



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 200.2
Title: Facilities Fee Policy
Implementation Date: September, 2017
Audited: May, 2024
Revised: May, 2024

Introduction

The Facilities Fee is a mandatory fee for all students enrolled in credit and audit courses. This fee can be 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 internships for students to be involved with activities associated with this fee and/or campus space improvements. Full-time, in-state students pay \$70 per semester. The fee is prorated for part-time students.

Purpose

The purpose of this policy is to provide a set of uniform procedures to be followed to identify and prioritize projects, as well as ensure that all projects are consistent with the University's Master Plan and conform to university policies and procedures.

Scope

This policy shall apply to all facility fee projects and all students, faculty, and staff involved in activities associated with this fee.

Procedures

Appropriate communication to the student body, student groups, faculty and staff will occur in the fall semester. At designated times, any student, faculty, or staff at ETSU may submit a proposal regarding space usage or improvements to campus to the Space Usage Committee through the Facilities Management Department. Facilities Management will document and log all proposals, review the proposal, research and acquire necessary data relative to the following priorities: safety, the number of students impacted by the proposal, project alignment with the campus

master plan, strategic plan, and university goals and priorities, maintenance, costs and other funding sources available for the potential project. Each semester a Facility Advisory Group will meet to discuss all proposals and make recommendations to the Space Usage Committee regarding the proposals, student needs, and the University's priorities. Based on this information and available funding, the Space Usage Committee will prioritize and approve the appropriate proposals. All final recommendations and approvals will be presented to the ETSU Executive Staff. Such presentations shall include the following for each proposed project:

1. Project description & scope
2. Budget information and sources of funding
3. A discussion of the degree to which the proposed project is in accordance with the University Master Plan and Strategic Plan
4. A discussion to how each proposal supports student success.

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. Each year, 15% of the student fee assessment will be put into reserves to be used for new building construction or major renovations.

Groups and committees that will provide input and approvals:

Proposals

Any student, faculty, or staff at ETSU

Facility Advisory Group

Leadership from Academic Affairs, Health Affairs, Student Affairs, Facilities Management and Administration

Space Usage Committee

Administration, Facilities Management, Student Affairs, Student Intern, other members as needed

Executive Staff

Office of the President, Academic Affairs, Health Affairs, Student Affairs, Information Technology, Administration, Budget and Finance, Planning, Board of Trustees Staff, University Advancement

Approved by: _____
**Laura Bailey, Associate Vice President of Capital
Planning and Facilities Services**

Date Approved: _____

Audited: May 20th, 2024

Revised: May 20th, 2024