



EAST TENNESSEE STATE
UNIVERSITY

Fee for Facilities Improvement Fund

Policy Name: Fee for Facilities Improvement Fund

Policy Purpose

This policy specifies a set of uniform procedures to identify and prioritize facilities fee projects to ensure that all projects are consistent with the [ETSU Campus Facilities Master Plan](#) and conform to University policies and procedures.

Applicability

This policy applies to all East Tennessee State University (ETSU or University) employees, students, visitors, and third-party vendors.

Responsible Official, Office, and Interpretation

The Associate Vice President for Facilities Management is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Office of Facilities Management. The Chief Operations Officer in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

[N/A](#)

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Policy

All students enrolled in credit and audit courses pay a mandatory Facilities Improvement Fund fee. It is prorated for part-time students. The fee is used to fund improvements for classrooms, student spaces, campus safety, infrastructure, maintenance, campus beautification, and new building construction. Additionally, funds can be used to provide up to two student internships for associated activities and/or campus space improvements.

Some notable past renovation projects funded by the fee include upgrades to the Bud Frank Theatre, Gibreath Hall, Ball Hall Auditorium, Mathes Hall, Sherrod Library, and Warf-Pickel Hall.

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Procedures

1. Roles and Responsibilities.

- 1.1. Facilities Management issues a Facilities Improvement Fund request for proposals annually to the ETSU student body, student groups, faculty and staff. Facilities Management documents, reviews, and researches all submissions received.
- 1.2. Facilities Management – Researches submitted proposals relative to the following priorities:
 - 1.2.1. Safety.
 - 1.2.2. The number of students impacted by the proposal.
 - 1.2.3. The submitted proposal's alignment with the campus master plan, strategic plan, university goals and priorities, maintenance, costs and other funding sources available for the potential project.
- 1.3. ETSU student body, student groups, and faculty and staff – Submit proposals for improvements for classrooms, student spaces, campus safety, infrastructure, maintenance, campus beautification, and new building construction.
- 1.4. Facilities Management staff – Discusses submitted proposals and makes recommendations to the Space Usage Committee.
- 1.5. Space Usage Committee – Based on the information provided by the Facilities Management staff, the Space Usage Committee prioritizes and recommends approval of appropriate proposals. Priorities for approval will be focused on projects that have the greatest impact on students and initiatives outlined in the University's master plan and/or strategic plan.

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Applicable Forms and Websites

[Facilities Improvement Program](#)

Additional information about tuition, fees, and refunds can be found on the [Office of the Bursar](#).

Authority and Revisions

Authority: T.C.A. § 49-8-203, et seq.

Previous Policy: Policy 200.2 - Facilities Fee Policy

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.