



Business and Finance Committee Meeting		
5.18.2017	2:26 p.m.	416 College Street, Clarksville, TN 37040
Meeting Type	Business and Finance Committee Meeting	
Note taker	McCartney Andrews	
Attendees	Mr. Billy Atkins	Yes
	Ms. Katherine Cannata	Yes
	Mr. Larry Carroll	Yes
	Mr. Don Jenkins	Yes
	Gen. Gary Luck	Yes
	Mr. Mike O'Malley (ex-officio)	Yes
	Mr. Mitch Robinson (ex-officio)	Yes
<p>The meeting was called to order by Trustee Atkins at 2:26 p.m. Trustee Atkins thanked Mr. Mitch Robinson and Ms. McCartney Andrews for all their help.</p>		
Review and Approval of Mandatory Fee Increases for 2017-2018 Academic Year		
Discussion	<p>Trustee Atkins recognized Mr. Robinson, Vice President for Finance and Administration, to present information regarding the increase to the program services fee. Mr. Robinson stated that University staff and the budget advisory task force had reviewed and supported the recommendation to increase the program services fee by \$56 a year for the 2017-2018 academic year, which includes an increase to the athletic fee and campus access fee. In addition, the proposed increases were presented to the Student Government Association leadership and they support the proposed increases.</p> <p>A motion was made by Trustee Jenkins to approve the increase to the program services fee by \$56 a year for the 2017-2018 academic year, which includes the increase to the athletic fee and campus access fee. Trustee Cannata seconded the motion.</p>	
Conclusions	<p>A roll call vote was taken to approve the increase to the program services fee by \$56 a year for the 2017-2018 academic year, which includes the increase to the</p>	

athletic fee and campus access fee, and was passed unanimously with 5 trustees voting yes.

Follow-up Items	Person	Deadline
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N/A		
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Review and Approval of Non-Mandatory Fee Increases for 2017-2018 Academic Year

Discussion

Trustee Atkins recognized Mr. Robinson to present information regarding the rotor wing aviation program fees. A general discussion was held regarding the process of choosing Utah Air to provide the rotor wing equipment. Mr. Robinson stated that University staff and the budget advisory task force had reviewed and supported the proposed non-mandatory fee.

A motion was made by Trustee Luck to approve the rotor wing aviation program fees. Trustee Carroll seconded the motion.

Conclusions

A roll call vote was taken to approve the rotor wing aviation program fees and was passed unanimously with 5 trustees voting yes.

Follow-up Items	Person	Deadline
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N/A		
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Review and Approval of Tuition Increase for 2017-2018 Academic Year

Discussion

Trustee Atkins recognized Mr. Robinson to present information regarding the tuition increase for the 2017-2018 academic year. A general discussion ensued regarding charging in-state rates to border counties in Kentucky. President White asked Mr. Robinson to discuss to the 250-R program and a general discussion was held on how the University compares to other State universities regarding tuition and mandatory fees. Mr. Robinson stated that University staff and the budget advisory task force had reviewed and supported the proposed increase of 2.85% to undergraduate and graduate tuition for 2017-2018 fiscal year.

A motion was made by Trustee Carroll to approve the 2.85% tuition increase for the 2017-2018 academic year. Trustee Cannata seconded the motion.

Conclusions

A roll call vote was taken to approve the 2.85% tuition increase for the 2017-2018 academic year and was passed unanimously with 5 trustees voting yes.

Follow-up Items	Person	Deadline
N/A		

Review and Approval of Operating Budget for the 2017-2018 Fiscal Year

Discussion

Trustee Atkins recognized Mr. Robinson to present information regarding the estimated budget for the 2016-2017 fiscal year and the proposed budget for the 2017-2018 fiscal year. A general discussion was had regarding how APSU compares to other institutions regarding state appropriations. Mr. Robinson discussed the drop in research, which is due to carry forwards. A general discussion was had regarding employee benefits. Mr. Robinson stated that University staff and the budget advisory task force had reviewed and supported the approval of the estimated budget for the 2016-2017 fiscal year and the proposed budget for the 2017-2018 fiscal year.

A motion was made by Trustee Cannata to approve the estimated budget for the 2016-2017 fiscal year and the proposed budget for the 2017-2018 fiscal year. Trustee Luck seconded the motion.

Conclusions

A roll call vote was taken to approve the estimated budget for the 2016-2017 fiscal year and the proposed budget for the 2017-2018 fiscal year and was passed unanimously with 5 trustees voting yes.

Follow-up Items	Person	Deadline
N/A		

Review Changes to Austin Peay State University Compensation Plan

Discussion

Trustee Atkins recognized Mr. Robinson to present information regarding Austin Peay State University's Compensation Plan. The University's Compensation Plan establishes the methodology used by the University to offer market-based compensation to faculty and staff in a fair and equitable manner. Recent modifications to the compensation plan have occurred to create consistency for all employee groups at the University by using the same methodology for obtaining salary data for all employee groups. The proposed implementation date is July 1, 2017.

Conclusions		
There was no vote taken on this item.		
Follow-up Items		
Person		
Deadline		
N/A		
Update on Facilities Master Plan Revision		
Discussion		
Trustee Atkins recognized Mr. Robinson to present information on the update to the Facilities Master Plan. Austin Peay State University's 2013 Facilities Master Plan is being updated by Dober Lidsky and Mathey. The revised plan will include recent property acquisitions, along with exploring public and private partnerships for housing and other demands. The plan will take eight months to complete with the expected completion to be in November of 2017.		
Conclusions		
Information item only. No vote was required.		
Follow-up Items		
Person		
Deadline		
N/A		
Update on Capital Outlay and Maintenance Process		
Discussion		
Trustee Atkins recognized Mr. Robinson to describe the capital outlay and maintenance process. Mr. Robinson discussed that later this month, THEC will be sending documents to the administration of the University regarding the 2018-2019 capital budget request. At the September Board of Trustees Meeting, the Board will be reviewing and approving the list of capital outlay and maintenance projects for the University.		
Conclusions		
Information item only. No vote was required.		
Follow-up Items		
Person		
Deadline		
N/A		
Update on the State Maintenance Outsourcing Initiative		
Discussion		

Trustee Atkins recognized Mr. Robinson, who discussed that Austin Peay State University is requesting a proposal from Jones, Lang, LaSalle (JLL) through JLL's master contract with the State of Tennessee for custodial services. A proposal for grounds and building maintenance services will also be provided by JLL. An ad hoc campus committee will be assembled to review the proposals once they are received and a recommendation will be made to President White.

Conclusions

Information item only. No vote was required.

Follow-up Items

Person

Deadline

N/A

Review Composite Financial Index

Discussion

Trustee Atkins recognized Mr. Robinson who discussed the Composite Financial Index, consisting of four ratios that are weighted and scored on a scale to create a single score of financial health for the University. The four ratios are primary reserve ratio, viability ratio, return on net assets ratio, and net operating revenues ratio. The University's current Composite Financial Index is 1.74. A request was made to see the composite financial index for the other State universities to see how Austin Peay compares.

Conclusions

Information item only. No vote was required.

Follow-up Items

Person

Deadline

Composite Financial Index for other State Universities

Mitch Robinson

ASAP

Adjourn

Discussion

Trustee Cannata moved to adjourn the meeting. Trustee Luck seconded the motion. The meeting adjourned at 3:42 p.m.



Signature

May 19, 2017

Date