E. in Engineering Physics and my B.S. in Mathematics. I am a member of the Kappa Alpha Order, serving as the Iota class president and Philanthropy chairman for the year of 2017. I am the President of Delta F Engineering Club as well as a member of the Honors Program, Sigma Pi Sigma Physics Honors Society, Pi Mu Epsilon Mathematics Honors Society, the President's Emerging Leaders Program, Del Square Psi Physics Club, Galios Math Club, and the ROTC Governors Guard. Moreover, I have worked as a Structured Learning Assistance (SLA) Leader with the Academic Support Center and a Peer Leader with the Center for Teaching and Learning. I have also previously served as a Student Government Association (SGA) Freshman Senator, and I currently serve as one of the SGA Tribunal Justices. I have been involved in various projects with these organizations, such as the Hurricane Relief committee hosted by the President's Emerging Leader's Program, the Bowl-a-thon and Womanless Pageant with Kappa Alpha Order, and the assistance in multiple training sessions with the Academic Support Center.

Being involved in multiple organizations, spanning from academics to Greek life, I believe that I have substantial experience with the students of Austin Peay State University, and I believe that through my interactions with these students, I have gained a great appreciation for the diverse group of students Austin Peay houses. I understand the student life at Austin Peay and will be able to give a good perspective as to how the board of trustee's decisions will affect us students. With the future expansion and increase of

population, it will become increasingly important to give an ever-evolving student perspective of student life on campus, a perspective I plan to broaden as much as possible over time. Currently, I am the founding president of a new organization, the Delta F Engineering Club, and I hope to use this position and opportunity to reach out to incoming students to help them succeed in the fields of STEM we provide. With this, I will gain great insight into the thoughts of incoming freshman of all kinds interested in the Engineering profession, and I hope to use this information to formulate my opinions on the decisions that will be made by the APSU Board of Trustees.



Academic Support Center

October 30, 2018

Re: Joseph Spear

It is my privilege to write a letter of recommendation for Joseph Spear. Mr. Spear has been an employee in our department for four semesters, and I have had the privilege to work with him during this time. Mr. Spear is an excellent employee. He is professional and dedicated to his job, and to the students, and requested by the professors.

Mr. Spear has demonstrated excellent communication skills with disseminating information to his students, with me, and with the professors, he has worked with. He is active on campus in Greek life, SGA, and ROTC and maintains a 4.0 GPA.

I recommend Joseph Spear, without reservation, for the Student Trustee position. I am confident that you will be pleased with his work ethic and dedication to this responsibility. I know by adding Mr. Spear to our Board of Trustees as the student representative, the University and student population will be well served!

If you need any further information, please do not hesitate to contact me.

A handwritten signature in black ink that reads 'Lois Jones'.

Lois Jones

SLA Coordinator

Austin Peay State University
Academic Support
P.O. Box 4396
Clarksville, TN 37044
ljones1@apsu.edu





Agenda Item: C.ii.

Date: March 15, 2019

Subject: Consideration of Non-Mandatory Fees for the 2019-2020 Academic Year

Action Recommended: Approval by Roll Call Vote

Background Information:

Under Board Policy 1:021 (*Fees, Charges, Refunds, and Fee Adjustments*), the Board of Trustees must approve all University fees. The proposed 2019-2020 fee changes are for select non-mandatory fees.

Proposed Implementation Date: Fall 2019

Item Details:

See attachment for a list of proposed non-mandatory fees for 2019-2020 academic year.

**Austin Peay State University
Proposed Non-Mandatory Fees
Fiscal Year 2019 - 2020**

Fee Proposed	Current Rate	Proposed Rate
Aviation Training Device	\$0	\$70 per simulator hour
Business Course Fee	\$30	\$40 per credit hour
Boot Removal Fee	\$0	\$75 for first removal \$125 for additional removals in the same academic year



Agenda Item: C.iii.

Date: March 15, 2019

Subject: Consideration of Housing Rates for the 2019-2020 Academic Year

Action Recommended: Approval by Roll Call Vote

Background Information:

Policy 1:021 “Fees, Charges, Refund and Fee Adjustments” requires that “all regular and special rental rates for student residence halls and student apartments will be approved by the Board of Trustees upon the recommendation of the University.” Proposed changes in student housing rates for 2019-2020 are presented for review.

Proposed Implementation Date: Fall 2019

Item Details:

	2018 - 2019	2019 - 2020
Residence Halls		
Sevier, Blount, Harvill Double Occupancy	\$2,900	\$3,040
Sevier, Blount, Harvill Single Occupancy	\$4,140	\$3,800
Castle, Governors Terrace North, Governors Terrace South, Eriksson Double Occupancy	\$3,450	\$3,600
Castle, Governors Terrace North, Governors Terrace South, Eriksson Single Occupancy	\$5,100	\$4,500
Apartment Style		
Meacham, Two Rivers Double Occupancy	\$2,900	\$3,040
Meacham, Two Rivers Single Occupancy	\$4,140	\$3,800
Hand Village	\$3,550	\$3,700

Residence Hall and Apartment Style rates are represented on a per semester basis. The revenue expected to be generated is roughly \$361,000 annually for an overall 3.5% increase in housing rates to cover an increase in utilities and operating costs.



Agenda Item: D.ii.

Date: March 15, 2019

Subject: Approval of APSU's Mission Profile Statement

Action Recommended: Approval by Voice Vote

Background Information:

Each year, the Tennessee Higher Education Commission (THEC) requires institutions to update their Institutional Mission Profile Statements and obtain governing board approval and THEC approval. THEC describes the role of the Institutional Mission Profile in a previous THEC quarterly agenda item as follows:

[t]hese mission profiles are utilized to minimize redundancy in degree offerings, instructional locations and competitive research. The profiles are also used in the outcomes-based funding formula. Through outcomes-based formula weighting factors derived from mission differences, institutions are funded based on their mission-defined production of graduates, their breadth of undergraduate and graduate programs, and their research capacity. The FOCUS (Focus on College and University Success) Act emphasized the importance of institutional mission profiles and further directed the annual submission of profiles by each university and community college. In meeting the FOCUS requirements, THEC requested that each institution submit their respective mission profile. (THEC Quarterly Meeting Materials, May 11, 2017)

Proposed Implementation Date: Immediately

Item Details:

APSU's updated Institutional Mission Profile Statement, as of January 2019:

Austin Peay State University is a moderately selective institution in Clarksville, northwest of Nashville. Austin Peay has experienced steady overall enrollment growth in the last three years with record breaking University new freshman class enrollments in Fall 2016, Fall 2017, and Fall 2018 and all-time high overall enrollment of 10,954 in Fall 2018. With a Carnegie Classification of a Master's Large institution, Austin Peay combines a solid foundation in the liberal arts with strong professional programs. The University emphasizes disciplines in the arts, but also emphasizes professional disciplines in business, education, health sciences, and STEM fields. It predominantly serves undergraduate students throughout Middle Tennessee and provides additional programming and services focusing on adult, first generation, low socio-economic, military, minority, and high-performing students. Austin Peay also launched its first doctoral program, the Ed.D. in Educational Leadership, in Fall 2018.



Agenda Item: D.iii.

Date: March 15, 2019

Subject: Approval of the Revised Executive Committee Charter

Action Recommended: Approval by Roll Call Vote

Background Information:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 4.2.g requires a governing board to define and regularly evaluates its responsibilities and expectations. The Executive Committee Charter needs to be modified to more closely align with the language of the SACSCOC standard.

Proposed Implementation Date: March 15, 2019

Item Details:

Proposed revision to Executive Committee Charter is attached.

Executive Committee Charter

Purpose

The Executive Committee ensures the integrity of the Board and enhances board performance. The Committee serves to ensure the University operates within available resources, and in compliance with applicable federal and state laws and University policies in a manner supportive of the University's strategic plan.

Authority and Responsibilities

The Committee shall have responsibility to provide oversight in the following areas and recommend for approval the following actions to the Board:

1. Oversee presidential personnel matters, including the annual evaluation.
2. Exercise all powers and authority of the full Board on an as needed basis between regular Board meetings for time-sensitive matters, subject to limitations imposed by the Board.
3. Periodically review the bylaws and recommend needed amendments.
4. Develop and implement a process for Board members to -evaluating the effectiveness of Board and committee meetings- define and regularly evaluate the Board's responsibilities and expectations in order to promote the advancement and continuous improvement of Austin Peay State University.
5. Take action on all items not clearly falling within the auspices of the other committees.

It is the expectation of the Board that the full Board will consider and make decisions regarding all significant matters before the Board. However, the Executive Committee is empowered to act for the full Board between regular Board meetings on an as needed basis for time-sensitive matters, subject only to such restrictions or limitations as the Board may from time to time specify, except that the following matters shall be reserved to the full Board for approval: (i) Board and committee officer selection, (ii) changes in the mission and purposes of the University, (iii) presidential selection, evaluation and termination, (iv) amendments to the Bylaws, (v) debt issuances, (vi) sale or other disposition of real property, (vii) the University's annual operating budget and (viii) the University's Facilities Master Plan. All actions taken by the Executive Committee pursuant to this authority shall be reported at the next meeting of the full Board, or when deemed sufficiently important by the Board Chair and the University President, such actions shall be reported to the Board within thirty (30) days after such action is taken, or at a meeting of the Board if a meeting is held within that period of time.

Composition of the Committee

The Executive Committee shall be comprised of the at least the Board Chair, Vice Chair, and one additional Trustee as determined by the Chair. The President shall be an ex-officio, non-voting member of the committee.



Agenda Item: D.iv.

Date: March 15, 2019

Subject: Approval of the Appeals and Appearances Before the Board Policy 1:010

Action Recommended: Approval by Voice Vote

Background Information:

The Appeals and Appearances Before the Board Policy 1:010 sets the conditions and procedures for appeals and appearances before the Board. The “Appearances before the Board on Non-Appealable Issues” section of the policy is being revised with modified guidance for public appearance before the Board.

Proposed Implementation Date: March 15, 2019

Item Details:

See attached documents.

**Austin Peay State
University**

Appeals and Appearances Before the Board

POLICIES

Issued: March 15, 2019

Responsible Official: General Counsel

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 decisions of the president to the Board.
- B. Appeals heard pursuant to the TN Uniform Administrative Procedures Act (UAPA), as outlined in APSU Policy 1:007, are not appealable to the Board.
- C. 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.
- D. If, at any time during the pendency of the appeal, a complainant files a lawsuit or administrative action based on the same subject matter as the appeal, the appeal will be dismissed without further action.
- E. Unless there is a violation of state or federal law under the limitations described above, decisions which are not appealable to the Board 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.

F. Any available university complaint procedure must be exhausted prior to consideration by the Board.

G. 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. An employee who is dissatisfied with the decision of the President on his or her appeal may petition the Board of Trustees for permission to appeal the decision to the Board.

B. The petition must be submitted in writing to the Secretary of the Board within 20 calendar days following the President's written decision.

C. The petition for appeal must present:

1. A brief statement of the issues to be reviewed including a statement of the redress desired;
2. 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;
3. A statement of applicable law/policy
4. A brief argument; and
5. Citations of any applicable authorities, (such as policies, statutes, and cases.)

- D. The petition for appeal must be limited to ten (10) pages, typed, doubled spaced, and on 8 ½ X 11” paper.
- E. 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.
- F. A committee of the Board, in determining whether to grant an appeal, may consider the following:
 - 1. Whether Board policy or procedures have been followed;
 - 2. Whether or not there is material evidence to substantiate the decision appealed from; and/or
 - 3. Whether or not there has been a material error in application of the law, which prima facie results in substantial injustice.

The listing in 1 – 3 above is exhaustive and, in the decision of the Board committee. Other considerations may be taken into account.
- G. If the petition to appeal is granted, the committee shall hear the appeal at a subsequent regularly scheduled meeting of the committee and may request the person appealing to appear and present arguments on his or her behalf.
- H. 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.

Standard of Review

- 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 statute or federal law or university

- procedures; provided, however that the decision should not be remanded if the procedural 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 policies; 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 policies or procedures.
- 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.

**Appearances before the
Board on Non-Appealable
Issues**

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 APSU General Counsel and Secretary to the Board of Trustees at least 72 hours in advance of the meeting (trustees@apsu.edu).

If possible, members of the public who wish to appear before the Board shall provide a brief written statement of the substance of such person's testimony to APSU General Counsel and 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 Chairman of the Board may authorize appearances 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.

Revision Dates

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:

**Austin Peay State
University**

Appeals and Appearances Before the Board

POLICIES

Issued: ~~June 8, 2018~~

Responsible Official: General Counsel

Responsible Office: Office of Legal Affairs

Policy Statement

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- D. If, at any time during the pendency of the appeal, a complainant files a lawsuit or administrative action based on the same subject matter as the appeal, the appeal will be dismissed without further action.
- E. Unless there is a violation of state or federal law under the limitations described above, decisions which are not appealable to the Board 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.

F. Any available university complaint procedure must be exhausted prior to consideration by the Board.

G. 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. An employee who is dissatisfied with the decision of the President on his or her appeal may petition the Board of Trustees for permission to appeal the decision to the Board.

B. The petition must be submitted in writing to the Secretary of the Board within 20 calendar days following the President's written decision.

C. The petition for appeal must present:

1. A brief statement of the issues to be reviewed including a statement of the redress desired;
2. 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;
3. A statement of applicable law/policy
4. A brief argument; and
5. Citations of any applicable authorities, (such as policies, statutes, and cases.)

- D. The petition for appeal must be limited to ten (10) pages, typed, doubled spaced, and on 8 ½ X 11” paper.
- E. 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.
- F. A committee of the Board, in determining whether to grant an appeal, may consider the following:
 - 1. Whether Board policy or procedures have been followed;
 - 2. Whether or not there is material evidence to substantiate the decision appealed from; and/or
 - 3. Whether or not there has been a material error in application of the law, which prima facie results in substantial injustice.

The listing in 1 – 3 above is exhaustive and, in the decision of the Board committee. Other considerations may be taken into account.
- G. If the petition to appeal is granted, the committee shall hear the appeal at a subsequent regularly scheduled meeting of the committee and may request the person appealing to appear and present arguments on his or her behalf.
- H. 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.

Standard of Review

- 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 statute or federal law or university

- procedures; provided, however that the decision should not be remanded if the procedural 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 policies; 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 policies or procedures.

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.

Appearances before the Board on Non-Appealable Issues

~~A. Individuals may be allowed to address a committee of the Board of Trustees concerning issues which are not appealable but which are of broad concern to the university community.~~

~~B. Such appearances must be approved by the President or the Chairman of the appropriate committee prior to being placed on a committee agenda.~~

~~C. Notwithstanding, the Chairman of the Board may authorize appearances before the Board on any matter deemed appropriate for Board consideration.~~

~~Requests for approval to appear before the Board shall be submitted to the President 20 calendar days prior to the date that the committee is next scheduled to meet.~~

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 APSU General Counsel and Secretary to the

Board of Trustees at least 72 hours in advance of the meeting (trustees@apsu.edu).

If possible, members of the public who wish to appear before the Board shall provide a brief written statement of the substance of such person's testimony to APSU General Counsel and 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 Chairman of the Board may authorize appearances 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.

Revision Dates

APSU Policy 1:010 – Rev.:

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



Agenda Item: E.i.

Date: March 15, 2019

Subject: Naming Request for the William E. & Sadako S. Newton Military Family Resource Center

Action Recommended: Approval by Voice Vote

Background Information:

The Austin Peay State University Board of Trustees is requested to approve the naming of the William E. & Sadako S. Newton Military Family Resource Center located on the Austin Peay State University Clarksville campus at 426 College St., Clarksville, Tennessee.

Proposed Implementation Date: Immediately

Item Details:

Wilma Newton (College of Business, 1973) donated a transformative blended gift (cash gift - received Dec. 12, 2018, and a pledged estate gift). The gift exceeds the required 25 percent needed in order to name a location on the APSU campus. The cash gift will be used to renovate the current building, and any remaining balance will be used to support the programs of the APSU Military Family Resource Center.

The Military Family Resource Center will provide coordinated services to support military-related students by assisting with their successful integration into the campus community and the attainment of their educational and career goals. These individuals may have unique needs and concerns because of their military and life experiences. Along with core student support services, this center will provide specialized programs to enhance the experiences and success of military-related students. Housing the programs and offices in one central location will allow for more effective collaborations between units, cross-training opportunities for staff and improved personal service to our military-related students.

The recommendation to name the William E. & Sadako S. Newton Military Family Resource Center was made by a campus committee appointed in compliance with APSU's policy 7:009 (Naming Rooms and Areas and Building Plaques).



Agenda Item: E.ii.

Date: March 15, 2019

Subject: Naming Request for the Joe Maynard Field (Baseball)

Action Recommended: Approval by Voice Vote

Background Information:

The Austin Peay State University Board of Trustees is requested to approve the naming of the Joe Maynard Baseball Field.

Proposed Implementation Date: Immediately

Item Details:

On March 9, 2018, the APSU Board of Trustees originally approved the name Joe and Cathi Maynard Baseball Field. Per the donor's request, and with the Board's approval, the name will be changed to Joe Maynard Field (baseball).

The recommendation to name the Joe Maynard Field (baseball) was made by a campus committee appointed in compliance with APSU's policy 7:009 (Naming Rooms and Areas and Building Plaques).

There is an additional request to name the softball stadium the Cathi Maynard Park.



Agenda Item: E.iii.

Date: March 15, 2019

Subject: Naming Request for the Cathi Maynard Park (Softball)

Action Recommended: Approval by Voice Vote

Background Information:

The Austin Peay State University Board of Trustees is requested to approve the naming of the Cathi Maynard Softball Park.

Proposed Implementation Date: Immediately

Item Details:

On March 9, 2018, the APSU Board of Trustees originally approved the name Joe and Cathi Maynard Softball Stadium. Per the donor's request, and with the Board's approval, the name will be changed to Cathi Maynard Park (softball).

The recommendation to name the Cathi Maynard Park (softball) was made by a campus committee appointed in compliance with APSU's policy 7:009 (Naming Rooms and Areas and Building Plaques).

There is an additional request to name the baseball field the Joe Maynard Field.

Information Item: B.i.

Date: March 15, 2019

Subject: Review of Contracts and Agreements

Action Recommended: Information Only

Background Information:

The following constitutes a record of business transacted at the University since the previous meeting of the Board of Trustees under the authority of the Board Policy 1:024 (*Board of Trustees Delegation of Authority*), which grants the president authority to act for the board regarding all matters concerning contracts and agreements between the University and an outside entity.

Item Details:

See attached.



Austin Peay State University
Contracts total value over \$50,000 Approved from October 15, 2018 through February 1, 2019

<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>
B R Miller & Co, Inc.	373/003-11-2018 Softball Field Improvements	University Design and Construction	\$99,900.00	1/1/2019	2/28/2019	Yes
Cooperative Center for Study Abroad	Consortium offers the opportunity for students to enroll in and faculty to teach credit-bearing and continuing education unit courses abroad	Study Abroad and International Exchange	62,230.84	1/17/2019	1/16/2024	No
Dell Marketing L.P.	Statement of Work - Windows Defender Advanced Threat Protection (WDATP) as a Service.	Information Technology	65,340.00	1/2/2019	1/1/2020	Yes
Lyle-Cook-Martin Architects, Inc.	Design services for 373/003-10-2018 Baseball Field Improvements	University Design and Construction	98,387.11	1/2/2019	7/1/2019	Yes
* T2 Systems, Inc.	PARCS parking lot gates and software	Campus Police	134,318.75 *	11/30/2018	11/29/2021	Yes
Toadvine Enterprises, Inc.	Cooperative agreement through Sourcewell for new grandstands at the softball field	Athletics	195,766.00	11/8/2018	3/1/2019	Yes
University of Arkansas	Game guarantee for Men's basketball game with University of Arkansas	Athletics	(90,000.00)	12/28/2018	12/28/2018	No
Western Kentucky University	Game guarantee for football game at Western Kentucky University in August 2022	Athletics	(350,000.00)	8/27/2022	8/27/2022	No

* First year cost of \$134,318.75 includes installation and equipment. Year 2's cost \$15,750.00 and Year 3's cost \$16,537.50 (5% increase) for maintenance.

** Amounts in red reflect revenue contracts.

Information Item: B.ii.

Date: March 15, 2019

Subject: Review of State Building Commission Actions

Action Recommended: Information Only

Background Information:

The following constitutes a record of business transacted between the University and the State Building Commission since the previous meeting of the Board of Trustees under the authority of the Board Policy 1:024 (*Board of Trustees Delegation of Authority*).

Item Details:

See attached.



Austin Peay State University
Summary of State Building Commissions Actions
October 15, 2018 through February 1, 2019

<u>Date</u>	<u>SBC/Transaction Number</u>	<u>Project</u>	<u>Value</u>	<u>SBC Action</u>
11/8/2018	373/003-10-2018	Baseball Field Improvements	\$1,300,000	Approved a project and proceeding with the process to select a designer
12/13/2018	373/003-05-2018	Kimbrough Boiler	\$335,000	Approved a revision in project budget
12/13/2018	373/003-13-2018	Food Service Improvements – Morgan University Center	\$257,000	Approved accepting gift-in-place construction, with plans and specifications to be approved by the State Architect
12/13/2018	166/003-12-2017	University Bookstore Improvements	\$2,425,000	Approved a revision in project budget and funding
12/13/2018	166/003-05-2015	Music Mass Comm HVAC Replacement	\$2,080	Approved Change Order
1/10/2019	373/003-14-2018	Library Meeting Room Renovation	\$110,000	Approved project using Agency Consultant for design

Summary of Executive Sub-Committee Actions

10/29/2018	166/003-01-2017	Greek Housing Sprinkler Installation	\$445,000	Approved a revision in project budget and funding
10/29/2018	373/000-01-2018	Lyle Cook Martin Architects Inc.		Approved Architectural Consultant
11/19/2018	373/003-11-2018	Softball Field Improvements	\$350,000	Approved a project using an Agency Consultant for design and campus procurement for a portion of the work
11/19/2018	373/003-12-2018	Dunn Center Arena Lighting Upgrade	\$320,000	Approved a project using an Agency Consultant for design
11/19/2018	373/003-10-2018	Baseball Field Improvements		Approved Lyle Cook Martin as designer
1/28/2019	373/003-01-2019	Dunn Center Bleacher Replacement	\$232,000	Approved project using Campus Procurement and Agency Resources for installation



Information Item: B.iii.

Date: March 15, 2019

Subject: Appointment of Dr. Eric Norman as Vice President for Student Affairs

Action Recommended: Information Only

Background Information:

At the June 8, 2018, Board of Trustees meeting, the board approved a delegation of confirmation of the president's direct reports to be delegated to the board chair in order to facilitate the timely hiring of the individual selected. The board is being apprised of the selection of Dr. Eric Norman as the vice president for Student Affairs. Dr. Norman began at the University on Jan. 28, 2019.

Item Details:

Dr. Eric Norman's resume is attached.

Eric M. Norman, Ed.D.

EDUCATION

Ed.D.	University of Delaware, Newark, DE Educational Leadership in Administration and Policy Dissertation: Analysis of the Greek Five Star Chapter Evaluation Program	2003
M.Ed.	University of Delaware, Newark, DE Student Affairs Practice in Higher Education	1999
M.A.	Washington College, Chestertown, MD Psychology, Concentration in Counseling	1995
B.A.	University of Delaware, Newark, DE Psychology	1991

PROFESSIONAL EXPERIENCE

Vice Chancellor for Student Affairs and Dean of Students

Purdue University Fort Wayne, 2017 - Present

Responsibilities:

Reporting to the Chancellor, lead the Division of Student Affairs, which includes: CARE Team, Career Services, Center for Women and Returning Adults, Community Service, Dean of Students, Diversity and Multicultural Affairs, Food Pantry, Greek Life, Intramurals, SGA, Leadership Development, LGBTQ Resource Center, Military Student Services, National Student Exchange, Operations, Services for Students with Disabilities, Student Assistance Program (counseling), Student Handbook, Student Housing, Student Life and Leadership, Student Organizations, Student Rights and Responsibilities, Student Travel, The Big Event, and The Learning Center (child care). Serve as the Chief Conduct Officer and Deputy Title IX Officer. Budget development and management for \$2.5 M and 86 staff members.

Leadership/Institutional Involvement:

- Serve on Community Engagement Board, Faculty Senate, Purdue Educational Policy Committee, Purdue Diversity Task Force, Crisis Management Committee, HLC Reaffirmation Team, and Advisory Council on Equity
- Chair Faculty Senate Student Affairs Committee and Athletic Compliance Committee

Selected Achievements:

- Lead the transition of Student Housing to university managed operations, including StarRez Software implementation and initiation of living learning communities
- Realign programs and management due to Purdue and Indiana University separation
- Set priorities for the division through the University Strategic Alignment Process
- Bridges to Education, Principle Investigator, award of \$75,000 from Anthony Wayne Services Foundation, 2017 – 2019

Interim Chief of Staff - Office of the Chancellor/Associate Vice Chancellor & Dean of

Students

Purdue University Fort Wayne, March 2016 – December 2016

Responsibilities:

Supervised and managed the Office of the Chancellor, including Communications, Chancellor Events, University Council, and Community Council, in addition to the AVC/DOS responsibilities. Budget development and management for \$6.6 M and 31 staff members.

Leadership/Institutional Involvement:

- Served as direct liaison between the Indiana University and Purdue University Boards of Trustees and the PFW Community Council
- Represented the Chancellor on committees, boards, and at community events
- Oversaw budget for the Office of the Chancellor and Foundation accounts
- Networked with legislators, senators, and other elected and appointed officials
- Served as the primary point of contact for any university administrative concerns
- Reviewed and proofed all University communication, including press releases, policy statements, and newsletters.
- Member of the Indiana Chamber of Commerce Higher Education Committee, and Northeast Indiana Chamber of Commerce

Selected Achievements:

- Conducted a comprehensive review and revision of the Code of Student Rights, Responsibilities & Conduct
- Initiated Religious Leaders Summit
- Directed the Omnibus Lecture Committee and Fall Bus Tour

Associate Vice Chancellor & Dean of Students

Purdue University Fort Wayne, July 2014 – December 2016

Responsibilities:

Provided leadership and direction for: Assessment in Student Affairs, Career Services, Services for Students with Disabilities, Student Assistance Program (counseling), Student Handbook, Student Rights and Responsibilities, and Suicide Prevention. Provided budget development and management for \$1.0 M and 27 staff members.

Leadership/Institutional Involvement:

- Served as the Chief Conduct Officer and Deputy Title IX Officer
- Advocated for students and mediated concerns between students, faculty, and staff
- Fostered collaborative relationships across campus and maintained a visible profile
- Advised faculty regarding policies and procedures relating to students
- Reviewed and made determinations for all Late Full Withdrawal petitions
- Partnered with outside agencies to promote student engagement, leadership, and civic responsibility
- Developed and assessed alcohol and other drug education and remediation initiatives to ensure compliance with federal regulations including the DOE Drug Free Schools and Campus Act Biennial Review

- Administrated, interpreted, and educated on campus wide assessments, including Student Satisfaction Inventory (SSI), National Survey of Student Engagement (NSSE), and the Indiana Substance Use Survey
- Chair: CARE Team, Day of Remembrance, and Religious Leaders Committee
- Committee Member: New Student Orientation, Financial Literacy, LGBTQ National Health Fair, Sexual Assault Prevention Coalition, and University Counsel

Selected Achievements:

- Formulated, revised, and implemented Purdue system-wide policies and protocols to ensure compliance with the Office for Civil Rights, the Department of Education, the Clery Act, and Title IX
- Secured additional funding through grants, revenue generation, and corporate sponsorships
- Established and developed: Men Advocating and Cultivating Healthy Choices (M.A.C.H.O.); Alpha Delta Phi; and Active Minds peer-based leadership programs
- Developed and participated in University and Division Strategic Alignment Process
- Implemented and coordinated student tracking systems to improve case management including: Banner, MAP-Works, JobZone, and AdvisorTrac

Awards

- Purdue University Focus Award for commitment to diversity and disability accessibility, 2016

Consultations

- The College of New Jersey, 2015, Council for the Advancement of Standards in Higher Education (CAS) Reviewer. Consulted as an External Reviewer to examine all policies and practices, including office and reporting structure, to provide an unbiased perspective for Fraternity and Sorority Life.
- University of Illinois – Urbana Champaign, 2015, Facilitated review of Dean of Students office structure and organization

Dean of Students

Purdue University Fort Wayne, April 2011 – June 2014

Responsibilities:

Reported to the Vice Chancellor for Student Affairs and directly supervised: Services for Students with Disabilities, Student Assistance Program (counseling), Student Rights and Responsibilities, and The Learning Center (child care). Budget development and management for \$1.6 M and 36 staff members.

Leadership/Institutional Involvement:

- Served as Chief Conduct Officer, Deputy Title IX Officer, and CARE Team Chair, while overseeing all student disciplinary referrals, complaints, and University Appeals
- Fostered collaborative relationships across campus and maintained a visible profile while providing education, outreach, and in-service training
- Formulated, revised, and implemented policies and protocols to ensure compliance with the OCR, DOE, the Clery Act, and Title IX
- Advised faculty on policies and procedures governing students, including academic and personal misconduct, grade appeals, harassment claims, and student grievances

- Reviewed and made determinations on all Petitions for Late Full Withdrawals
- Developed University and Department strategic planning initiatives
- Served on: University Counsel, Student Affairs Leadership Team, Communicator Board, and Study Abroad Emergency Planning Committee

Selected Achievements:

- Initiated CARE Team
- Developed comprehensive suicide prevention program with educational outreach
- Secured additional funding through grants, revenue generation, and corporate sponsorships
- Researched, selected, and promoted student health insurance program
- Piloted and supported campus-wide LGBTQ Resource Center and bi-annual National Queer Health Fair
- Established and developed the Deans Diplomats, a peer-based leadership program
- Created campus wide Day of Remembrance memorial program
- Formulated and chaired Religious Leaders Consortium

Engagement:

- Bridges to Education, Co-Principle Investigator, award of \$80,000 from the US Department of Education, 2013 - 2016
- Community Partners Against Suicide (ComPASS) , Co-Principle Investigator, \$285,000 SAMSHA Grant, 2011 - 2016
- Student Perceptions of College Drinking at IPFW, SAMHSA Research Study, Co-Principle Investigator, 2012 -2015

Awards:

- Award of Diversity, PFW Diversity Council, 2014

Consultations:

- Manchester University: Facilitated Student Activities Leadership Roundtable, 2014.
- The College of New Jersey: Consulted and facilitated Greek Leadership Retreat, 2012
- Fashion Institute of Technology: Presented “Understanding Millennials”, 2012

Limited Term Lecturer

Purdue University Fort Wayne, 2013 - Present

- Consumer and Family Sciences, College of Health and Human Services, CFS 39900: Career and Personal Development
- Organizational Leadership, College of Engineering, Technology, and Computer Science, OLS 25200: Human Relations in Organizations

Associate Dean of Students and Director of Student Advocacy & Accountability

Louisiana State University, June 2006 - April 2011

Responsibilities:

Reported to the Associate Vice Chancellor/Dean of Students and directly led the Office of Student Advocacy and Accountability. Budget development and management for \$300,000 and nine staff members.

Leadership/Institutional Involvement:

- Contacted students in crisis to arrange necessary resources and family support and collaborated with Residence Life, LSU Police Department, and the Counseling Center to ensure services for students in crisis were addressed holistically
- Investigated and adjudicated approximately 1,500 behavioral infractions annually
- Consulted with Athletics, Compliance, and Greek Life on case review
- Facilitated programs and workshops across the campus community on academic and non-academic integrity issues to educate constituents regarding policies
- Researched, created, implemented, and evaluated remediation programs and developed procedures for tracking and monitoring of sanction completion
- Counseled staff members and students on professional development opportunities
- Wrote Policy Statements and Presidential Memoranda as necessary
- Utilized technology via web page and publications to maximize services. Hosted open forums and focus groups to identify areas of need
- Chaired the Campus Protocol Committee and C.A.R.E. Team
- Committee involvement: Student Emergencies Committee, First Year Advisory, Student Media Board, Information Technology Security and Policy Advisory, Council of Associate and Assistant Deans, and the Felony Review Committee

Selected Achievements:

- Revised, reformulated, and led the expansion of Judicial Affairs to become the Office of Student Advocacy & Accountability
- Established and facilitated the Campus Protocol Committee
- Revised the LSU Code of Student Conduct and the LSU Commitment to Community
- Advocated for, secured, and hired new C.A.R.E. (Communicate, Assess, Refer, Educate) Manager position and supervised that position and University function
- Provided guidance and supervision including instruction on quantitative and qualitative research methods and statistics to Student Life Assessment Coordinator
- Utilized assessment strategies to determine unit effectiveness, including piloting the national assessments: NASCAP & STARR

Consultations:

- Innovative Educators, Webinar: "Reframing the Role of Student Conduct." 2011
- Missouri University of Science and Technology: Provided on-site consultation to the Division of Student Affairs including a review of policies, procedures and operations for adjudicating and mediating Registered Student Organization issues. 2009.
- Valdosta State University, Guest Lecturer: Organization and Governance in Higher Education (LEAD 7800). 2009
- PAVE Systems Feedback Panel: Served on a committee that reviewed operations of conduct software to improve user satisfaction. 2008
- Texas Tech University: Council for the Advancement of Standards in Higher

Education (CAS) Reviewer, Consulted as an External Reviewer to examine all policies and practices, including office structure and reporting structure, to provide an unbiased perspective for Student Judicial Programs. 2007

Director of Fraternity and Sorority Life, Student Programs/Residential and Dining Programs
Virginia Polytechnic Institute & State University, July 2003 – July 2006

Responsibilities:

Reported to the Associate Vice President for Student Affairs and directly established and supervised a new, independent Office of Fraternity & Sorority Life. Budget development and management for \$230,000 and six staff members.

Leadership/Institutional Involvement:

- Advised, monitored, and evaluated 65 fraternities & sororities, representing 3,000 students
- Led, supervised, and advised IFC, PhC, NPHC, and UCFS (Multicultural & Special Interest) Councils and trained all officers
- Managed and responded to on-call emergencies
- Mediated concerns, adjudicated behavioral infractions, and decided formal appeals from the Office of Judicial Affairs for entire student body
- Communicated with national, regional, local, alumni, faculty, and chapter advisers, as well as housing corporation members, University members and local residents
- Researched and developed programs that encouraged the awareness and development of a vibrant community for the overall fraternal experience
- Facilitated and presented at retreats, conferences, classes, and campus functions to educate constituencies across departments and coordinate efforts
- Participated in and supported University strategic planning, diversity, recruitment, and retention initiatives
- Developed parent and alumni programming
- Committee involvement: Chair of the Greek Life Advisory Committee, Alcohol Abuse Task Force, University Policies on Student Life Review Committee, SAIL Leadership Committee, Hokie Hi Committee, Student Affairs Leadership Team, Care Team, Campus Climate Group, Sexual Violence Prevention Council, and Staff Development

Selected Achievements:

- Implemented and administered the Standards of Greek Excellence Program
- Initiated Greek Council and Town Hall meetings
- Partnered with The Women's Center to write and administer VAWA grants for the Women's Health Advocate Program & Women's Sexual Violence Prevention Program

Consultations:

- University of Maryland, Baltimore County: Student Life Greek Summit, 2005
- Beta Theta Pi Men of Principle Institute: Miami University of Ohio, 2005

Affiliated Assistant Professor

Virginia Polytechnic Institute & State University, July 2003 – July 2006

Department of Educational Leadership and Policy Studies, College of Liberal Arts and

Human Sciences

- EDHL 4964: Leadership in Organizations
- ELPS 5314: Theories and Appraisal of College Student Development (HESA)
- ELPS 5324: Programming Interventions for Promoting College Student Development (HESA)

Assistant Director for Fraternities, Sororities, Registered Student Organizations, & Leadership

University of Delaware, July 2002 – June 2003

Responsibilities:

Reporting to the Associate Director of the Student Centers, supervised the Center for Fraternity and Sorority Life. Budget development and management for \$200,000 and six staff members.

Leadership/Institutional Involvement:

- Monitored and evaluated the operation of 35 fraternities and sororities.
- Advised over 180 Registered Student Organizations
- Administered and revised the Greek Five Star Chapter Evaluation Program
- Designed and advocated for new revenue opportunities from external sources
- Collaborated with multiple departments to coordinate events and volunteer efforts.
- Advised IFC, PhC, NPHC, Multicultural, Presidents, and Special Interest Council.
- Adjudicated behavioral infractions
- Committee involvement: Chair of the Team Leadership Committee; Student Spirit Committee; and Homecoming

Selected Achievements:

- Initiated the design and implementation of the Student Leadership Transcript
- Directed “Up ‘til Dawn” fundraiser for St. Jude Children’s Research Hospital
- Expanded fall and spring Activities Nights and the Leadership Awards Banquet
- Initiated All Presidents Council and Special Interest Councils

Awards:

- Dean Tim Brooks Award for Student Advocacy, 2003

Acting Coordinator for Fraternity and Sorority Life

University of Delaware, January 2002 – July 2002

Responsibilities:

Reported to the Associate Director, Student Centers, supervised the Center for Fraternity and Sorority Life. Budget development and management for \$125,000 and two staff members.

Leadership/Institutional Involvement:

- Monitored and evaluated the operation of 35 fraternities and sororities
- Designed and advocated for new revenue opportunities from external sources

- Adjudicated behavioral infractions and mediated concerns from chapters, governing councils, administration, and community members
- Committees: Ex Officio for the Five Star Task Force and Rho Lambda

Selected Achievements:

- Administered and revised the Greek Five Star Chapter Evaluation Program
- Designed and advocated for new revenue opportunities from external sources

Awards:

- Outstanding Registered Student Organization Adviser Award, April 2002

Program Coordinator for Leadership Development

University of Delaware, June 1999 – July 2002

Responsibilities:

Reported to the Associate Director of the Student Centers and supervised 180 Registered Student Organizations. Developed comprehensive leadership program offerings. Budget development and management for \$190,000 and four staff members.

Leadership/Institutional Involvement:

- Researched, developed, implemented, and evaluated co-curricular leadership programs
- Adjudicated behavioral infractions and mediated concerns from chapters, governing councils, administration, and community members
- Planned and administered Activities Nights and the Leadership Awards Banquet
- Committees: Student Leadership Development Counsel, MAC-LINK Leadership Consortium, Holocaust Education Committee, and National Collegiate Alcohol Awareness Committee

Selected Achievements:

- Researched and designed ARISE comprehensive assessment instrument for Student Organizations
- Series created: Leadership in Film; Brown Bag Lunch; Emerging Leaders; and Engaged Leadership
- Conference Coordinator for Leadership 2000

Awards:

- SOLAR Award for Outstanding Contributions to Student Activities, 2000
- Golden Key National Honor Society Inductee, 2000

Adjunct Faculty

University of Delaware, 2001 – 2003

- Department of Consumer Studies, College of Education and Human Development, CNST 267: Real Life

Assistant Men's and Women's Swim Coach

University of Delaware, 1998 – 2003

Responsibilities:

- Advised athletes on course selection and scheduling
- Developed swim practices, weight training programs, and stroke mechanic techniques
- America East Conference Champions, Men's Swim Team, 1998 – 2000

Administrator/Aquatics Specialist

American Red Cross in Delaware, Health and Emergency Services, 1994 – 1997

Responsibilities:

- Coordinated all statewide health, safety, and emergency management classes
- Managed inventory, scheduling, and registration systems
- Organized, budgeted for, and conducted national training for instructors
- Recruited, trained, and scheduled volunteers for chapter sponsored courses

Rehabilitation Counselor

Horizon House Inc., Delaware, 1993 – 1994

Responsibilities:

- Provided crisis intervention, lifetime living, coping skills, and career counseling
- Maintained reports clients with mental health challenges
- Monitored medication management
- Conducted case and chart reviews and testified regarding client status as needed

Crisis Counselor

Family Services of Cecil County, Maryland, 1993 – 1994

Responsibilities:

- Provided individual counseling and crisis intervention assistance to clients
- Monitored and administered medications

Volunteer Assistant Men's and Women's Swim Coach and Instructor

Washington College, 1992 – 1994

Responsibilities:

- Assisted with the design and implementation of the swim team season programs
- Monitored team members academic progress through counseling and advisement

PUBLICATIONS

Norman, E., & Biddix, J.P. (2018). (Re) Establishing a Fraternal Community. *Fraternities and Sororities in the Contemporary Era*. Submitted to Myers Publishing. P.I. Sasso & J.L. DeVitis (Eds).

Norman, E., Price, K, Gardner, J., Samuels, G., Zieziula, A., & Vazquez-Barrios, C. (March 2015). Self-Injurious Behavior and Institutional Protocols. *ASCA Whitepaper*.

Biddix, J. P., Matney, M., Norman, E., & Martin, G. (2014). The Value of Fraternities and Sororities for Students and Institutions. *ASHE Higher Education Report Series*. San Francisco: Jossey Bass.

Norman, E. (2008). The Struggles of Research in Fraternity and Sorority Life. *Oracle: The Research Journal of the Association of Fraternity/Sorority Advisors*. 3(1), p. VI-IX.

PROFESSIONAL MEMBERSHIP AND SERVICE

American College Personnel Association (ACPA)

- Annual Convention Program Reviewer, 2006–2009, 2011–2013, 2016
- ACPA Grow Career Development Program Mentor, 2008, 2014
- Conference Volunteer, 2007
- Chair, Greek Affairs/AFA Liaison, 2004–2006
- Student Affairs Directorate, 2003–2007

Association of Fraternity/Sorority Advisors (AFA)

- Research and Assessment Coalition, 2003 - Present
- Annual Meeting Program Reviewer, 2012
- Oracle: The Research Journal for the Association of Fraternity/Sorority Advisors
 - Peer Review Board, Member, 2010–Present
 - Editor, 2008–2010
- Order of Omega Case Study Judge, 2005–2007, 2009
- ACPA Liaison, 2004–2006

Association for Student Conduct Administrators (ASCA)

- Mental Health Community of Practice, Co-Chair, 2015–Present
- Program Reviewer, September 2012, 2013, 2014, 2015
- Committee memberships: Diversity Action, Research, Substance Abuse, 2007–Present
- Research Committee, 2007–Present
- ASJA/FEA Joint Committee on Fraternal Organizational Conduct, 2007–2010
- Louisiana State Representative for Circuit 5, 2007–2010
- Council for the Advancement of Standards in Higher Education (CAS), 2007–2009
- Dissertation of the Year Award Committee, 2007–2009

National Association of Student Personnel Administrators (NASPA)

- Disability Concerns Knowledge Community, Member, 2006–Present
- Scholar-Mentor Program, Mentor, 2010–Present
- NASPA Alcohol, Drug Abuse, & Violence Prevention Conference Reviewer, 2012

The National Conference on Race and Ethnicity in American Higher Education (NCORE)

- Local Universities Roundtable, 2013

SELECT NATIONAL PRESENTATIONS

The State of Fraternity/Sorority Research: A Discussion with Past Oracle Editors, AFA National Meeting, Indianapolis, IN, December 2018

Becoming a Student Affairs Researcher: A Session for Practitioners, NASPA Annual Conference, Philadelphia, PA, March 2018

Addressing the Needs of Students with Intellectual Disabilities, ACPA National Convention, Columbus, OH, March 2017

Using Statistics to Inform Student Affairs Practice: A Hands-On Session, ACPA National Convention, Columbus, OH, March 2017

CARE Team Structures, Policies, Procedures & Learning Outcomes: Findings from the Field, ASCA Annual Conference, Jacksonville, FL, February 2017

Addressing Suicidal and Self-Injurious Behavior on College Campuses, ASCA Webinar, July 2015

Navigating the Shifting Roles and Responsibilities of the Dean of Students: Historical and Emerging Trends, NASPA Annual Conference, New Orleans, LA, March 2015

Self-Injurious Behavior and Institutional Protocols: Working Through Conflicting Governmental Policies, NASPA Annual Conference, New Orleans, LA, March 2015

Fraternity Research to Advising Practice: A Collaborative Learning Session, ACPA National Convention, Indianapolis, IN, March 2014

Sororities in Focus: Exploring Trends, Informing Practice, ACPA National Convention, Indianapolis, IN, March 2014

Researchers & Practitioners: A Collaborative Workshop on Fraternity Involvement, NASPA Annual Conference, Baltimore, MD, March 2014

The Non Con: Establishing Professional Development with Constraints, NASPA National Conference, Orlando, FL, March 2013

Is the Value of Fraternities Still Questionable?, NASPA Annual Conference, Orlando, FL, March 2013

Assessment Initiatives to Address Students of Concern, NASPA Annual Conference, Phoenix, AZ, March 2012

Dean of Students Pathways: Historical and Emerging Trends, NASPA Annual Conference, Phoenix, AZ, March 2012

Paths to Deandom: Changing the Dean of Students Wayfinding, NASPA Annual Conference, Phoenix, AZ, March 2012

Crossing Bridges with Academic and Student Affairs, Indiana Student Affairs Association Conference, Fort Wayne, IN, October 2011

Identify Your Purpose: Moving Beyond Middle Management, NASPA Annual Conference, Philadelphia, PA, March 2011

The Next Move: Planning Your Career in Student Affairs, NASPA Annual Conference, Chicago, IL, March 2010

Writing for Publications Using Fraternity & Sorority Life Populations, AFA Annual Meeting, New Orleans, LA, November, 2009

Reframing the Role of Student Conduct, NASPA Annual Conference, Seattle, WA, March 2009

Delaware's Greek Chapter Assessment Program Five Years After Implementation, ACPA National Convention, Atlanta, GA, March 2008

Providing a Compass: Trends and Opportunities in Fraternity & Sorority Research & Assessment, NASPA Annual Conference, Boston, MA, March 2008

Partnerships for Positive Outcomes, NASPA Annual Conference, Washington, DC, March 2006

Partnerships for Positive Outcomes, ACPA National Convention, Philadelphia, PA, April 2006

Fraternity and Sorority Life Research: Directions, Initiatives, and Ideas, ACPA National Convention, Nashville, TN, April 2005

Implementing Fraternity and Sorority Life Assessment Programs, ACPA National Convention, Nashville, TN, April 2005

Fraternity and Sorority Life Issues Roundtable, ACPA National Convention, Nashville, TN, April 2005

Controlled Expansion - Maximizing Your Community While Addressing the Concerns, SEIFC, Atlanta, GA, February 2005

Join my chapter...We Have Great Parties! And Other Effective Marketing Strategies, SEIFC, Atlanta, GA, February 2005

We Are All About Scholastics...We Have Mandatory Study Hall, SEIFC, Atlanta, GA, February 2005

Research Initiative Roundtable, Facilitator, AFA Annual Meeting, November, 2004

Five Years of Five Star: Assessing Delaware's Greek Chapter Evaluation Program, ACPA National Convention, Atlanta, GA, April 2003

Emblems of Quality Chapters, AFA Annual Meeting, November, 2003

BOARD INVOLVEMENT AND COMMUNITY SERVICE

- Drugs and Alcohol Consortium (DAC), Northeast Indiana, Member, 2011 – Present
 - Higher Education Committee
 - Research Committee
- NAACP – Indiana State Conference Health Summit, 2016
- Indiana Chamber of Commerce – Business Higher Education Committee, 2016 – Present
- Regional Chamber of Commerce – Policy Committee, 2016
 - Higher Education Working Group

- Regional Mental Health Coalition of Northeast Indiana, 2018
- Erin's House for Grieving Children, Board of Directors – An organization that offers grief support and education, 2011 – 2017
 - Fund Development Committee
- Headwaters Counseling, Board of Directors – A non-profit, out-patient counseling agency, 2012 – 2018
 - Resource Development Committee
 - Marketing Committee
- Parkview Foundation, “Cookin’ Men” Women’s Health Foundation, Chef, 2013 – Present