

President's Cabinet
Minutes
August 22, 2016

In attendance: White, Gandy, Boggs, Phillips, Ivey, Peterson, Millard, Persinger, Byrd, Robinson, Clements, Brown, Bryant, van der Merwe, Davenport, Mills, Molnar, Hamlet, Hunter, Clark

Guests: Donna Price, Telania Wrigley, Amy Deaton, Raj Dakshinamurthy

- White welcomed the group back and introduced the new president of Faculty Senate, Dr. Tucker Brown and the new president for Staff Senate, Ryan Millard as new members of the cabinet.
- Boggs introduced members of the Royall Team who gave a presentation about how their company has worked with APSU this past year and talked about opportunities to increase our enrollment in the future. Presenting today from Royall were: Tamer Mokhtar, Strategic Leader; Al Newell, Senior Consultant & Principal; and Liesl Lipford, Account Coordinator. Newell praised the APSU Enrollment Management team for all of their extra efforts to recruit and support the students through the application, admission, and enrollment process.
- Crosby gave a lengthy update on the progress of the SACSCOC monitoring report and change in governance submission due this fall. She stated that SACSCOC will visit APSU next year for a follow up site visit regarding the Governance Change.
- Dakshinamurthy stated the graduate enrollment is down approximately 8 percent and the graduate nursing program enrollment is down 26 students in comparison to Fall 2015. He is working with the provost, deans, chairs and graduate coordinators to evaluate capacity, marketing and recruitment. The external grant dollars are down 12 percent for the FY 2015-16 in comparison to FY 2014-15. Ms. Brandi Clements, the new Director of the Office of Research and Sponsored Programs is working closely with faculty members on several new external grant opportunities
- Molnar stated that this fall a new software is being implemented called Enterprise Username. This software will allow for a person's username and password to be the same for all services and programs on campus. OneStop will be restructured and redesigned to be more user friendly.
- Hamlet presented a handout regarding the new Fair Labor Standards Act which will raise the salary level for exception for overtime requirements beginning December 1, 2016. He stated that throughout the fall semester, Human Resources will be meeting with groups on campus to provide information regarding the upcoming changes and to develop strategies for managing overtime costs. There will also be training sessions scheduled to ensure employees understand the new timekeeping requirements and process.
- Van der Merwe stated that the Strategic Planning Task Force is critically reviewing all of the suggested initiatives and encouraged the Cabinet to make sure that their voice is being heard on the initiatives in their area by having conversations with the Vice President's and members of the Task Force.
- Van der Merwe stated that meetings have been scheduled next week to present the new Web Content Management system.

The meeting adjourned at 10:45. The next meeting of the President's Cabinet will be Monday, September 26 at 9 am in the UC 307.

President's Cabinet Minutes
September 26, 2016

In attendance: Gandy, Boggs, Millard, Persinger, Byrd, Robinson, Clements, Brown, Bryant, van der Merwe, Davenport, Mills, Molnar, Hamlet, Hunter, Clark, Crosby

- Boggs stated that the Royall recruiting campaign has launched for Fall 2017 and 2,993 applications have been received to date. She also provided dates to the upcoming events:
 - Montgomery County College Night – Sept 26. 5-7 pm, Foy Center
 - Academic Achievement Celebration Dinner – Sept 30, 6 pm, UC Ballroom
 - AP Day, Oct 1, 12:30 pm, Clement Auditorium
- Mills stated that the Fall 2017 housing application will be available online on November 1.
- Crosby stated that the SACSCOC monitoring report was filed September 1 and change in governance prospectus was filed August 31. We will file an addendum to the governance prospectus by October 15 with the proposed names of our new board members once they have been selected by Governor Haslam. The Governor will name his selections for the new Board of Trustees in the next few days, and the General Assembly will be asked to confirm each person in the spring. APSU expects to receive a SACSCOC decision of both the monitoring report and the governance change in December 2016 and a written decision in January 2017. A level change request will be submitted to SACSCOC by March 2017 to request for APSU to offer doctoral level degrees.
- Byrd invited the Cabinet to the ribbon cutting for the Wayne and Marianne Ard Building on October 13 at 2:30 pm followed by a tour of the building. Health Services and Counseling will be moving into this building. The Bursar's office will be moving into the space that was vacated by Health Services and the Veteran's Affairs office will be moving into the space vacated by Counseling.
- Davenport distributed a handout from the National Conference on Race and Ethnicity with information about the variety of hot topics that was covered. He encouraged others to attend this conference in the future to gain a better understanding regarding the different issues covered under diversity and how to help the APSU community in these areas. He has conducted listening meetings across campus regarding diversity training this year and will share a video with the Cabinet regarding diversity training as well. Two diversity panel discussions about policing on campus were held last week. Each session was well attended. A peaceful planned protest about injustice will be held soon --possibly, September 28 at 11:30 in the UC Plaza. Davenport encouraged the Cabinet to have conversations with others about how to help with diversity issues at APSU. The Diversity Committee is considering creating a diversity certification program on campus.
- Davenport reported that a new addition to recreation is slated to open next Spring in part of the property on College Street that APSU recently acquired. This will be home to the Adventure Recreation (outdoor programs) for University Recreation.
- Clark reported that naming opportunities were approved at the Tennessee Board of Regents meeting in September.
 - The Hemlock Semiconductor Building will be renamed the Technology Building.
 - The formerly named Jenkins and Wynne Pre-Owned Cars Building will be renamed the Jenkins Building.

- Davenport stated that two LGBTQ presentations on campus this month were well attended. A follow up panel discussion about policing on campus will be scheduled in the near future.
- Clark stated that there will be three commencement ceremonies beginning in Spring 2017. The ceremonies will be arranged as follows:

9 am ceremony	Art & Letters; Education
Noon ceremony	Behavior & Health Sciences
2 pm ceremony	Science & Mathematics; Business

- Ivey stated that the Basketball Sneak Peayk is scheduled for October 25 immediately following the volleyball game. The Volleyball team is tied for second place overall in the OVC at this time. On October 27, the Women's Soccer team will play Murray State for a chance to host an OVC championship game. The Women's Golf team is having their best season to date.
- Molnar stated that the software for managing passwords should go live next week.
- Van der Merwe thanked Peterson, Phillips and Ivey for their efforts for orchestrating such a wonderful homecoming weekend.

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The meeting adjourned at 9:50 am. The next meeting of the President's Cabinet will be Monday, October 26 at 9 am in the UC 103A.

President's Cabinet Minutes
October 24, 2016

In attendance: White, Gandy, Boggs, Millard, Persinger, Robinson, Clements, Brown, Bryant, van der Merwe, Davenport, Mills, Molnar, Hamlet, Hunter, Clark, Crosby, Griffy, Ivey, Peterson, Phillips, Damaray

- White reported that APSU freshman Samia Lucas tragically died in a car wreck October 23. All of her professors have been notified. Ivey reported that Malik Boynton, the football player that was hurt at Saturday's game, is home from the hospital and doing well.
- White stated that Governor Haslam named eight individuals to serve on the APSU Board of Trustees and each one has a very strong relationship with APSU. These exceptional men and women, if confirmed by the Tennessee General Assembly, will join Dr. Nell Rayburn, the trustee selected by APSU's faculty, in providing important oversight and guidance to this institution. After they are confirmed by the General Assembly and have undergone board training by the Tennessee Higher Education Commission, the trustees will appoint a nonvoting student member. The proposed Board of Trustees are:
 - Mr. Billy Atkins
 - Ms. Katherine Cannata
 - Mr. Larry Carroll
 - Mr. Don Jenkins
 - GEN (Ret) Gary Luck
 - Dr. Valencia May
 - BGEN (Ret) Robin Mealer
 - Mr. Michael O'Malley

White stated that the new APSU strategic plan and other information will be gathered and sent to the Board of Trustees soon. A question and answer session followed.

- White stated that Carol Clark's title has changed to Executive Assistant to the President for Community & Government Relations. She will be assisting with government relations primarily with the General Assembly.
- Crosby stated that we filed an addendum to the governance prospectus with the proposed names of our new board members that were selected by Governor Haslam. Two addendums have been submitted for our monitoring report. APSU expects to receive a SACSCOC decision of both the monitoring report and the governance change in December 2016 and a written decision in January 2017. A level change request will be submitted to SACSCOC by March 2017 to request for APSU to offer an Ed.D. in Educational Leadership.
- Boggs stated that applications are up 209% versus the same time last year. This Saturday is AP Day and 510 have registered to attend at this time.
- Mills reported that there will be more freshman housing space available next fall, with fewer rooms dedicated to upper classmen.
- Robinson introduced Sherry Demaray, Senior Associate Vice President for Finance to the Cabinet. He thanked the members of the search committee for another great hire. General Counsel interviews are scheduled for Oct 24, Oct 27, Oct 28 and Nov 7. He encouraged the Cabinet to attend the open forum for each candidate.

- Robinson reported that the APSU Compensation Plan was approved at the September TBR meeting.
- Van der Merwe invited the Cabinet to attend the Action Planning Orientation Session on Thursday, September 28, 2016 in University Center Room 303/305 from 8:30 am-12 noon.

The meeting adjourned at 9:50 am. The next meeting of the President's Cabinet will be Monday, October 26 at 9 am in the UC 103A.

President's Cabinet Minutes
November 28, 2016

In attendance: Gandy, Boggs, Millard, Persinger, Robinson, Clements, Brown, Bryant, van der Merwe, Davenport, Mills, Molnar, Hamlet, Hunter, Clark, Crosby, Griffy, Ivey, Peterson, Phillips, Demaray, Byrd

- Gandy presided over the meeting in the absence of President White.
- Boggs stated that one of two Spring ROW sessions is scheduled for November 29. It looks like there will be about the same number of attendees as last year. The earlier ROW was added four years ago to lessen the scramble everyone was feeling when we returned from the holidays. Admissions will be mailing out scholarship letters on December 1. Boggs asked the Cabinet to contact her if they hear from anyone who thought they should have received a scholarship offer, but did not receive a letter.
- Gandy mentioned that the final headcount numbers were sent to TBR and we are one of only two 4-year institutions with positive growth.
- Griffy discussed a handout of the APSU results from the National Survey of Student Engagement (NSSE) that was administered Spring 2016. The NSSE is administered annually to freshman and seniors. Although the NSSE was advertised in many formats and incentives offered, there was only a 12% participation rate from freshmen students. Due to the low participation, Griffy stated that possibly students were being asked to complete too many surveys each year.
- Gandy stated that the Faculty Survey of Student Engagement (FSSE) will be administered Spring 2017.
- Mills stated the residence housing will stay open over the holiday break with Subway and Einstein's being available for meal options. The cafeteria will be closed.
- Peterson stated that all of the holiday receptions will be located at 416 College Street.
 - Faculty and Staff Reception December 2 2-4 pm
 - Retirees Reception December 13 2-3:30 pm
 - Community Reception December 15 5:30-8 pm
- Van der Merwe stated there was good attendance at the open forum for the new web design. This new web design will be implemented campus-wide in the spring.
- Phillips stated that donations are up \$200,000 from last year. The APSU Thankathon is going on at this time with the major donors receiving a ceramic bowl made by our art students as an appreciation gift.
- Phillips stated that the University Advancement office will be moving to 318 College Street in January 2017.

The meeting adjourned at 9:25 am. The next meeting of the President's Cabinet will be Monday, January 23 at 9 am in the UC 103A.

President's Cabinet Minutes
January 23, 2017

In attendance: Gandy, Boggs, Millard, Persinger, Robinson, Clements, Mills, Molnar, Hamlet, Hunter, Clark, Crosby, Griffy, Ivey, Phillips, Demaray, Byrd, Whiteside, Singleton

- Gandy presided over the meeting in the absence of President White.
- Gandy introduced Dr. Tim Hudson, Interim Executive Director of Extended and International Education and Ms. Dannelle Whiteside, General Counsel and Secretary to the Board of Trustees.
- Boggs distributed a handout on our current applications for admission for fall 2017 and stated that we are on track for an expected 2,200 freshman students. The next AP Day will be February 4 and 306 students have registered as of today. Academic Signing Day for the College of Arts and Letters and the College of Science and Mathematics will be April 22.
- Crosby stated that APSU is officially off monitoring from the SACSCOC regarding the TN Campus programs. We are currently requesting a SACSCOC approval for the governance change from TBR to a Board of Trustees. Proof of the confirmation of the Board of Trustees by the Tennessee Legislature is due to SACSCOC by February 15. SACSCOC will vote on the proposed Governance Change at its March 2017 Executive Council meeting. We are also requesting SACSCOC approval of a level change for APSU's first doctoral program, which is proposed as the Ed.D. in Educational Leadership. The Level Change application is due March 15, 2017.
- Whiteside reported the first official Board of Trustee (BOT) meeting will be March 31. The BOT confirmation hearings will be February 7-8.
- Molnar gave an update on Fall 2016 semester Pharos student printing usage. She stated that each student was allotted \$30 for printing and just 75 students went over their allotment. This program implementation appears to be assisting in the reduction in paper cost and utilization.
- Molnar stated that the TAF Allocation Committee and the Office of Information Technology established three grants for technology use of up to \$10,000, limited to only one grant per College, and that each grant must be used for course(s) being taught in Fall 2017 or Spring 2018. The grant application needs to include a budget, student learning outcomes and an assessment plan and is due February 10, 2017.
- Molnar is in the process of updating the Technology Plan and took a poll of the Cabinet on what aspect of the plan they felt was most important with Data Analytics, Employee Technology Tools, and Mobile Strategy being the top three. The Information Technology Advisory Committee has been formed to review the plan and to provide suggestions.
- Molnar stated that Information Technology is aiming to perform 10 process analysis reviews each semester to help streamline/automate processes across campus so they are more efficient.
- Gandy reported that the phone interviews for the College of Education Dean position will begin in the upcoming weeks. Dr. Jaime Taylor is the chair of this search committee. The search committee for the Executive Director for the AP Center at Fort Campbell will meet January 31 to review applications. Ms. Carol Clark is the chair of this search committee. A search committee will be formed in mid-February for the College of Business Dean position with the search to being by late spring.

- Clark stated she is in need of volunteers for a welcome home flight of soldiers at Fort Campbell on Wednesday, January 25. The flight is scheduled to arrive around 1 pm. If you are interested, please let her know.

The meeting adjourned at 9:25 am. The next meeting of the President's Cabinet will be Monday, February 27 at 9 am in the UC 103A.

President's Cabinet Minutes
February 27, 2017

In attendance: Boggs, Brown, Byrd, Clements, Crosby, Davenport, Demaray, Gandy, Griffy, Hamlet, Honea, Hunter, Millard, Mills, Persinger, Peterson, Robinson, Singleton, van der Merwe, Whiteside

- Gandy presided over the meeting in the absence of President White.
- Boggs distributed two handouts on the changes in admission applications compared to 2016. There are 5,659 admitted students for Fall 2017 to date. The last AP had a record setting attendance. Academic Signing Day for the College of Arts and Letters and the College of Science and Mathematics will be April 22.
- Mills stated that we are currently out of beds for returning students in the fall and a waiting list has been created for those wanting to stay on campus. Boggs stated that this could impact yield of enrolled students if we hit University capacity.
- Crosby stated that the Tennessee General Assembly confirmed our Board of Trustees earlier this month. We are currently requesting SACSCOC approval for the governance change from TBR to the APSU Board of Trustees. SACSCOC will vote on the proposed Governance Change at its March 2017 Executive Council meeting. The SACSCOC will conduct a site visit in October to ensure APSU is implementing the Governance Change in accordance with SACSCOC Principles of Accreditation.
- Crosby stated that APSU is delaying the submission of the SACSCOC Level Change application for six months to align with THEC Academic Program Approval policy and timeline. The Level Change application is for APSU's first doctoral program, which is proposed as the Ed.D. in Educational Leadership.
- Crosby stated that APSU submitted the Substantive Change prospectus to SACSCOC in January for the AAS Degree in Aviation. Gandy stated that an aviation company has been selected and Robinson stated that the contract had not been executed yet.
- Gandy stated that the proposed BSE Engineering Physics degree will be placed on the agenda of the March 30th meeting of the APSU Board of Trustees.
- Van der Merwe stated that the CSM website migration is progressing with website spreadsheets due by March 15. The complete transition will be in June; however, we will be sensitive to ROW dates.
- Van der Merwe mentioned that April 4 will be the kick off of the 90th anniversary of APSU with an AP night at the Nashville Predators game. Peterson stated that a small block of tickets is available if anyone is interested. Also, April will begin the Gobs Give Campaign which will encourage all levels of giving.
- Peterson stated that the Candlelight Ball will be March 11 and that tickets are still available for purchase.
- Van der Merwe stated that a formal request has been received from Middle Tennessee State University for a listing of APSU's junior and senior students. We are assuming this information will be used to market MTSU's graduate programs.

- Whiteside reported the first official Board of Trustee (BOT) meeting will be March 30. In addition to the reviewing the proposed Engineering Physics degree, they will review bylaws and committee structure at this meeting. The meeting will be at 1:30pm in the Truck Center building on College Street.
- Whiteside stated that Ms. Costin Shamble has been hired and will begin as the University Attorney on March 1.

The meeting adjourned at 9:20 am. The next meeting of the President's Cabinet will be Monday, March 27 at 9 am in the UC 103A.

President's Cabinet Minutes
March 27, 2017

In attendance: White, Boggs, Brown, Bryant, Clements, Crosby, Davenport, Demaray, Gandy, Griffy, Hunter, Millard, Mills, Molnar, Persinger, Peterson, Phillips, Robinson, Singleton, van der Merwe, Whiteside

- White stated that this is a historic and exciting week with the inaugural meeting of the APSU Board of Trustees on Thursday. She encouraged the Cabinet to attend if possible or watch the live stream online.
- Boggs distributed handouts on the changes in admission applications compared to 2016, distribution of accepted scholarships, and change in admits shown geographically. Based on last year's yield rate for admitted freshmen at this point in time, there would be approximately 1,896 freshmen beginning this fall. This number will likely increase as students are being admitted daily. She calculated a yield of admitted to enrolled range of 31%-35% which would result in a range based on today's numbers of 1,780-2,010 incoming freshmen.
- Crosby stated that we received SACSCOC approval for the governance change from TBR to the APSU Board of Trustees. APSU will submit the documentation report for the substantive change visit by mid-August. The SACSCOC will conduct a site visit the week of October 2 to ensure APSU is implementing the Governance Change in accordance with SACSCOC Principles of Accreditation.
- Gandy stated that Dr. Prentice Chandler will be the new dean for the College of Education and will begin on July 1. The search committee is currently conducting interviews for the Executive Director for the Center @ Fort Campbell. The search committee for the upcoming dean for the College of Business search has recently met for the first time.
- Gandy stated that we have received a verbal report from the AACSB accreditation team that was disappointing. Once the written report is received, we will review and look at what we can do going forward to achieve accreditation for the College of Business. White stated that we support the College of Business and that we will find the correct path to get accredited.
- Molnar proposed to the Cabinet the possibility of a scheduled window of time for IT changes to be performed instead of constantly sending emails alerting the campus of the upcoming work. They will be mindful of major events on the academic calendar and will not schedule any maintenance that will interfere with those events. This information would be placed on the Information Technology website for reference. The Cabinet agreed to this change and added that she should get input from Alumni Relations to check for major events on campus, meet with faculty senate, and send quarterly emails to academic chairs and their administrative assistants for their input that would affect their areas.
- Whiteside stated that the Board of Trustees will have a training session with THEC the morning of the board meeting. At the board meeting, the trustees will be reviewing such items as housing fees, governing issues, and possible approval of the proposed Bachelor of Engineering Physics degree.
- Rylan Kean stated that the AP@ 90 will kick off on April 4 with an APSU Night at the Predators. There will be 200 tickets available for students. At this point, 120 alumni are planning to attend. The birthday celebration for APSU will be on April 26 at 12 noon. More information will be forthcoming regarding this celebration.

- Kean stated that the online Givs Give Campaign is schedule to begin at 6 pm on April 24 and end at noon on April 28. Our goal is to raise \$90,000 in 90 hours with emphasis for the giving going to our different colleges Funds of Excellence. He encouraged the Cabinet to give during this allotted time frame to help reach the goal.
- Van der Merwe stated that he plans to attend the next Academic Chairs meeting to present examples of a new marketing tool for their departments to be used on the APSU website and handouts for recruiting proposes. He distributed a copy of the proposed handout.
- Phillips stated that an event to honor the legacy of Coach Dave Loos is scheduled for Saturday, June 10 from 5-8 pm in the Dunn Center. Proceeds will go to the Dave Loos Scholarship Fund and the Rally for Rhyan Fund. For more information, see Nikki Peterson.
- Van der Merwe stated that Dr. David Rands is working to arrange for APSU to have a liaison who will live on campus for one year to help us to reach out to the Japanese owned companies in Tennessee and Kentucky. Tennessee is second in the nation for Japanese owned companies. Van der Merwe handed out a flyer for the upcoming Nashville Cherry Blossom Festival on April 8 which celebrates Japanese culture.

The meeting adjourned at 9:45 am. The next meeting of the President's Cabinet will be Monday, April 24 at 9 am in the UC 103A.