

President's Cabinet Meeting		
7.17.2019	9:00 am	UC 305
Meeting Type	Cabinet	
Note taker	Joanne Shepard	
Introductions		
Presenter	Rex Gandy	
<p>Gandy presided over the meeting in the absence of President White. He introduced LeNeeca Williams, Chief Diversity Office and Title IX Coordinator, and welcomed Dr. Rod Mills, Faculty Senate representative and Lorneth Peters, Staff Senate representative to the meeting. Clark introduced Ms. Marida Pace-Newberry to the Cabinet. She is a DNP student who is shadowing Clark today.</p>		
University Advancement/Alumni Update		
Presenter	Kris Phillips	
<p>Phillips thanked everyone who assisted the University in reaching the 2018-2019 giving total of \$10.4 million, the second highest in APSU's history. He compared the 2019 increases of giving totals and endowments created to the previous year. He reported that the President's Emerging Leaders Program scholarships have been fully funded in perpetuity. Additional funds will be given to Admissions and Academic Affairs this fall to assist more APSU students. University Advancement will distribute an annual report in the next few weeks for offices to use to help recruit more supporters and donors. Phillips invited the group to the Tower Club reception on July 23 at F&M Bank and to RSVP to the Advancement office.</p> <p>A 2019 Homecoming handout and 2019-2020 alumni events calendar was made available. Phillips stated that faculty and staff will be invited to the Jenkins Building for an ice cream social on August 29 to kick off the new football season. The Gov One helicopter will make an appearance at the event. Bailey thanked Phillips and his team for their hard work and for such a successful year.</p>		
Process Improvement Analysis Update		
Presenter	Judy Molnar	
<p>Molnar explained the Process Improvement Analysis (PIA) and how the IT team is working with offices across campus to explore and improve processes. She listed the processes that have been improved since April 2017. She stated that IT is willing to help offices and departments to see if processes can be improved.</p>		
Probationary Evaluations for Staff		
Presenter	Sheraine Gilliam-Holmes	
<p>Gilliam-Holmes stated the staff six month probation evaluations will no longer need to be completed through PeopleAdmin. Employees will receive notification from supervisor/manager that they have successfully completed their probationary period. HR will provide micro training sessions on the new process.</p>		
Updates to Hiring Process in PeopleAdmin		

Presenter	Sheraine Gilliam-Holmes
<p>Gilliam-Holmes reported that the "Request to Fill" and "Hiring Proposal" processes will be more streamlined in PeopleAdmin to help post jobs quicker and reduce time to fill the position. HR will provide training on the new process.</p>	
Enrollment Update and Student Success	
Presenter	Rex Gandy
<p>Gandy stated summer enrollment saw a 3-4 percent increase. The fall enrollment is expected to be flat or have a small increase. This decline in enrollment is possibly due to an external factor of the how the ACT test was administered in Tennessee.</p> <p>To help with student success, Gandy reported that 8 professional academic advisors will be hired for the fall. APSU is also partnering with College Possible, a nonprofit foundation, for four success coaches to work with at risk incoming freshmen students.</p> <p>The meeting adjourned at 9:25am</p>	

President's Cabinet Meeting	
9.18.2019	9:00 am UC 305
Meeting Type	Cabinet
Note taker	Joanne Shepard
Alumni/University Advancement Update	
Presenter	Nikki Peterson and Kris Phillips
Discussion	
<p>Peterson distributed the 2019 homecoming schedule and invited the Cabinet to attend the events. Parking will be a challenge due to several streets being closed for the Veterans Day/Homecoming parade and Stache Street. Other events highlighted included: the APSU vs ETSU football tailgate on September 21 at ETSU and the Candlelight Ball scheduled for March 14, 2020.</p> <p>Phillips announced the United Way Kick-Off on September 25 from 11-1 on campus with entertainment by Music for Mercy and free ice cream. The APSU Industry Summit will be October 3 with an anticipated 400 attendees.</p>	
Internal Audit	
Presenter	Blayne Clements
Discussion	
<p>Clements reminded the Cabinet that the Office of Internal Audit needs to be notified of all audits occurring on campus as this is reported to the Board of Trustees Audit Committee. All members of the Cabinet should have received the latest Reporting Fraud, Waste and Abuse brochure and Internal Audit year-end report.</p>	
Internship EEO Verification	
Presenter	Eric Norman
Discussion	
<p>Norman stated that all internships must follow EEO verification guidelines. For more information, contact the Office of Career Services.</p>	
Scooters and Clarksville	
Presenter	Eric Norman
Discussion	
<p>Norman stated that he has been approached about the possibility of issuing scooters on campus. A discussion followed outlining the pros and cons of the scooters. The general consensus determined that scooters on campus was not needed at this time.</p>	
Enrollment Update	
Presenter	Rex Gandy
Discussion	
<p>Gandy gave a report on the Fall enrollment, breaking the percentages down by the different student classifications. While the final numbers won't be known until Fall II enrollment is factored, he expects enrollment to be up.</p>	

Student Success Update	
Presenter	Nancy KingSanders
Discussion	
KingSanders stated that eight new academic advisors were hired this fall. Four College Possible coaches are also working with students this semester, who are being paid by AmeriCorps.	
Project Updates	
Presenter	Marc Brunner
Discussion	
Brunner gave an update on the construction projects on campus.	
Summer 2019 Construction Recap	
Presenter	Tom Hutchins
Discussion	
Hutchins distributed a handout listing 34 campus improvements made over the summer.	
Announcements	
Meisch invited the Cabinet to the Science on Tap at Strawberry Alley Ale Works the first Tuesday of each month at 5:30pm. The meeting adjourned at 9:45am.	

President's Cabinet Meeting		
10.16.2019	9:00 am	UC 305
Note taker	Joanne Shepard	
Enrollment Update		
Presenter	Rex Gandy	
<p>Gandy distributed the Tennessee Higher Education Commission enrollment comparison for 2018-2019. The APSU enrollment did not include Fall II enrollment in the comparison. He reported changes in the growth of the different student enrollment categories (transfer, international, dual enrollment, etc.)</p>		
Student Retention		
Presenter	Rex Gandy	
<p>Gandy reported APSU awarded 2,349 degrees in 2018. Currently, the 6-year graduation rate is 41 percent and first-year retention rate stands at 63.4 percent. Academic advisors and coaches were hired this Fall to help with student success and retention.</p>		
Campus Sustainability		
Presenter	Tom Hutchins	
<p>Hutchins reported on the success of the sustainability projects on campus. The Foy B-Cycle station had almost 8,000 miles logged in its first year. The Native Meadow was recognized for Outstanding Efforts in Water Quality by the Clarksville Montgomery County Green Certification committee. The recycling and EcoGovs programs greatly impact APSU in becoming a greener campus.</p>		
Multi Factor Authentication		
Presenter	Judy Molnar	
<p>Molnar reported on recent cyber-attacks at other institutions. The APSU Information Technology (IT) team are working to strengthen APSU security and is sponsoring a lecture/presentation on the dangers of phishing emails and how to keep from compromising personal and university data. The multi factor authentication (MFA) will assist in preventing/decreasing the number of compromised email accounts when the user is not connected to the APSU network. The MFA completion date is scheduled for the end of November 2019.</p>		
Microsoft Windows 7 – End of Support		
Presenter	Molnar	
<p>Molnar stated that Microsoft will discontinue security updates for Windows 7 in January 2020. APSU has around 270 PC computers still operating on Windows 7. IT will be updating all computers to Windows 10.</p>		

Computer/Endpoint Inventory Project

Presenter	Judy Molnar
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Molnar stated that IT will be inventorying all computer/endpoints on campus and will be asking each department for updates to the IT listing.

Campus Culture

Presented	Alisa White
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White reported that APSU recently hosted the Veterans Reconnect Conference and will host the Tennessee Higher Education Fellows Program next week. She commended all for the spirit of excellence and hospitality extended at these events.

Although APSU faculty and staff work together to help our students be successful and prepared for the future, there have been an increasing number of EEO complaints being filed on campus. She asked the group to set expectations for their employees on how others are to be treated and what actions will not be tolerated.

Gilliam-Holmes stated the Office of Human Resources is hosting two workshops this month and encouraged all to attend. The workshops are: Lead by Example – For Managers and Supervisors and How to Support Mental Health Concerns in the Workplace.

Bookstore Update

Presenter	Marc Brunner
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Brunner stated that a preconstruction meeting is scheduled for October 21 to discuss the new bookstore with projections to be opened by Fall 2020.

Announcements

Bailey reminded the group of the ongoing United Way campaign and encouraged all to participate.

Norman distributed a flyer invitation to the Clarksville Speaks: Unprecedented Growth in Your World on October 23.

The meeting adjourned at 9:45 am.

President's Cabinet Meeting		
11.20.2019	9:00 am	UC 305
Meeting Type	Cabinet	
Note taker	Joanne Shepard	
Campus Update		
Presenter	Alisa White	
<p>White briefed the Cabinet on the shooting that happened on campus. She asked members to watch for anyone who may feel insecure on campus and to refer them to Student Counseling. Steps are being put in place to improve campus communication and alerts.</p>		
Alumni/University Advancement Update		
Presenter	Kris Phillips	
<p>Phillips thanked everyone for making Homecoming such a great experience. He stated that the University had received a unique gift of gold coins worth \$50,000 from a donor celebrating the 50th year of his graduation from APSU. Phillips gave an update on giving and invited the Cabinet to the following events:</p> <ul style="list-style-type: none"> • Tower Club dinner November 22 • Faculty and staff holiday reception December 3 • Community holiday reception December 5 • Healthcare Professions Building Open Forum December 6 • Legacy Society Brunch December 6 • Candlelight Ball March 14. 		
Campus Cable Television		
Presenter	Joe Mills	
<p>Mills stated the cable television contract for housing will expire June 30, 2020 and will not be renewed. A streaming service is being considered. Ms. Judy Molnar discussed the aspects of this technology and stated that IT and Finance would be communicating with departments so that those that currently use cable provided by Housing can plan ahead. She said some units may be interested in exploring the feasibility of creating an RFP to jointly share the costs of cable television.</p>		
Dining Venue in Bookstore Space		
Presenter	Joe Mills	
<p>A dining venue will be placed in the old bookstore space in Spring 2021. Mills asked for suggestions regarding the type of dining choice. He stated that housing stays open during holiday breaks at no additional cost to the residents. Dining options are also available during the breaks.</p>		
Update on Fall 2020 Recruiting		
Presenter	Rex Gandy	

Gandy stated that the official Fall 2019 enrollment is 11,048 and gave an update on the different categories that saw growth. He stated that admission applications were up at this time and the academic scholarship model had been restructured so more students would be eligible for scholarships. He invited the Cabinet to the enrollment event celebration on December 4.

Announcements

Mr. Harrison invited the Cabinet to the playoff game on November 23 and to the basketball game later than evening.

Ms. Whiteside stated the Board of Trustees committee meetings will be November 22 with the full board meeting on November 23.

The meeting adjourned at 9:30am

President's Cabinet Meeting		
1.15.2020	9:00 am	UC 305
Meeting Type	Cabinet	
Note taker	Joanne Shepard	
APSU Greenway Connection		
Presenter	Tom Hutchins	
Hutchins stated that funding had been provided from the Sustainable Campus Fee Committee and the Community Health Foundation to connect the APSU campus to the Greenway Trail System. He stated that this is a great opportunity to partner with the City of Clarksville on this project.		
Enrollment Updates		
Presenter	Rex Gandy	
Gandy stated the Fall 2019 enrollment was up by one percent with 11,050 being the final headcount. Spring 2020 enrollment is treading up with out-of-state and international admissions making the biggest increase. He also provided data on the Fall 2020 applications and admissions and the Fall to Fall retention rate.		
SACSCOC Substantive Change Committee Visit		
Presenter	Lynn Crosby	
Crosby stated that APSU will be hosting the SACSCOC Substantive Change Committee on February 18-20, 2020. The purpose of the visit is to review the dual enrollment program at Creek Wood High School. Also, the Fifth Year Interim Report for SACSCOC will be submitted at the end of February. She thanked everyone involved in the visits and the writing of the report.		
CIO and Provost Searches		
Presenter	Mitch Robinson	
Robinson stated the CIO candidates will be on campus for interviews on January 15-17. He stated the University has partnered with Storbeck/Pimental & Associates in the Provost's search. Representatives from the firm will visit campus on January 22-23 for meetings with the members of the university community to gather perspective on the University's needs and aspirations for the Provost position.		
Announcements		
Robinson stated the APSU Board of Trustees approved the University to move forward to sign the contract for the Multipurpose Event Center which is projected to open in time for the 2022-2023 basketball season. Lease negotiations are currently underway between Montgomery County and APSU officials on various lease terms. Once that is complete, then the proposed lease agreement will be submitted to the State Building Commission for approval, which should occur this spring.		

Important Dates:

- January 16 Chamber of Commerce event highlighting the Rotor Wing Program 5-7pm at Outlaw Field
- January 23 Women's and Men's Basketball games 5:30/7pm Dunn Center
- January 29 Free Legal Clinic for Students 11-2 UC Ballroom
- February 4 Science on Tap 5:30pm at Strawberry Alley
- February 21 Performance Evaluation meetings with employees are to be completed.
- February 21 "Night of Champions", a celebration of the success of the APSU Football team 7pm Dunn Center
- March 14 Candlelight Ball 6pm Omni Hotel, Nashville
- April 20 Govs Give Campaign begins

The meeting adjourned at 9:40am

President's Cabinet Meeting		
4.22.2020	9:00 am	Virtual Meeting
Meeting Type	Cabinet	
Note taker	Joanne Shepard	
May Graduate Virtual Celebration		
Presenter	Carol Clark	
<p>Clark stated that a virtual graduate celebration is planned for May 8 and that members of the APSU community will be invited to post congratulatory videos, photos, or messages for the graduates to the event. Questions about the format for messages should be directed to Taylor Slifko in Public Relations.</p> <p>Clark confirmed that the University remains committed to providing an opportunity for May graduates to participate in a traditional Commencement ceremony on campus when it is safe to do so. A working group of University staff, faculty, and students will be looking at possible dates for that to occur.</p>		
Budget Update		
Presenter	Sonja Stewart	
<p>Stewart gave a budget briefing for fiscal year 2020-2021. She stated that several revenue scenarios are being discussed for a possible decrease in funding next fiscal year. She also discussed program service fees and a 0% tuition increase being considered for next year.</p> <p>White stated input would be collaboratively collected for possible budget cuts if revenue decreased for the next fiscal year.</p>		
COVID-19 Budget Update		
Presenter	Mitch Robinson	
<p>Robinson presented on the expected impact of COVID-19 on the university budget for fiscal year ending June 30, 2020. He discussed the federal CARES Act and how it will impact APSU and its students. The Business Office has set up a special code that is tracking all expenses incurred due to COVID-19.</p>		
Construction Update		
Presenter	Marc Brunner	
<p>Brunner gave an update on the status of construction projects across campus. The Ann Ross Book Store is scheduled for a soft opening June 28. The Newton Military Family Resource Center is scheduled to be complete in August. He stated that the MMC HVAC project has been postponed until next year due to a disruption in the supply chain for the necessary equipment. Robinson stated that some construction projects have been temporarily suspended at this time for possible funding issues due to the COVID-19 crisis.</p>		
University Policy Relating to Media		

Presenter	Bill Persinger
<p>Persinger asked the group to review APSU Policy 7:002 Media (with Regard to Campus Emergencies and Crisis Situations) and to inform Public Relations and Marketing when contacted by the media for statements. In addition, White suggested that the Cabinet send potential story ideas to Persinger that showcase APSU faculty, staff and students.</p>	
<p>COVID-19 Surveys</p>	
Presenter	Lynne Crosby
<p>Crosby stated that three surveys have been created to gather input on how APSU has responded to the COVID-19 crisis, its impact on our students and employees, and ways APSU can help. The surveys are for students, faculty and staff and should be ready for dissemination soon.</p>	
<p>University Update</p>	
Presenter	Alisa White
<p>White thanked everyone for their work and leadership through the COVID-19 crisis and told the Cabinet that she is available by phone anytime. She is awaiting more information before a decision is made regarding when it is deemed safe for the return of students and employees to campus.</p> <p>Virtual town hall meetings have been scheduled for students, faculty and staff. The senior leadership team will be available to help answer questions at the meetings.</p> <p>The Provost search is moving forward and an announcement will be made soon with the result. White thanked the search committee and all who participated in the search process.</p>	
<p>University Advancement Update</p>	
Presenter	Kris Phillips
<p>Phillips stated that the Gobs Give Back campaign has partnered with the Center for Service Learning and Community Engagement (CSLCE) to help students, faculty and staff during the COVID-19 crisis. A total of \$67,906 has been raised and 46 students, faculty and staff have been helped at this time. Alexandria Wills, Director of the CSLCE, is coordinating the distribution of the aid.</p> <p>Peterson is coordinating the Gobs Lead videos featuring alumni and others. The videos are being disseminated through social media. This week's guest is Congressman Phil Roe. White and Harrison have also been featured.</p> <p>APSU's 93rd birthday is April 26 and a new media campaign – Peayple Helping Peayple will be launched soon. Phillips asked for stories of people helping others during the COVID-19 crisis.</p>	

Updates

King-Sanders stated that caps and gowns have been mailed to all spring graduates.

White stated that Luna has been providing valuable data to Montgomery county and Clarksville city officials on the spread of COVID-19 in the area.

The meeting adjourned at 9:55am.

President's Cabinet Meeting		
5.20.2020	9:00 am	Virtual
Meeting Type	Cabinet	
Note taker	Joanne Shepard	
Opening Remarks		
Presenter	Alisa White	
<p>White thanked Gandy for his work while at APSU. During his time as provost, APSU saw tremendous growth in enrollment and added several new academic programs. A retirement celebration will be scheduled at a later date. Gandy gave the credit to his wonderful team for the many successes during his time at APSU.</p> <p>White thanked the members for their work in the ongoing APSU accreditation processes. She also welcomed Kito Aruh, the incoming Student Government Association president, to the Cabinet.</p>		
2020-2021 Financial Planning Task Force		
Presenter	Mitch Robinson	
<p>Robinson stated the purpose of the task force is to look at various financial scenarios for APSU for the coming fiscal year with regards to enrollment and state appropriations. He shared a link to the APSU website which contained more information about the role of the task force and its members.</p>		
Project Update		
Presenter	Marc Brunner	
<p>Brunner gave an update on the construction projects on campus. The bookstore is set to have a soft opening at the end of June. The Newton Center is set to open on Oct 2. Baseball staff received a certificate of occupancy for its facility.</p>		
COVID-19 Update		
Presenter	Michael Kasitz	
<p>Kasitz stated that the COVID-19 Taskforce is working on a risk assessment matrix for the campus. The taskforce is also working on the following: face mask policy, opening of Foy Fitness Center, procedures for customer service areas, additional signage for social distancing, space capacity and additional safety training for faculty and staff. Recommendations of the taskforce will be sent to the senior leadership team for consideration.</p> <p>The meeting adjourned at 9:25am.</p>		

President's Cabinet Meeting		
6.17.2020	9:00 am	Virtual
Meeting Type	Cabinet	
Note taker	Joanne Shepard	
Introduction		
Presenter	Alisa White	
<p>White welcomed Kito Aruh, president of the Student Government Association and Dr. Christine Mathenge, president of the Faculty Senate to the Cabinet.</p> <p>White thanked Hutchins and the Physical Plant team for their work around campus preparing for students to arrive this fall. She also thanked the many volunteers who participated in Plant the Campus Red.</p>		
Project Update		
Presenter	Marc Brunner	
<p>Brunner stated that the Kimbrough HVAC upgrade should be complete no later than the first of August. A soft opening for the bookstore is scheduled for June 29. The Newton Center's opening is scheduled for October 2. The boiler installation for Browning, Clement and Claxton is progressing and should be complete by the end of July.</p>		
COVID-19 Response		
Presenter	Alisa White	
<p>White stated that COVID-19 has been a major disruption in all our lives. As people come back to campus, she asked for understanding as we encounter individuals with different opinions and fears in regards to the safety procedures in place to help mitigate the spread of the virus.</p>		
Social Injustice		
Presenter	Alisa White	
<p>White stated diversity is an important part of the APSU Strategic Plan and emphasized the need to have a robust representation of all to lead the campus in the future. She asked the Cabinet to look for ways to remove systematic processes that might hinder a group from being heard. Several members made suggestions to address the topics of racism, social injustice, core values, respect of others and emphasized including more programs on diversity and equality on campus.</p> <p>The meeting adjourned at 9:48am.</p>		