



MEMORANDUM

TO: University Council

FROM: Jeremy Ross, Chief Operating Officer; Christina Graham, CFO, Vice President for Business and Finance; Michel Beaver, CPA, Associate VP, Tax and Revenue Services; Kay Lennon-McGrew, Esq, Deputy General Counsel, Policy Counsel, Harden Scragg, Esq, Associate University & Policy Counsel, Office of University Counsel.

DATE: February 06, 2024

RE: Consent Agenda Policy Items for February 12, 2024 UC meeting:

- *Equipment/Movable Property Inventory Control*
- *Tanning Devices Prohibition Policy*

I. Equipment/Movable Property Inventory Control Policy.

A. Policy Purpose.

This policy specifies the inventory controls and procedures for Equipment and Movable Property acquired by East Tennessee State University (ETSU or University)

B. Public Comment Period.

This policy was posted for public comment from 01/17/24 through 01/31/24. No substantive comments were received during the public comment period. One non-substantive comment was made regarding the *Related Form(s)* section of the policy:

“The Related form(s) section has two links to websites, not forms. Are there forms on those websites that should be linked to directly?”

RESPONSE: Thank you for the comment. The Relevant Form(s) and Information section of the policy provides direct links to forms referred to in the

policy and will sometimes include links to other relevant information.

C. Legal Review.

The Office of University Counsel completed its review of this policy on 01/29/24 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, and the Office of Business and Finance recommends **APPROVAL** of the **Equipment/Movable Property Inventory Control Policy.**

II. **Tanning Devices Prohibition Policy.**

A. Policy Purpose.

This policy prohibits Tanning Facilities and the use of Tanning Devices on ETSU controlled or rented property.

B. Public Comment Period.

This policy was posted from for public comment from 01/17/24 through 01/31/24. No substantive comments were received during the public comment period. One non-substantive comment was supplied:

“The purpose of the Policy reads like a policy statement rather than a purpose of the policy.”

RESPONSE: Thank you for the comment.

C. Legal Review.

The Office of University Counsel completed its review of this policy on 01/29/24 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, and the office of Facilities Management recommends **APPROVAL** of the **Tanning Devices Prohibition Policy.**