

President's Cabinet Minutes
August 16, 2017

In attendance: Boggs, Brooks, Bryant, Burns, Byrd, Chandler, Clark, Clements, Crosby, Davenport, Demaray, Denton, Dominy, Gandy, Griffy, Hamlet, Ivey, Jones, Meisch, Mills, Molnar, Persinger, Peterson, Phillips, Robinson, Singleton, van der Merwe, Webb, Weber, Whiteside

- Gandy welcomed everyone to the meeting and especially the deans who will now be a part of the President's Cabinet. He introduced Dr. Prentice Chandler, Dean of the Martha Dickerson Eriksson College of Education and Dr. Karen Meisch, Interim Dean of the College of Science, Technology Engineering, and Mathematics to the Cabinet.
- Clark talked about the importance of developing positive relationships with members of the General Assembly and outlined the protocol for official university contacts with members of the Tennessee General Assembly. She requested that members let her know:
 - if there are topics, problems or opportunities related to the university that members want legislators to be aware of,
 - if you are inviting a legislator to an event your area is hosting or if you are taking a group of students to the Capitol,
 - if your area has stories about research, accomplishments, student success stories, or other activities that would be of interest to the legislators,
 - if you know of APSU alumni working with the General Assembly or students who have a legislative internship.
- Crosby stated that APSU decided to change the program proposal for the new Associate of Applied Science in Aviation with a concentration in Professional Rotor-wing Pilot to a Bachelor of Science in Aviation Science with a concentration in Rotor Wing. During the meeting, Gandy received confirmation that THEC staff officially support the proposed program and APSU can now seek approval from the APSU Board of Trustees at their next meeting. The Governance Change report was sent to SACSCOC on Monday. They 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. APSU is currently seeking THEC approval of a proposed Ed.D. in Educational Leadership and will submit a SACSCOC Level Change Application, as the proposed program would be the first degree offered at the doctoral level at APSU. We hope to be able to place the proposed Ed.D. program on the APSU Board of Trustee agenda for their upcoming meeting in September. Crosby expressed her appreciation to the PR and Marketing team for the latest QEP publication which is a two year in review.
- Boggs distributed a change in registration map showing the counties/states where the 2017 freshman class is originating and a sheet showing a comparison of past years' types of freshmen that have registered. The total freshman enrollment for Fall 2016 was 1963. To date, 1987 freshmen have registered for Fall 2017. She noted that we will not purge on August 21 as originally scheduled due to the heavy traffic expected from the eclipse. Boggs invited the Cabinet to the following recruitment events:
 - Sept 18 Montgomery County College Night
 - Oct 7, Nov 4, Feb 3 AP Day
 - April 14 Academic Signing Day
- Brooks distributed a handout comparing the July 2016 and July 2017 active grants totals. He stated that APSU had a 76 percent increase in external grants over the previous year. It was the largest year to year increase in the university's history totaling \$4,529,447.

- Mills reported that APSU has secured contracts with Riverview Inn and Country Inn and Suites to be used for overflow freshman housing this fall. At date, there are 36 people on the waiting list for on-campus housing. He stated that there is a need for a Temporary Shuttle Driver to transport students to and from the hotels. About 150 people are staying this weekend in rooms at Castle Heights for the eclipse events.
- Davenport expressed his sadness over the racial incident that happened in Charlottesville, VA last weekend. He stressed that we need to continue to have open conversations about diversity and to be mindful of our reactions to the ones who talk with us regarding their fears and concerns. He asked the Cabinet for potential barriers that they saw and suggestions to help break down diversity barriers on campus. Whiteside stated that we need to be mindful of the new Campus Free Speech Protection Act. It is a comprehensive law providing some of the country's strongest protections for student and faculty speech on public college campuses. Davenport stated that APSU has received Diversity Training and Certification from Workplace Answers. He also stated that volunteers are still needed Aug 28-29 at the Ask Me Tents.
- Molnar stated that a new position was created in her area for information technology security. A Cyber Incident Response Plan has been created and cyber incident insurance has been purchased by the State of Tennessee. There have been two cyber incidents this year that dealt with employees' user accounts being hacked through phishing emails. New security software is in place to provide additional protection to prevent faculty and staff clicking on links or attachments in phishing emails. Stephanie Taylor, Director of Information Technology Security, will be meeting with all departments this fall, giving an IT presentation regarding increased cyber security.
- Ivey invited the Cabinet to the Business After Hours hosted by APSU at the ECHO Club Level of the Fortera Stadium on August 17 from 5-7pm.
- Bryant stated that there will be an onsite Title VI compliance review Sept. 13-16 to review our training and to interview employees. She will provide the Cabinet with an information sheet to distribute to their areas regarding Title VI.
- Van der Merwe stated that the new APSU website is up and that we are still working to improve the site.
- Whiteside stated that the next Board of Trustees Committee Meetings will be September 14 with the full board meeting September 15 in the new education classroom, 417 College Street.
- Peterson invited the Cabinet to the new Legacy Luncheon on Aug 24 for new freshman and their alumni parents at 12 noon in the ECHO Club Level at Fortera Stadium.

The meeting adjourned at 10:30 am. The next meeting of the President's Cabinet will be Wednesday, September 20 at 9 am in the UC 305.

President's Cabinet Minutes
September 20, 2017

In attendance: Boggs, Brooks, Bryant, Byrd, Chandler, Clark, Clements, Crosby, Davenport, Demaray, Denton, Dominy, Gandy, Griffy, Hamlet, Jones, Meisch, Mills, Molnar, Moses, Nakutis, Persinger, Peterson, Phillips, Robinson, Singleton, van der Merwe, Webb, Weber, White, Whiteside

- White opened the meeting with introductions from the Cabinet.
- Crosby stated that the APSU Board of Trustees approved the proposed Bachelor of Science in Aviation Science Program with a concentration in Rotor Wing at their September meeting. The program proposal will be sent to THEC in November for review and approval. The program will need THEC approval before we can submit the program prospectus to SACSCOC in December. The SACSCOC site visit is scheduled for October 3-5 to ensure APSU is implementing the Governance Change in accordance with SACSCOC Principles of Accreditation. At least six APSU Board of Trustees will be attending the meeting either in person or by video chat. APSU will submit in February 2018 a SACSCOC Level Change Application after receipt of APSU Board of Trustees and THEC approval of a proposed Ed.D. in Educational Leadership. The proposed program would be the first degree offered at the doctoral level at APSU.
- Boggs distributed a handout comparing freshmen enrollment for the past seven years. She stated that this year we lost 223 students from those who attended a ROW and who actually registered, approximately 10 percent of total freshman enrollment. In polling those students, three reasons most given for not coming to APSU were campus environment, lack of housing and cost. Boggs invited the Cabinet to the Oct 7 AP Day.
- Whiteside stated that Judge Ken Goble has expressed an interest in partnering with APSU on a Juvenile Court Mentorship Program. Whiteside will be reaching out to see how we can be involved in this program.
- White stated that she is scheduled to speak at the Veterans Treatment Court soon and she has been asked if APSU could create a 30-minute student orientation video to present to this program. She asked Webb to check with Mass Comm or Theater departments to see if a production would be possible.
- Clark gave the schedule for the December 15, 2017 and May 4, 2018 commencements and they are as follows:
 - **Friday, December 15, 2017**
 - 9:00am Arts and Letters; Science, Technology, Engineering and Mathematics
 - 2:00pm Behavioral and Health Sciences; Business; Education; ROTC Commissioning (Each commencement will include both undergraduate and graduate degree recipients from the listed colleges.)
 - **Friday, May 4, 2018**
 - 8:00am Arts and Letters; Education
 - Noon Science Technology Engineering and Mathematics; Business
 - 4pm Behavioral and Health Sciences; ROTC Commissioning (Each commencement will include both undergraduate and graduate degree recipients from the listed colleges.)
- Van der Merwe distributed a handout on the social media marketing impact covering the story of the APSU football win. APSU has seen national attention recently also with our coverage of the solar eclipse.

- Van der Merwe stated that the new webpage design is mainly for people who are visiting the site for the first time. It has a new newsfeed, improved directory, and improved program finder. A new university calendar is in place which applies filters to make it easier for constituents to learn about APSU and our events. Google will be conducting a visit to create an interactive tour of our campus. We will also be using YouVisit to create a campus tour to be a part of our web experience. Persinger will be putting together a steering committee to discuss the content of the campus tour videos.
- Mills stated that 120 new beds will be dedicated to freshmen in fall 2018. The Eriksson quad will be converted to all freshmen. We will be converting some of Emerald Hills family apartments to 32 apartments for upperclassmen. We will also set aside a few rooms dedicated for transfer students. Mills stated to let him know of any needs that international students and visiting scholars may need that his office can help accommodate. White suggested to appoint a person in regards to international needs who are empowered to solve potential problems.
- Other news:
 - White stated that Alexandria Wills made a wonderful presentation to the Board of Trustee regarding all of their student engagement activities.
 - Peterson invited the Cabinet to the upcoming Homecoming activities Oct 17-21 and to the Gobs Gatherings across the state.
 - Phillips stated that the APSU Phonathon will begin on Oct 2 and that the University Advancement 1 on 1 road shows will be meeting with each of the colleges.
 - The ribbon cutting for the Jenkins Building will be October 6.
 - The ribbon cutting for the Larry Carroll Trading Room will be November 14.
 - Phillips stated that he needed help from the departments in identifying students to award 30 private scholarships.
 - Hamlet stated that a new short term disability policy will be available in 2018 and trainings are being scheduled for the new performance evaluation procedures.
 - Van der Merwe stated that a new email entitled *The Brief* will be sent out weekly from the actions at the Senior Leadership Team meetings.
 - Persinger stated that a fan bus will be going to the APSU vs Murray State game on Saturday.

The meeting adjourned at 10:30 am. The next meeting of the President's Cabinet will be Wednesday, October 18 at 9 am in the UC 305.

President's Cabinet Minutes
October 18, 2017

In attendance: Boggs, Brooks, Bryant, Byrd, Chandler, Clark, Clements, Crosby, Demaray, Dominy, Gandy, Griffy, Hutchins, Ivey, Jones, Kasitz, Meisch, Mills, Moses, Nakutis, Peterson, Phillips, Singleton, van der Merwe, Webb, Weber, White, Whiteside

- White emphasized the excitement felt by the many alumni as they plan to return to campus for the homecoming festivities this weekend. Let's make a special effort to make our alumni and visitors feel welcome.
- Crosby thanked everyone who help to make the SACSCOC site visit a success. There was great campus and Board of Trustee participation during the visit. Although we have not received the committee's final report, we are pleased that no recommendations will be put forward according to the committee chairperson. We have received notification that our Governance Change request will be placed on the SACSCOC December board meeting agenda for a vote.
- Boggs distributed a handout on recruitment comparing the geographic locations of submitted applications and registration activity of the 2016 and 2017 freshman class. She gave the following updates:
 - The first of three 250R mailers will be going out in November.
 - The second registration event for Fall II will take place this Thursday and Friday at the Ft. Campbell Education Center.
 - The next AP Day is November 4th. The first AP Day attendance was slightly higher than last year's first AP Day and many of the attendees were from out of town.
 - Invitations were distributed to the Academic Achievement Celebration on November 3. This would be a great time to emphasize the Honors College and PELP. All Cabinet members were invited to attend.
 - Online tour of campus will go live in December. Van der Merwe stated that the Google online tour will also go live in December.
 - Beginning in December, we will be purchasing the names of students who have taken the PSAT and Pre ACT to begin recruitment efforts of these students. Jones asked if these names could be shared with department chairs so they could begin recruiting the students who showed an interest in their areas. White stated that we need to be pushing information about the Honors College and PELP program to students. Meisch added that students are also interested in undergraduate research opportunities at APSU. Ivey asked if a student recruitment weekend could be developed, similar to Athletics, focusing on the high achieving students. White stated that better communication was needed to recruit these students on social media.
- Brooks distributed a handout entitled the External Funding Dollars Report which compared the 2017-2018 grant dollars received to date.
- Gandy reported on the two active dean searches. Five finalists have been selected for the College of Business dean search and the committee is currently identifying times for interviews. The Associate Provost for Research and Dean of Graduate Studies search is in the process of being advertised and interviews should be conducted next semester.
- Crosby stated that Human Resources is implementing new performance evaluations for staff and administrators. The staff performance evaluation information is located on the Human Resources website and training is be offered for staff and their supervisors. Academic Affairs developed a new annual faculty evaluation policy, process and timeline which has been shared through information sessions with faculty. The annual faculty evaluation is located on the Academic

Affairs webpage. The process for evaluating part time faculty and adjuncts was piloted last year and is pending approval of the deans prior to being implemented across the university.

- Van der Merwe stated that a new broader based team/campus partnership will be established for guidance on the APSU website to create a look of uniformity and content across all programs and disciplines.
- Van der Merwe stated that the University is currently in the planning phase for a comprehensive fundraising campaign. This will be a multi-million dollar campaign to raise private funds for initiatives that support University growth and Austin Peay's strategic plan. A campus steering team will be created to review and prioritize campaign priorities, and that team will recommend initiatives to the Senior Leadership Team and to APSU President Alisa White in coming months.
- Other News:
 - Peterson asked for responses today from the members planning to attend the Alumni Awards Luncheon on Saturday. She also invited the member to the upcoming Gobs Gatherings and to Candlelight Ball which is scheduled for March 3, 2018.
 - Phillips stated that the John Morgan Walk of History unveiling will be Friday at 2 pm and encouraged all who could to attend.
 - Phillips stated that he is continuing to meet in 1 on 1 meetings with colleges and that all donor scholarships have now been awarded.
 - Dominy invited that Cabinet to attend Homecoming Step Show on Saturday October 21, 2017 at 7:30 pm in Foy Fitness Center.
 - White stated that a concert is being held on Sunday, October 22 in the Dunn Center. It is not affiliated with APSU.
 - Mills asked the Cabinet to member David Davenport on the recent loss of his mother.
 - Van der Merwe stated that 2018 homecoming may include a new venue of a homecoming village with the colleges and departments participating to help create an exciting environment for returning alumni.
 - Mills asked if there could be a projects update shared at future Cabinet meetings.

The meeting adjourned at 10:00 am. The next meeting of the President's Cabinet will be Wednesday, November 15 at 9 am in the UC 305.

President's Cabinet Minutes
February 21, 2018

In attendance: Boggs, Brooks, Bruster, Bryant, Byrd, Chandler, Clark, Clements, Corvey, Crosby, Davenport, Demaray, Dominy, Gandy, Griffy, Hepner, House, Hudson, Hutchins, Ivey, Jones, Kasitz, Meisch, Mills, Nakutis, Persinger, Phillips, Robinson, Singleton, Stewart, van der Merwe, Weber, White, Whiteside

- White gave an explanation for the purpose of the Cabinet which is to improve communication across campus. She also introduced new members to the Cabinet: Kyla House, Interim Executive Director of Human Resources, Dr. Mickey Hepner, Dean of the College of Business, and in a new role, Barry Jones, Interim Dean for the College of Arts and Letters.
- White discussed the FOCUS Act and some of the positive outcomes of it; such as having our own Board and control of our construction projects. She and some of her senior leadership team met with the House Ways and Means Committee and will meet with the Senate Education Committee to present the APSU budget. White thanked all involved who have researched and provided the much needed information for these meetings. Several bills that are before the General Assembly were discussed and Clark stated that she is actively tracking the bills and will pass information on to the Cabinet as the bills progress.
 - Dominy stated that one bill was to eliminate Fraternities and Sororities at state sponsored schools. He suggested that a mechanism be put in place to track the financial impact our alumni have who were members of an APSU fraternity or sorority.
 - White asked that any individual or group that will be visiting with legislators or at Capitol Hill (even if it is not APSU affiliated) to let Clark know so that she can answer any questions she may get from our legislators.
 - Robinson stated that a link to the bills filed in this session is available. Clark will send this link to the Cabinet for their review.
- Prentice handed out the 2017 APSU Report Card on the Effectiveness of Teacher Training Programs. He stated that APSU's overall performance increased 6 percent.
- van der Merwe stated that a new directory program is being developed to showcase talents from students, faculty and staff to improve the marketing and branding of the university.
- A discussion was held about the issues involving service animals vs emotional support animals on campus.
- Whiteside stated that the next Board of Trustees meeting will be March 8-9. The committee meetings will be held at the Fort Campbell Center on March 8 and the board meeting will be held in the Executive Classroom on the Clarksville campus.
- Kasitz stated that APSU has a safety plan in place and that additional active shooter training courses will be scheduled in the new future. He mentioned that our police department recently received accreditation by the Tennessee Association of Chiefs of Police.
- Boggs distributed handouts on recruitment comparing the geographic locations of submitted applications activity of the 2016, 2017, and 2018 freshman class.

- Crosby stated that the Level Change Application will be submitted to SACSCOC this week. The SACSCOC Board of Trustees will make a decision in June. We will hear from SACSCOC verbally in June and in writing by July. A site visit would then be scheduled in Feb 2019.

The meeting adjourned at 10:00 am. The next meeting of the President's Cabinet will be Wednesday, March 21 at 9 am in the UC 305.

President's Cabinet Minutes
March 21, 2018

In attendance: Boggs, Brooks, Bryant, Byrd, Chandler, Clark, Clements, Crosby, Davenport, Demaray, Dominy, Gandy, Griffy, Hepner, House, Hutchins, Ivey, Jones, Kasitz, Meisch, Mills, Nakutis, Persinger, Peterson, Robinson, Semler, Singleton, Stewart, Weber, White, (guest – Tonya Leszczak)

- Hutchins provided an update on the University's designation as a Tree Campus USA and plans for designation as an Arboretum. White congratulated Hutchins on the beautiful appearance of campus and noted that we frequently hear positive comments about our campus grounds from visiting students, families, and other guests.
- Robinson provided an update on physical plant outsourcing discussions that have been ongoing for about 2 1/2 years with Jones Lang LaSalle (JLL) . APSU first engaged JLL when the contract with the previous housekeeping provider expired on June 30, 2017. APSU also received a proposal late last fall from JLL to assume responsibility for physical plant maintenance, grounds and landscaping duties. A campus ad hoc committee reviewed the proposal and recommended that APSU not outsource these functions. The administration concurred with the committee's recommendation and declined JLL's proposal.
- White congratulated Peterson and Leszczak on the tremendous success of the Candlelight Ball, including more than 500 attendees and record-breaking fundraising for the scholarship fund from the event.
- Peterson talked about plans for Homecoming 2018 - October 27 vs Tennessee Tech. A new Alumni Village initiative will be launched this fall with the objective of highlighting departments, colleges, programs, and alumni chapters to current students, faculty, staff, alumni and friends. The Alumni Village will be setup in the Dunn Center/Warehouse parking lot from noon - 4pm on game day and will provide a variety of interactive opportunities, including family-friendly activities, for participants and visitors.
- Mills provided an update on campus housing. There are 245 spaces left for freshmen. Signing up about 45 people per week. Eriksson Hall is being converted to a freshman hall for the fall. Upper-class housing is full and a waiting list exists for female students.
- Mills encouraged individuals who are planning summer camps or programming to contact Andy Kean as soon as possible to make reservations for space and to address all other details that are involved in bringing groups to campus.
- Boggs distributed information about applications and admits for fall 2018 and provided an update on registrations for ROW sessions.

Meeting adjourned at 9:25am. The next meeting of the President's Cabinet will be Wednesday, April 18 at 9 am in the UC 305.

President's Cabinet Minutes
April 18, 2018

In attendance: Boggs, Brooks, Bryant, Byrd, Chandler, Clark, Clements, Davenport, Demaray, Gandy, Griffy, Hepner, House, Hudson, Hutchins, Jones, Kasitz, Meisch, Mills, Molnar, Nakutis, Persinger, Peterson, Phillips, Semler, Singleton, van der Merwe, White, (staff senate rep – Louise Mitchell)

- Hutchins discussed several changes that Diversified Maintenance has implemented since took it over the APSU custodial services in July 2017. Hutchins asked the group to contact him if they experience any custodial problems.
- Clark thanked everyone who provided information needed as it pertained to legislative bills this session. She gave an update on the bills that have become law, those expected to become law, and those that were withdrawn or cancelled to date. Clark stated that one gubernatorial candidate recently took a tour of campus and stated that others may also want to come to campus. White encouraged the group to cultivate positive relationships with our legislators and to let Clark know when you interact with them.
- Molnar presented a power point presentation outlining the projects that the Office of Information Technology are currently working on at this time.
- Boggs distributed handouts comparing the admit activity of the Class of 2017 to the Class of 2018 and noted more out-of-state students have been admitted this year. She also distributed the dates for the upcoming ROW events. Four of the freshmen sessions are at capacity and our freshmen housing for females is now full.
- House distributed a handout about Staff Performance Evaluations. She stated that the evaluation process was streamlined and the performance criteria updated. Self-evaluations are not required, but could be requested by the supervisor.
- Brooks distributed a report on External Funding Dollars. He stated that funding has increased by 14 percent above this time last year.
- Gandy stated that the Bachelor of Science in Aviation Science has received SACSCOC approval and Mr. Charles Weigandt will serve as the director of this new program.
- Phillips stated that the Gobs Give campaign is April 23-26 with the goal of \$150,000 in 72 hours. A Senior Gift was launched with the Class of 2018 requesting the graduates give back \$20.18 to their alma mater. The Senior Toast event is scheduled this spring for the graduates.
- Kean asked the cabinet to let him know when large groups will be on campus so that parking and dining services can be arranged.

Meeting adjourned at 10:15am. The next meeting of the President's Cabinet will be Wednesday, May 16 at 9 am in the UC 305.

President's Cabinet Minutes
May 16, 2018

In attendance: Boggs, Brooks, Bryant, Byrd, Chancellor, Chandler, Clark, Davenport, Gandy, Griffy, Hepner, House, Hutchins, Ivey, Jones, Meisch, Mills, Mitchell, Molnar, Nakutis, Persinger, Peterson, Phillips, Robinson, Stewart, van der Merwe, Weber, White, Whiteside

White stated McCartney Andrews is the new Administrative Specialist in the President's office. She also stated the Dr. Loretta Griffy will be the new Associate Vice President for Student Success Strategic Initiatives beginning June 1.

- Boggs distributed handouts comparing the admit activity of the Class of 2017 to the Class of 2018 and noted that as of today 1,823 freshman have signed up for a ROW session. She stated summer enrollment is up. White encouraged an increased marketing effort in areas where applications are down. A Melt Task Force has been created which will help monitor the no shows for this fall. A Gobs Help Center will be set up in Ellington at the beginning of each semester to help students with registration issues.
- Robinson discussed a recommendation from the Staff Salary Allocation Committee that has been submitted to Dr. White. Upon her approval, the recommendation will be submitted to the Board of Trustees at the June meeting for approval.
- Phillips stated that 22 people are traveling on the Australia alumni trip this summer. Next year, the group will go to Switzerland. There is a Chattanooga Gobs gathering on July 9. He stated that the Gobs Give campaign yielded \$174,229 and \$50,000 was raised at the spring phonation.
- Brooks distributed a report on External Funding Dollars. He stated that we have \$5,351,203 in total active grants for this fiscal year to date.
- Whiteside stated that the Board of Trustees committee meetings will be the afternoon of June 7 and the board meeting on the morning of June 8. All meetings will be located in the Executive Classroom at 317 College Street.
- Van der Merwe stated that Brian Dunn has been hired as a new writer for Public Relations. He stated that everyone is invited to the monthly communications meeting to be informed about campus initiatives currently taking place. These meeting are held on the 2nd Wednesday of each month from 1-2 pm, except for December, March, June and July. Contact Public Relations and Marketing for specific location.
- White said Chief Kasitz is working closely with the Clarksville Police Department, which is increasing police presence downtown, and in the surrounding community.

Meeting adjourned at 10:30am. The next meeting of the President's Cabinet will be Wednesday, August 15 at 9 am in the UC 305.