



BUSINESS AND FINANCE COMMITTEE

Austin Peay State University

416 College St.

September 20, 2024

at the conclusion of the Student Affairs Committee meeting

Stream link:

<https://www.youtube.com/live/LL0piRkAgGY?si=Xsv3o0WOX-5IPIEx>

Call to Order

Roll Call/Declaration of a Quorum

Approval of Minutes

Action Items

A.Consideration of Expenditures for Campus-wide Roof Repairs

Adjourn





Business & Finance Committee Minutes

Friday, June 7, 2024

16 Browning Drive, Clarksville, TN 37040

Call to Order

Trustee Cannata, committee chair, called the meeting to order at 8:29 am.

Roll Call/Declaration of Quorum

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

ATTENDANCE ROLL CALL		
Name	Present	Absent
Trustee Atkins	X	
Trustee Cannata (Chair)	X	
Trustee Jenkins, ex officio	X	
Trustee McInnis	X	
Trustee Roe	X	

University Personnel Present

Dr. Michael Licari, President

Dr. Carol Clark, Secretary to the Board

Mr. Shahrooz Roohparvar, Vice President for Finance and Administration

Ms. Sondra Hamilton, Associate Vice President for Budget and Finance

Mr. Marc Brunner, Director of Capital Planning, Design and Construction

Ms. Dannelle Whiteside, Vice President for Legal Affairs and Organizational Strategy

Approval of Minutes

Trustee Cannata stated that the minutes for the March 22, 2024, Business and Finance Committee were circulated before the meeting and asked if there were any corrections or additions to the minutes. There were none.

Trustee Atkins moved to approve the minutes as written. Trustee McInnis seconded the motion. A voice vote was taken and the motion carried unanimously with five trustees voting yes.

Action Items

A: Consideration of Tuition and Mandatory Fees for the 2024 - 2025 Academic Year

Trustee Cannata recognized Mr. Shahrooz Roohparvar, vice president for Finance and Administration, to present information regarding the proposed tuition and mandatory fees for the 2024 - 2025 academic year. Roohparvar presented a request to increase tuition and fees by 4% and noted that THEC (Tennessee Higher Education Commission) set a range for an increase of up to 5.5%, but the university did not see the need to go for the maximum. Even with this increase, undergraduate tuition rates at Austin Peay State University will still be the second lowest among LGI's in the state, as will the graduate tuition rates. Roohparvar also noted that APSU has the lowest proposed percentage increase among its university peers.

Trustee Roe stated that nobody wants to see prices raised and that there is a shared desire for college to remain affordable. He also acknowledged that all businesses are experiencing increases and, though reluctant, he would vote yes. He also emphasized that the board members genuinely took the student comments into consideration. Trustee Jenkins echoed Trustee Roe's sentiments.

Roohparvar pointed out that the HEERF funds (Higher Education Emergency Relief Funds) had been depleted from the CARES Act and highlighted that the proposed increase would support the maintenance of student services and enable further development to benefit the student body. Trustee Cannata stressed the importance of supporting the staff and noted that there have been only minor pay increases over the past five years, viewing the current increase as appropriate.

Trustee Jenkins moved to approve the tuition and mandatory fees for the 2024 - 2025 academic year. Trustee Atkins seconded the motion. A roll-call vote was taken and the motion carried unanimously with five trustees voting yes.

TUITION AND MANDATORY FEES for Academic Year 2024-2025		
Name	Aye	Nay
Trustee Atkins	X	
Trustee Cannata (Chair)	X	
Trustee Jenkins, ex officio	X	
Trustee McInnis	X	
Trustee Roe	X	

B: Consideration of a Military-Affiliated Tuition Rate

Trustee Cannata recognized Roohparvar to present information regarding a military-affiliated tuition rate. Roohparvar stated that all military-affiliated students currently receive scholarships covering the difference between out-of-state and in-state rates, regardless of residency. The requested change in tuition rates would have a neutral fiscal impact but would save many hours of manual work applying scholarships to each military-affiliated student's account.

Trustee Roe expressed happiness that the university was providing this benefit for military-affiliated students. Trustee McInnis asked if APSU was the only in-state university offering this to the military. Roohparvar confirmed that and noted that the benefit is also open to the children of active military who have been in the state for a year. In addition, retired military and their spouses are also eligible for the in-state tuition rate.

Trustee Roe moved to approve a military-affiliated tuition rate. Trustee Jenkins seconded the motion. A roll-call vote was taken and the motion carried unanimously with five trustees voting yes.

MILITARY-AFFILIATED TUITION RATE		
Name	Aye	Nay
Trustee Atkins	X	
Trustee Cannata (Chair)	X	
Trustee Jenkins, ex officio	X	
Trustee McInnis	X	
Trustee Roe	X	

C: Consideration of the Estimated Budget for the 2023-2024 Fiscal Year and the Proposed Budget for the 2024-2025 Fiscal Year

Trustee Cannata recognized Ms. Sondra Hamilton, associate vice president for Budget and Finance, to present information regarding the estimated budget for the 2023-2024 fiscal year and the proposed budget for the 2024-2025 fiscal year. Hamilton stated that the projected budget for fiscal year 2024 is \$190 million, while the proposed budget for fiscal year 2025 is \$189 million.

Trustee McInnis inquired about the existence of a contingency fund held in reserve and whether it was included in the budget. Hamilton responded that the presented budget was the operational budget and that a contingency budget was not reflected in any of the numbers provided in the presentation.

Trustee McInnis moved to approve the estimated budget for the 2023-2024 fiscal year and the proposed budget for the 2024-2025 fiscal year. Trustee Jenkins seconded the motion. A roll-call vote was taken and the motion carried unanimously with five trustees voting yes.

ESTIMATED BUDGET for FY 2023-2024 & PROPOSED BUDGET for FY 2024-2025		
Name	Aye	Nay
Trustee Atkins	X	
Trustee Cannata (Chair)	X	
Trustee Jenkins, ex officio	X	
Trustee McInnis	X	
Trustee Roe	X	

D: Consideration of the Capital Outlay and Maintenance Requests for the 2025-2026 Fiscal Year

Trustee Cannata recognized Mr. Marc Brunner, director of Capital Planning, Design & Construction to present information regarding the capital outlay and maintenance requests for the 2025-2026 fiscal year. Brunner highlighted the design and construction of the Military Academic Building as well as six maintenance projects at various buildings on campus.

Trustee Roe asked about contingency plans for building upkeep and whether the state or the university is responsible for making those plans. Brunner explained that the state is currently updating a database to track this information, but currently, the university identifies the needs and requests funds for building maintenance. President Licari mentioned that deferred maintenance has become a significant issue for universities, and presidents have made the state legislature aware of it, but with little effect. Trustee Roe expressed a desire to have a state legislator work on this issue.

Trustee Jenkins moved to approve the capital outlay and maintenance requests for the 2025-2026 fiscal year. Trustee Roe seconded the motion. A roll-call vote was taken and the motion carried unanimously with five trustees voting yes.

CAPITAL OUTLAY & MAINTENANCE REQUESTS for FY 2025-2026		
Name	Aye	Nay
Trustee Atkins	X	
Trustee Cannata (Chair)	X	
Trustee Jenkins, ex officio	X	
Trustee McInnis	X	
Trustee Roe	X	

E: Consideration of Land Lease with Clarksville Regional Airport

Trustee Cannata recognized Roohparvar to present information regarding the land lease with Clarksville Regional Airport. Roohparvar stated that APSU has the only Rotor Wing Aviation program in a seven-state area and that the program has had significant successful growth resulting in a need for additional space.

Trustee Roe moved to approve the land lease with Clarksville Regional Airport. Trustee McInnis seconded the motion. A roll-call vote was taken and the motion carried unanimously with five trustees voting yes.

LAND LEASE with Clarksville Regional Airport		
Name	Aye	Nay
Trustee Atkins	X	
Trustee Cannata (Chair)	X	
Trustee Jenkins, ex officio	X	
Trustee McInnis	X	
Trustee Roe	X	

F: Consideration of Revisions to Policy 1:021 Fees, Charges, Refund and Fee Adjustments

Trustee Cannata recognized Roohparvar to present information regarding the revisions to Policy 1:021 Fees, Charges, Refund and Fee Adjustments. Roohparvar stated that this policy governs the administration of fees and the board's authority to set and change them. He also noted that policies are reviewed for changes every five years. The limited revisions to this policy are to update one referenced rule number to that of the current state rule and one referenced policy number to that of the current policy number. Nothing else changes.

There was no discussion.

Trustee McInnis moved to approve the revisions to Policy 1:021 Fees, Charges, Refund and Fee Adjustments. Trustee Roe seconded the motion. A voice vote was taken and the motion carried unanimously with five members voicing yes.

Information Items:

A: Review of the University's Organizational Chart

Trustee Cannata recognized Roohparvar to present information regarding the 2024-2025 university organizational chart.

Trustee Roe inquired about a method to directly show the name of the person who holds each position and their contact information. Trustee McInnis agreed that having direct contact information for each position would be useful. Roohparvar told the board that he could gather that information and that it is available on each department's webpage on the APSU website.

Adjournment

Trustee Cannata moved to adjourn the meeting. Trustee McInnis seconded the motion. A voice vote was taken and the motion carried unanimously with five trustees voting yes. The meeting adjourned at 9:02 am.



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