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# EAST TENNESSEE STATE UNIVERSITY

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Policy Consent Agenda Items for  
February 10, 2025 University Counsel Meeting

## MEMORANDUM

TO: University Counsel

FROM: Michel Beaver, CPA, Associate VP Tax & Revenue Services; Mike Grim, Director of Environmental Health and Services; Harden Scragg, Associate Policy Counsel.

DATE: February 10, 2025

RE: Policies for February 10, 2025 University Council Meeting

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### **I. Contractor Workplace Health and Safety.**

#### **A. Policy Purpose.**

This policy specifies the processes and procedures all contractors are required to follow while working at or for East Tennessee State University (ETSU). This is a substantive revision requiring that, before conducting work on any ETSU campus, Contractors are responsible for enrolling in the University's emergency messaging system, ETSU SAFE. Contractors are responsible for notifying their employees and subcontractors of any and all ETSU SAFE alerts.

#### **B. Public Comment Period.**

The fourteen-day public comment period began on January 14, 2025 and ended on January 27, 2025. No public comments were received.

#### **C. Legal Review.**

The Office of University Counsel completed its review of this policy on January 24, 2025 and found no legal issues.

**D. Recommendation.**

In consideration of all of the above, the Office of University Counsel confirms the requirements under the Policy and Development and Administrative Rulemaking Policy have been met. The Office of Environmental Health and Safety recommends approval of this policy.

**II. Payment of Student Fees and Enrollment.**

**A. Policy Purpose.**

This policy specifies the East Tennessee State University (ETSU or University) student fee payment and enrollment process. This is a substantive revision adding the required federal provision that the University will not withhold student transcripts for any credits funded, in whole or in part, with federal Title IV funds.

**B. Public Comment Period.**

The fourteen-day public comment period began on January 14, 2025 and ended on January 27, 2025. No public comments were received.

**C. Legal Review.**

The Office of University Counsel completed its review of this policy on January 24, 2025 and found no legal issues.

**D. Recommendation.**

In consideration of all of the above, the Office of University Counsel confirms the requirements under the Policy and Development and Administrative Rulemaking Policy have been met. The Office of Tax and Revenue recommends approval of this policy.