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2018 March 12 - University Council Agenda and Minutes

University Council, East Tennessee State University

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AGENDA
University Council
Monday, March 12, 2018
East Tennessee Room – Culp Center
8:30 a.m. – 11:00 a.m.

1. Call to Order
2. Roll Call
3. Standing Items
 - 3.1. Approve minutes of February 12, 2018
 - 3.2. Review agenda
 - 3.3. President's Report
 - 3.4. Call for Voluntary Reports of UC-Essential Action Items from Governance Organizations
4. Action Items
 - 4.1. Old Business
 - 4.1.1. Update on Policy for Waived, Modified, or Internal Searches – Ms. McClay
 - 4.1.2. Update on Revised Campus Use Policy – Dr. Howard
 - 4.1.3. Report on Agenda Improvement—Dr. Bishop
 - 4.1.3.1. Topic for Monthly Focused Discussion
 - 4.1.3.2. Culture Discussion
 - 4.2. New Business
 - 4.2.1. Presentation on 2018-19 Budget – Dr. B.J. King
 - 4.2.2. Structure for Evaluation and Assessment Sub-Council—Dr. Clavier
5. Information Items/Presentations
 - 5.1.1. Update on UC Policy on Policies—Dr. Linville
 - 5.1.2. Carillon—Mr. Luchtan
6. Announcements
7. Adjournment

University Council
March 12, 2018, at 8:30 a.m.
East Tennessee Room, Culp Center

1. Call to order

Dr. Wilsie Bishop called the meeting to order.

2. Roll Call

Ms. Kristen Swing called the roll. Those in attendance were: Dr. Bert Bach, Dr. Wilsie Bishop, Mr. Scott Carter, Dr. Cheri Clavier, Dr. William Duncan, Dr. Susan Epps, Dr. Bill Flora, Ms. Kristin France, Dr. Michael Hoff, Dr. Keith Johnson, Dr. Jane Jones, Mr. Ed Kelly, Dr. B.J. King, Dr. Karen King, Dr. Claudia Kozinetz, Dr. David Linville, Mr. Michael Luchtan, Dr. Celia McIntosh, Dr. Robert Means, Ms. Keyana Miller, Ms. Stefanie Murphy, Dr. Rick Osborn, Ms. Pam Ritter, Dr. David Roane, Mr. Jeremy Ross, Dr. Janna Scarborough, Dr. Ramona Williams.

Those absent were Ms. Bridget Baird, Dr. Angela Lewis, Dr. Brian Noland, Dr. Joe Sherlin, Mr. Joe Smith, Dr. Randy Wykoff.

Others in attendance: Mr. Troy Perdue, Dr. Jeff Howard, Dr. Sam Mayhew, Mr. James Batchelder, Ms. Mary Cradic, and Ms. Kristen Swing (taking minutes).

3. Standing Items

3.1 Approve [minutes of February 12, 2018, meeting](#)

Dr. Bill Flora made a motion to approve the minutes. It was seconded by Dr. Susan Epps and unanimously approved.

3.2 Review Agenda

Dr. Bishop noted President Noland was at an ACE meeting in Washington, D.C. so there would be no President's Report this month. There were no other changes or additions to the agenda.

3.3 President's Report

None.

3.4 Call for Voluntary Reports of UC – Essential Action Items

None.

4. Action Items

4.1 Old Business

4.1.1 Update on [Policy for Waived, Modified or Internal Searches](#)

Mr. Jeremy Ross announced that he would like to delay this presentation for another month due to a consultant being here. He said the consultant's feedback will be important as language and processes are changed to make inclusivity and talent management things everyone at ETSU do. Dr. Bishop noted that everyone was impressed with Ms. Stephanie Good's presentation last month and agreed her input would be valuable. Dr. Susan Epps added that she would send some written edits of the policy directly to Jeremy.

4.1.2 Update on [Revised Campus Use Policy](#)

Dr. Jeff Howard noted that the final draft of the revised Campus Use Policy, with edits from feedback made, had been sent to members in advance of the meeting. He said the biggest question he had received was related to whether the campus policy was in conflict with state law. Dr. Howard explained that the policy still complies with state law. The university is allowed to designate public speaking forums but, as law requires, cannot limit students to *only* those spaces. He said the policy was crafted based in part on benchmarking of other institutions. The revised policy also applies to satellite ETSU campuses. There were no additional questions. Dr. Celia McIntosh made a motion to approve the revised Campus Use Policy that was seconded by Dr. Susan Epps and unanimously approved.

4.1.3 Report on Agenda Improvement

Dr. Bishop noted that sub-councils were getting into place, with budget and planning now working together. She said the University Council is beginning to get into a rhythm and recognized that, while the group's clear preference is for President Noland to be in attendance, the group did decide it needed to meet even when he is not available to attend so that governance of the university continues in a timely fashion. She noted the importance of the University Council as a communication opportunity but said the group had ended up with long agendas of reports rather than action items. That was the reason for the change to voluntary reports from governance organizations, but Dr. Bishop emphasized the value of those groups reporting actions that are important for the whole university to know about.

4.1.3.1.1 Topic for Monthly Focused Discussion

Dr. Bishop said the group does want to begin having monthly discussion topics, noting one that came up in January around implementing a strategic plan and factors that will affect getting to 18,000 students. She said the group might discuss such elements as infrastructure needs, online vs. on-campus plans, impact on areas/units of campus, and how students feel about it. The approach directing these discussions would stem directly from a strategic initiative and discussing it to the point of getting the collective information and wisdom of the people in the room as they think about the interests of the university as a whole. She said the expectation is to eventually become more strategic in planning activities and building organizational culture.

4.1.3.1.2 Culture Discussion

The agenda structure development sub-group recommended to not have a "Culture Corner" each meeting but build a culture through the work that the Council does. The plan is to launch this process in April with a discussion on organizational culture. Dr. David Roane has agreed to facilitate this discussion. Then, in May, discussions will begin on topics of choice. Dr. Bishop said the plan is to announce each topic a month in advance so members can get input from their respective constituents prior to the next meeting that would include a brainstorming session on the topic. Dr. Mike

Hoff noted that decentralization results in the university's leadership becoming more responsible for operations and less so for strategic plans. He said the University Council most often talks about what a University Council should be doing, and he believes this is a chance for people to embrace and promote real shared governance.

4.2 New Business

4.2.1 Presentation on 2018-19 Budget

Reviewing the budget before it goes to the Board of Trustees is a part of the University Council's scheduled activity.

Dr. B.J. King presented the budget beginning with a summary of activities to date. At the end of January, we received the governor's proposed budget, which included some additional operating funds for ETSU. The governor also assigned a 2.5 percent salary pool. The main ETSU campus received an increase of \$3.5 million. The total campus increase is around \$5 million. There is also an insurance increase, but that does not impact available campus funds. This year, Gov. Haslam gave \$250,000 more than what the Tennessee Higher Education Commission had recommended. For reference, he gave approximately \$500,000 more than THEC's recommendation last year. ETSU is third out of the LGIs as far as state funding goes. THEC is recommending a maximum increase for mandatory fees of 3 percent this year.

The Board of Trustees Finance and Administration Committee will vote on tuition and fees as well as salary increases at a called meeting next month. On April 27, Dr. King will take to the full Board of Trustees our budgets for approval. Dr. King said this is "groundbreaking" that (with a caveat that all this is dependent on the approval of the governor's budget and THEC not changing its binding limit on mandatory fees) students will have, with some certainty, knowledge of their tuition and fees for fall before leaving for the summer. She believes we are the only state institution doing this early and said there is a possibility that the legislature and/or THEC could react negatively. But, she pointed out, their business model is not ETSU's model and ETSU's customer is the student.

In terms of the 2.5 percent salary increase, there will be a floor of \$500+ and a ceiling of \$3,000. The entire pool will be distributed, with \$18 million coming from the state and the university funding the other \$1.2 million. Approximately \$1.2 million from the university will have to be funded through a tuition increase; a 1 percent increase nets approximately \$730,000. ETSU is considering a mandatory fee increase of 2.9 percent, which is an increase of \$131 per term. Of that, \$99 would be for maintenance, generating \$2,039,400, and \$32 for facilities and TAF increases, generating \$760,000. For reference, last year, THEC set a binding limit of 4 percent and ETSU went with 3.97 percent. Dr. King warned the group that, since we are setting our

budget early, it will likely mean ETSU will have the highest increase in the state because other institutions will be aware of our increases when setting their own.

Dr. Mike Hoff said that, when comparing ETSU to other institutions like Marshall (which experiences similar issues), we do not appear that high in terms of increases. Dr. King added that she believes the quality provided at ETSU is superior to that at other LGIs and said that even with the increase, ETSU is still a bargain.

The tuition proposal shows a maintenance fee increase of 2.74 percent and the remainder in program service fees. The Quillen College of Medicine will set a 2 percent increase while the Bill Gatton College of Pharmacy will increase tuition 3 percent.

Dr. King next addressed the recent budget calls. The state appropriation increase is \$3.5 million, and the 2.74 percent increase will yield another \$3.3 million. Scholarships are predicted to go up approximately \$1.3 million, and budget projections include a decline of 100 students, a loss of \$759,300. After making investments in salary increases, increasing the Graduate Assistants' base pay at a cost of \$220,000, creating a faculty promotion and tenure pool of \$250,000, and a non-instructional job audit pool of \$250,000, a total of \$1,110,370 in revenue would remain available to allocate. Allocation requests from across campus (made through the budget hearings process) total \$5,840,159. Dr. King, noting the difference, said that many requests are not going to be funded in this budget cycle or will be put on hold to see if there is enrollment growth or decline. She emphasized the need to drive enrollment forward to get out of the problem of having more asks than available funding.

Summarizing activities, Dr. King said that budget hearings have taken place with all units across campus represented. She said the Budget Advisory Council/Budget and Strategic Planning Advisory Council has met approximately 20 times since September and is now reviewing the \$5.8 million in requests. She also noted that \$2 million was distributed to colleges late this fall through the new budget model, based on fall enrollment growth. In addition, the Calhoun II group is reconvening to continue review of the model.

In terms of capital in the governor's budget, ETSU did get funds for deferred maintenance projects. However, no funding was allocated for a new humanities building that had made it to No. 9 on THEC's capital projects list. Dr. King said the way the governor selected the projects to fund this year was different than in the past when he typically went down the ranked list until he was out of funds. This year, the governor skipped around on the list in his selection of projects, which, Dr. King observed, leaves some concern that if it

continues that way in the future, it could create an environment where colleges can lobby legislators for projects.

Dr. David Roane asked when the allocation amount from the governor becomes official. Dr. King said he presented his budget to the legislature in January. The House and Senate committees have since asked questions of the institutions, and ETSU has presented to state officials. She said the hope is that, at a minimum, the university receives what was asked for by the governor. By the end of the legislative session, the state budget will be approved. Legislators have said they hope to get out by the end of March (because it is an election year). Then THEC will give its binding limit in early May.

Mr. James Batchelder provided an update on the Calhoun II group, noting that a meeting is scheduled on March 20 and two open forums are planned in April. The group is also sending out a survey to leadership.

Dr. King also said a document will be available once the allocation requests are prioritized. The list will show what the asks were and whether they were funded.

Dr. Bishop reminded the Council that the new budget model allows units to keep 50 percent of their fall-out dollars now and said it will be interesting to see if that impacts spending behavior in May. Dr. Bishop said that new allowance should also provide some predictability in budgeting. Finally, Dr. Bishop thanked Dr. King for the focused work she has provided this spring.

4.2.2 Structure for Evaluation and Assessment Sub-Council

Dr. Cheri Clavier said the group would like to propose a name change for the new sub-council to the Quality and Effectiveness sub-council, which represents the idea of less policing and more supporting. She said the College of Education, in spring 2016, brought a speaker to campus who talked about how to shift the culture to support this kind of work on campus. Dr. Clavier later met with those on campus who work in assessment and, in spring 2017, an assessment culture survey went out. The results of that survey came back in fall 2017, and the issue was again talked about at the recent President's Retreat. Dr. Clavier presented a revised document to reflect the feedback garnered and noted that all of the LGIs have a committee like this in place. She said that, historically at ETSU, SACSCOC and assessment have been one person's responsibility, but she did not believe that was the way to continue. Dr. Clavier said a process needs to be developed to determine effectiveness, adding that a SACSCOC summer institute will take place in Atlanta and she would like to see a group from ETSU attend.

Dr. David Roane said he sometimes gets tagged as "anti-assessment." He said he is very much anti-assessment when it lacks authenticity and purpose, but he

is all for feedback that makes him better at doing his job. He said the SACS assessment activities are more of a box-checking scenario. Dr. Mike Hoff pointed out that check boxes are sometimes a way to document what you did well. Dr. Roane said the university's product is quality of mind, to which Dr. Hoff asked, if you create too abstract of a product, how do you know that you delivered? Dr. Roane argued that faculty feel what they do does not yield itself to that kind of assessment, noting that it trivializes what faculty are trying to do. He said, essentially, he believes it is important to let people know that we understand there is a difference in those two types of assessment and there needs to be careful articulation of the limits of assessment.

Dr. Bert Bach disagreed, saying you have to look at the present in context with the past. Looking at higher education assessment is different, and there is not a central character like in business where it is return on investment to the stakeholder. He encouraged the group to look at the lead article in *The Chronicle of Higher Education* last Friday related to assessing the humanities.

Ms. Pam Ritter said she saw the ROI as a diploma and a job, but Dr. Hoff and others warned to be careful with that way of thinking because faculty has asked when it became about jobs. Dr. Hoff added that he agreed assessments should not be done if they have no purpose and also noted that if we don't acknowledge the "and a job part" then we are "lying to ourselves." In terms of a diploma, Dr. Hoff said ETSU's four-year graduation rate is around 20 percent, noting that we are ineffective in that sense. He said you must start from the beginning and define your purpose, keeping in mind, that if you overinflate your purpose, that is where the problem comes in. Ms. Ritter said she hears alums all the time ask why they should give to ETSU when ETSU didn't help them get a job. Dr. Roane asked how well we were helping our students, and Dr. Flora noted that a 20 percent rate is awful.

Dr. Janna Scarborough asked why we can't acknowledge Dr. Roane's point *and* also do this. Dr. Hoff said that could be done – through Dr. Clavier's committee. Dr. Keith Johnson noted that we have to keep in mind the shift in getting done with college in four years as a priority, noting that students' priorities have changed so that may not be a focus for them. He emphasized that solutions need to be in the right context, and that it needs to be looked at from the perspective of the population we are trying to serve.

Dr. Clavier said assessment and accreditation is the bare minimum. She believes much more can be done but noted that we have to ensure that the minimum level is being hit first.

Dr. Robert Means made a motion for the change of the committee name to the Quality and Effectiveness committee. It was seconded by Dr. Janna Scarborough and passed unanimously.

Dr. Robert Means also made a motion to accept the committee's charge and structure. It was seconded by Dr. Susan Epps and passed unanimously.

In follow-up discussion, Dr. Hoff pointed out that the four-year rates are based on four years from when a student starts and added that the six-year graduation rate is 41 percent.

5. Information Items/Presentations

5.1.1 Update on UC Policy on Policies

Dr. David Linville said the group has convened and developed guiding principles. He said a draft has been created based on the group's first meeting and it is now in the hands of the ad hoc committee. He said the group will report back to University Council when it has something more actionable.

5.1.2 Carillon

Mr. Michael Luchtan spoke about the carillon on campus, saying it has not been used to its fullest potential. He believes a policy needs to be written to help activate the carillon in a way to help student retention, fundraising, and more. He is a carillonneur who has played the one at ETSU since he arrived two years ago. He wants to see the carillon used in a way that enhances the cultural experience at ETSU, noting that he found it to be in disuse when he arrived and even struggled to find the person in charge of the carillon. He said there is no one trying to bring new programming to the bells or making sure it is being played at the right times.

Mr. Luchtan had drafted a policy in Asheville for the carillon there. Based on his experience, every carillon is a unique situation, including the cultural context of where it is placed. ETSU's, he noted, is in the middle of campus and is not played on a mechanical apparatus, but rather an electromechanical one in a storage closet in Gilbreath Hall. He said live playing is not really an option. He called the ringtones that hit on the hour "short microcompositions" and noted that they are not needed to tell time so much as provide a certain emotion or energy. He recently changed out those ringtones and is trying new things, including doing an arrangement to commemorate/memorialize the passing of his department chair's loved one. He suggested the university hold compositional contests that could grow into international competitions. He said there are infinite fundraising opportunities with people paying to have songs played that commemorate, for example, life events or deaths. He said it was not just about money, but also to recognize those who die and contributed a great deal to the university.

Mr. Jeremy Ross recommended Mr. Luchtan write down a plan and present it. Dr. Celia McIntosh concurred, and Dr. Wilsie Bishop asked him to capture his ideas so they could be shared with the president and Dr. Bach.

6. Announcements

Ms. Pam Ritter announced that this week is Giving Week at ETSU, with payroll deduction available online now and an event scheduled for Thursday at the carillon.

7. Adjournment

Dr. Bishop adjourned the meeting.



Policy for Waived, Modified or Internal Searches	
Responsible Official: Special Assistant to the President for Strategic Initiatives; and, Director, Human Resources	Responsible Office: Equity & Diversity; and, Human Resources

Policy Purpose

In compliance with the university's affirmative action plan and the human resources' search procedures, all regular positions should be advertised. However, under certain circumstances, recruitment efforts may be waived or modified after the appropriate review and approval.

Policy Statement

East Tennessee State University (ETSU) specifically finds that diversity of faculty, administrators and staff is a crucial element of the educational process and reaffirms its commitment to enhancing education through affirmative action to increase diversity at all levels. ETSU will take affirmative action and document good faith efforts to identify and employ minority, veteran, and applicants with disabilities.

Authority

Search Guidelines for Filling Faculty, Administrative, and Clerical/Support Vacancies;
Affirmative Action Plan

Definitions

Waived Search Options:

Generally, promotions, voluntary demotions, and lateral transfers occur through the initiative of the employee applying for advertised job vacancies. Promotion, demotions and lateral transfers are acceptable upon request of the hiring manager and without advertisement; however, they must be achieved within the parameters of the affirmative action plan.

Promotion: A promotion is defined as an increase in position or rank brought about by means of assuming the duties of a vacant position of higher classification, or assuming duties which warrant a reclassification of present position to one at a higher level.

Demotion: A demotion is defined as a decrease in position or rank brought about by means of assuming the duties of a vacant position of lower classification.

Lateral Transfer: An internal transfer occurs when an employee applies for and/or is appointed to a newly created or existing open position, thus vacating their former position. When appointed to a position that is in the same pay level as the one from which he/she is transferring, a lateral transfer occurs.

Direct Hire: The direct hire of an external job applicant without the use of the university's search procedures is only permitted when it is based upon the recommendation of the Affirmative Action Officer, and with the final approval of the University President. Approval of the direct hire will be based upon affirmative action goals and the need to recruit and retain minority, veteran, and applicants with disabilities.

Modified Search Options:

Internal Only Search: Internal only job postings are acceptable upon request of the hiring manager and without external advertisement; however, they must be achieved within the parameters of the affirmative action plan. Additional requirements include:

- The position must be posted on the *eJobs* job vacancy site with a designation that it is an internal campus search.
- Only currently employed regular employees (temporary employees excluded) may apply.
- The job vacancy must be designated as campus-wide, or it may be restricted to departmental personnel only.
- The vacancy must be posted for a minimum of two weeks.
- The hiring manager will notify all currently employed regular personnel within the department of the pending job vacancy.

Advertising Time Period: Under the *Search Guidelines for Filling Faculty, Administrative, and Clerical/Support Vacancies*, all faculty and administrative positions must remain open for a minimum of 30 days (calculated from the date the advertisement appears in national journals); and, all clerical/support positions must remain open for a minimum of 14 days. Requests to deviate from these advertising periods must be approved by the Office of Equity and Diversity prior to advertisement.

High-level Athletic and Coaching Positions:

For high-level athletic and coaching hires, the advertising/hiring process may require a level of speed and confidentiality that other searches may not require. The hiring manager will provide the Office of Equity and Diversity with a memorandum requesting a modified or waived search. Following written approval, the hiring manager will maintain documentation of the search process including but not limited to the following:

- Estimate of the number of contacts from interested applicants

- Examples of direct contacts initiated by the campus –
 - Current/former conference commissioners
 - Current/former athletic directors
 - Current/former college coaches
 - Current/former NFL coaches
 - Black Coaches Association
 - NCAA
- Estimate of the number of minority, veteran, and candidates with disabilities that were considered
- Basis for the final candidate recommendation (in relation to an existing position description)
- Information regarding salary recommendation for new hire and how it compares to salary earned by the last person holding the position

Policy History

Effective Date: New Policy

Revision Date:

Procedure (s)

1. A vacancy exists when the division's vice president authorizes a position to be filled. The receipt of a letter of resignation does not necessarily establish a vacancy in a particular department. The need for a line replacement must be established with approval from the appropriate dean and the vice-president/president. This approval is documented through the submission of an advertising request through *eJobs*.
2. Standard search procedures as outlined in the *Search Guidelines for Filling Faculty, Administrative, and Clerical/Support Vacancies*, should be followed for all searches.
3. Issues to be considered when requesting a waiver or modification:
 - a. the hiring unit's past affirmative action efforts
 - b. the hiring unit's and/or the university's affirmative action goals
 - c. the availability of a vacant position number
 - d. the existence of a qualified, diverse internal applicant pool
 - e. the option to advertise and back-fill a similar position
 - f. the need for budget reductions, position freezes and/or eliminations, or reductions in force

4. The hiring manager shall submit to the Office of Equity and Diversity a memorandum providing the justification for a modified, internal or, waived search.
5. If approved, the hiring manager will upload the approval memorandum into the electronic *eJobs* system, or attach the approval to the Request to Hire paperwork.
6. The offices of Equity and Diversity will work with Human Resources and the hiring manager to properly fill the vacancy.

Procedure History

Effective Date: New
 Revision Date:

Related Form(s)

None

Scope and Applicability

	Governance	
	Academic	
	Students	
x	Employment	
	Information Technology	
	Environmental Health and Safety	
	Business and Finance	
	Facilities and Operations	
	Communications & Marketing	
	Advancement	



Use of Campus Property and Facilities	
Responsible Official: Vice President for Student Affairs	Responsible Office: Student Affairs / D.P. Culp University Center

Policy Purpose

The purpose of this policy is to set forth East Tennessee State University's policy regarding the use of campus property and facilities.

Policy Statement

East Tennessee State University (ETSU) regulates the use of its campus property and facilities in order to be consistent with the University mission and educational purpose through the implementation of reasonable, content/viewpoint neutral regulations. This policy, and all campus policies developed in compliance with the policy, shall be implemented and construed so as to ensure no undue disruption of that mission, promote an educational atmosphere on campus; prevent commercial exploitation of Students (defined herein below); preserve residential tranquility, and prevent use of campus property and facilities contrary to federal, state or local law, regulation, or the rules and policies of the ETSU Board of Trustees ("Board").

ETSU recognizes the importance to the educational process and environment for persons affiliated with the University including officially recognized student organizations and other groups to have reasonable access to, and use of, the educational facilities on campus, to hear various views. Simultaneously, ETSU facilities are not open public forums, but are instead solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its Students, staff, and Affiliated Groups and Individuals (defined herein below). As such, ETSU does not ordinarily make its buildings or other facilities available to Non-Affiliated Persons (defined herein below). Exceptions may be made only if the proposed use is consistent with this policy and institutional policy and mission.

I. Access to Campus and Use of Property or Facilities

- A. Access to and use of campuses, facilities, and property of ETSU is restricted to the institution, institutional administration for official functions, Normal Educational Activities, Affiliated Persons, and Invited Guests of the institution except as specifically provided by this policy; when part or all of a campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by Non-Affiliated Persons has been granted or approved pursuant to the provisions of this policy.
- B. All persons on the campus, including faculty, staff, Students, and guests, shall be subject to all applicable rules and regulations of the University, the Board of Trustees, and to all applicable federal, state laws and regulations. In addition, all persons who operate motor vehicles on the campus agree by such operation to be subject to University and Board rules, regulations, policies and procedures on traffic and parking.

- C. All persons on the university campus must provide adequate identification, upon request, to any university official and/or security personnel. University personnel and Students who refuse to provide such identification may be subject to disciplinary action. Other such persons who refuse to provide such identification may be requested to leave the campus. Should they refuse, they may be subject to lawful removal and prosecution.

II. General Conditions for use of Property or Facilities

- A. Use of campus property and facilities, as detailed in this policy, is subject to limitations on the number of persons who may attend in accordance with appropriate building regulations, fire codes, and safety standards.
- B. All regulations and policy statements that relate to the conduct of assemblies, meetings and demonstrations of Affiliated Persons also apply to all Non-Affiliated Persons and to individual use.
- C. Sound amplification equipment may be used by entities and individuals at assemblies, meetings, and demonstrations only when prior approval has been granted by the University. Such sound amplification is subject to reasonable regulation by the University with respect to time, place, manner, and volume.
- D. University equipment may be used in connection with the use of campus property and facilities only with the approval of, or under the supervision of, approved University personnel.
- E. The University has an established system in which Affiliated Persons are given priority in the use of property and facilities (see Appendix IV).
- F. All reservations and usage must comply with the University's designated food service provider contract. All food and beverage vending is handled through the designated University vending services contractor.
- G. Campus property and facilities may not be used by Non-Affiliated Persons for the conduct of profit-making activities except when a rental or lease agreement is negotiated and entered into with the University. Rental rates are generally based on the fair market value of providing the property, facilities, equipment, and service used and includes overhead, depreciation, utilities, maintenance, and security expenses. Rental charges may be based in part upon a fixed percentage of the gross receipts of the activity (see Appendix VI), with a minimum rental fee being charged. The University reserves the right to reduce or waive rental charges for such use depending upon the nature and extent of the proposed use. The University permits short-term rental/lease agreements with both Affiliated Persons and Non-Affiliated Persons for use of campus property and facilities.
- H. H. Students, faculty, and staff acting independently of an Affiliated Entity may apply for use of facilities as an Affiliated Person in accordance with these policies and procedures.

- I. All rental agreements between the University and Non-Affiliated Persons will be processed and approved by the designated university officials. Such agreements shall not exceed four (4) months in length and may only be renewed or repeated after review to determine that such use does not conflict with an institutional need for the facility/space.
- J. The University may require Non-Affiliated Persons who use campus property or facilities to provide the following:
 - 1. An adequate bond or other security for damage to the property or facilities during the period of use.
 - 2. Personal injury and property damage insurance coverage.
 - 3. A performance bond guaranteeing performance of its obligations under the contract.
 - 4. Other types of insurance in such amounts as may be designated by the institution.The University may waive these requirements of security, performance bond, or insurance coverage at its discretion.
- K. Non-Affiliated Persons and some Affiliated Persons reserving facilities for camps, conferences, or special events will be required to supply proof of liability insurance consistent with this subsection. The sponsoring organization must supply a certificate of liability insurance in the amount of one million dollars (\$1,000,000) (minimum) naming the University as an additional insured party, except to the extent the Tennessee Code Annotated (T.C.A.) specifies a lesser amount as the maximum liability (tort limit). To the extent permitted by law, the University may in its sole discretion require insurance and/or a performance bond, if it determines there may be a concern for personal or public health or safety. Factors used to determine the requirement of insurance and/or a performance bond include, but are not limited to, the nature and use of particular facilities, the age of event participants, and the anticipated event size or attendance for any use of campus property and/or facilities. If insurance and/or a performance bond will be required, appropriate levels of coverage and minimum limits shall be enumerated pursuant to contract. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.
- L. All users agree, by making application for use of facilities for an activity and by subsequent use after approval by the University, to indemnify the University and hold it harmless from any and all liabilities arising out of such group's, organization's, or individual's use of the property, facilities, equipment, or services of the University, including, but not limited to, personal injury, property damage, court costs and attorney's fees.
- M. Affiliated Persons may be assessed the incurred costs of providing the property, facility, equipment, or services required based upon use of campus property or facilities, and on a content viewpoint neutral basis.
- N. Non-Affiliated Persons may have access to facilities or space when sponsored or invited by Affiliated Persons under the following conditions. If an Affiliated Person desires to sponsor an event or activity for a Non-Affiliated Person, the Affiliated Person must:
 - 1. Affirm in writing that the event will be held under the authorization of the Affiliated Person.
 - 2. Agrees that its name and identity will be associated with the event.

3. Accepts responsibility for primary communication of facility needs and campus services.
4. Accepts responsibility to address and resolve problems relating to the event(s) including any damages incurred and liability issues involved.
5. Obtain all necessary campus approvals and authorizations for the events(s).
6. Ensure that university policies and procedures are followed.
7. Ensure that all financial obligations for the event are met.

O. Affiliated Persons inviting Non-Affiliated Persons under this provision may also be assessed the incurred costs of providing the property, facility, equipment, or services required based upon use of campus property or facilities, specifically including location of event, and/or size of event. Any such costs will be assessed on a content/ viewpoint neutral basis.

III. Use of Property or Facilities

- A. Standing meetings of Affiliated Persons may be planned and scheduled for two semesters (fall & spring) at a time. Special meetings of other Affiliated Persons may be scheduled for not more than four (4) weeks at a time. Annual meetings, established test dates, recurring university events, and other such events may be submitted as a list attached to the required Request for Use of Facilities Form (See Appendix I).
- B. The University has designated Public Speaking Areas that may be used as a space for meetings, rallies, protests, and demonstrations. For safety reasons, the period in which these areas are available is between dawn to dusk but no greater than 7:00 a.m. to 7:00 p.m. daily. Non-Affiliated Persons must reserve spaces for use via submission of an online or hard copy reservation form at least forty-eight (48) hours in advance. Although not required, Affiliated Persons are encouraged to reserve space at least forty-eight (48) hours in advance to ensure space is available. Affiliated Persons must reserve spaces for use via submission of an online or hard copy reservation form at least forty-eight (48) hours in advance for events where perishable food will be served, provided, or distributed (excepting prepared beverages); or will involve particular equipment (e.g., table(s), lights, stage, etc.), utilities (e.g., water, electricity, etc.), or amplified sound. Due to safety concerns, any planned assembly, meeting, demonstration or other activity with a real or an anticipated attendance of 25 or more participants must make a reservation for use of the facility at least five (5) Business Days in advance. If the University reasonably believes that more than five (5) days will be necessary to address logistic and safety concerns, the University may reschedule an event to ensure campus safety.
 1. The Public Speaking Areas identified for this purpose are:
 - a. Amphitheatre
 - b. The Pedestrian Mall/SGA Pridewalk
 - c. Designated areas within the Sherrod Library Borchuck Plaza, specifically excluding the Sherrod Library steps and the fountain structure
 - d. The Quadrangle/Quad grass area
 2. These Public Speaking Areas are available for noncommercial speech or assembly. Affiliated Persons and Non-Affiliated Persons interested in using any of these areas should check with the D.P. Culp University Center to determine

space availability and to make a reservation. All uses of the Public Speaking Areas are subject to the requirements of this policy governing the use of facilities on campus.

3. Affiliated Persons and Non-Affiliated Persons may use the Public Speaking Areas up to four (4) times per four (4) week period with no more than two (2) consecutive days of use by Non-Affiliated Persons. The University will consider additional space requests by Affiliated Persons.

4. If ETSU Public Safety determines that barriers are necessary for crowd control purposes, a sectioned off area may be created for the user.

5. In order to ensure no disruption or interference with educational activities in those buildings and classrooms in the vicinity, no sound amplification of any kind is permitted in the Public Speaking Areas, unless written approval has been obtained by the D. P. Culp University Center at least forty-eight (48) hours prior to the event. No amplified sound is allowed during final examination periods.

6. Public speakers and those involved in peaceful assemblies must comply with all applicable laws and all applicable University policies. Individuals who engage in unlawful conduct while participating in or attending such activities or events will be subject to arrest.

7. Public speakers and participants in peaceful assemblies may not infringe upon the rights of others to engage in peaceful assembly or the free exchange of ideas, to use or enjoy university facilities, or to attend university functions.

Actions such as the following are unacceptable:

a. Blocking, obstructing, or impeding the passage of a person or vehicle. All activities or events must be conducted in such a manner that campus pedestrian traffic and automobile traffic are not unreasonably impeded and so that members of the university community who are not participating in the activity or event may proceed with their normal activities.

b. Causing bodily harm to a person.

c. Erecting or placing obstructions that result in depriving others of their rights.

d. Directly or indirectly preventing a speaker from speaking, even for a brief period of time; or asserting control of a Public Speaking Area for one's own purposes while otherwise in use by participants previously using the space.

e. Actions that constitute harassment as defined in university policy and local, state, and federal law.

8. The following items are prohibited from being used within Public Speaking Areas: illegal weapons, simulated weapons, or improvised weapons as determined by law enforcement officers in their professional judgment; torches; fireworks; explosive devices; incendiary devices; artificial noise-making devices (unless consistent with the sound amplification policy); laser pointers; and masks.

C. Reservations Procedures:

Any Affiliated Person desiring to use campus property or facilities at any time and/or location other than those designated Public Speaking Areas above, and all Non-Affiliated Persons desiring to reserve campus property or facilities may submit a written Request for Use of

Facilities Form for the proposed activity at least five (5) Business Days in advance (excluding weekends and holidays) to the Facilities Reservationist in the D. P. Culp University Center or other designated individuals. Applications shall be submitted on the established Request for Use of Facilities Form (see Appendix I). An Affiliated Person or Non-Affiliated Person may be required to enter into an ETSU Rental Agreement (see Appendix II). The Vice President for Student Affairs or designee may approve applications for registration filed less than five (5) working days, twenty (20) days in the case of a speaker paid from institutional or school funds, before the event, if it is determined that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the application for registration. Approval of late applications shall be within the sole discretion of the Vice President of Student Affairs or designee. The decision of such official will be final.

1. Any group, organization or individual which makes an advance request for use of facilities must submit the required Request for Use of Facilities Form at the earliest possible date, but in no instance less than five (5) Business Days prior to the proposed event date.
2. Any group, organization or individual, which has submitted a Request for Use of Facilities Form and has received approval for the proposed use is responsible for:
 - a. Honoring the reservation, and
 - b. Providing timely notice of cancellation by email to the reservationist no less than four (4) Business Days prior to the event.
3. The Director of the facility has the right to assess the following sanctions for failure to notify:
 - a. The assessment of a room rental fee for the first offense of a related policy violation during an academic term, and
 - b. The assessment of a room rental fee and loss of the privilege of using university facilities for one (1) school term for the second occurrence.
4. Additionally, any expenses incurred by the University or its contractors will be charged to the group, organization, or individual if the established four (4) Business Days cancellation deadline is not met.
5. Any Request for Use of Facilities Form filed at a later time may be approved upon determination by the appropriate university official that the use requested can be reasonably accommodated and that adequate cause exists for late filing of the application. Approval of late requests shall be at the discretion of the President of the University or his/her designee (usually the director of the area being requested). The decision of such official is final.
6. In the event two or more Request for Use of Facilities Forms are submitted for use of the same facility in the same time frame, attempts will be made to honor both requests by the use of alternate facilities or by the mutual agreement to change the date or time of one of the facility requests. If no arrangements can be made to accommodate the multiple requests, then the requests shall be evaluated and honored in accordance with the established Priority for Facilities Use policy (see Appendix V). Once a Request for Use of Facilities Form has been approved and confirmed, requests for the same date and facility will not be approved.
7. University property may not be taken off campus except for instructional equipment used for instructional purposes or athletic events and in the possession and care of (or under the supervision of) a university employee. Any

exception to this policy must be approved in advance by the University Comptroller.

8. Any attempt to hold an assembly, meeting, demonstration or other activity in non-compliance with this policy are subject to the following:
 - a. May be asked to leave the campus
 - b. May be subject to citation and/or arrest
 - c. Members of the campus community who fail to comply may additionally be referred to Student Affairs (Students) or Human Resources (faculty and staff) for disciplinary action.
- D. An assembly, meeting, demonstration or other activity will be authorized or permitted within any of the designated Public Speaking Areas by current students, faculty, and staff without reservation if the space is available and not otherwise reserved or in use, and in compliance with event policy (e.g., food, equipment, utilities, and amplified sound). All other properties require a Request for Use of Facilities Form be completed in advance. A Request for Use of Facilities Form may be denied when any of the following occur:
1. The area or space has been previously reserved by another entity.
 2. A determination is made by the appropriate official that the requested use would cause a disruption or interference with the normal activities of the institution being conducted in the course of its lawful mission, processes and functions.
 3. A determination is made that the requested use would be contrary to federal, state or local law or regulation, policies of the Board of Trustees, or the policies of the University.
 4. The applicant or sponsor of the activity has not provided accurate or complete information on the Request for Use of Facilities.
 5. The applicant or sponsor of the activity has been responsible for violations of this policy during a previously registered use of campus property, facilities, or equipment or has violated any conditions or assurances specified in a previous usage agreement.
 6. Use of the property or facilities requested would be impossible due to set-up time and/or take-down time required for other previously scheduled activities at the requested location before and/or after the requested use, or due to other extenuating circumstances.
 7. Attendant services (audio/visual, telecommunications equipment, food service, public safety, etc.) which are required for the event are not available due to lack of sufficient equipment and/or personnel.
 8. The activity is of such nature and/or duration that it cannot reasonably be accommodated in the particular area for which application is made. In such event, clarification of event description will be sought and an alternate on-campus site, if available pursuant to these policies, shall be proposed by the University.
 9. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or Students, the damage or destruction, or seizure and subversion, of the institution's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors.
 10. The activity conflicts or would conflict with existing contractual obligations of the University.

11. The facility or area requested has not been designated as available for the activity indicated.
 12. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or area requested.
 13. None of the rules or regulations in this policy are meant to infringe upon any student rights or responsibilities outlined in Board of Trustee's Policy.
- E. Any group, organization or individual whose timely Request for Use of Facilities Form is denied shall have the right to appeal that denial to the Vice President for Student Affairs or his/her designee. Notice of the appeal shall be made in writing during normal business hours of the University no later than five (5) Business Days (excluding weekends and holidays) prior to the time of the proposed event. The decision shall be made at least four (4) days before the date of the event. Written notice of disapproval of the proposed use shall include the grounds for disapproval. Any denial of a request will be based solely on factors related to reasonable regulations in light of the University's mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. Notices will be delivered as expediently as possible, preferably via electronic means. It is the responsibility of the applicant to obtain written notice of approval/denial.

IV. Particular Uses

A. Campus Guest Speakers

In order to properly process institutional payment, where an application for use of facilities involves an outside speaker who is to be paid a total of fee and/or expenses in excess of \$2,500.00 from institutional funds, the request must be submitted at least (20) Business Days prior to the date of the proposed speaking engagement and processed in the normal procurement process. Student Organizations must work with the Student Organization Resource Center (SORC) for contract processing.

B. Solicitation/Commercial Literature Distribution or Sale

1. Except where otherwise permitted by this provision, Solicitation for commercial purposes is prohibited on all property owned or used by the University. Solicitations by the institution and Solicitations by contracted vendors are permissible. Activities or events engaged in by affiliated entities, or individuals for the purpose of raising funds to meet expenses of the group, organization or individual would not be considered Solicitation. The funds that are raised by such activities or events shall be used for the benefit of the group, organization or individual, or for a charity. No funds shall be distributed to an Affiliated Person's officers or members, or any other individual for personal profit or use. For purposes of this provision the following activities are not prohibited:
 - a. Advertising, as permitted by this policy.
 - b. Sale or distribution of commercial literature as permitted by this policy.
 - c. Conversations or communications between a residence hall or university apartment Student and a properly admitted guest notwithstanding the commercial content of the conversation or communication. Other hall or apartment residents may not be solicited for the purposes of selling a

product or service or enrolling the individual in a contest, program or other commercial venture.

2. Solicitation and fund raising activities, other than for purely commercial purposes, may be conducted on university property by affiliated entities or individuals; charitable organizations sponsored by the University the State of Tennessee, or Non-Affiliated Persons subject to the specified registration and reservation requirements and procedures of this policy. Affiliated Persons may reserve facilities for two fund raising activities per semester with the exception of charitable activities. A single activity is defined to mean a maximum period of five (5) days per semester. Only two (2) fund raising activities involving food items may be scheduled each semester. This includes activities for organizational fund raising as well as for charitable purposes. Affiliated Persons desiring to solicit funds must obtain guidelines from the Student Organization Resource Center (SORC) and then submit a form for the proposed campus solicitation location.
3. No Solicitation of charitable funds will be permitted unless the Affiliated Person provides evidence to the University, if requested, demonstrating that the proposed activity is in accordance with or exempt from the provisions of the Tennessee Code Annotated (E.g., T.C.A. Sections 48-3-501 through 48-3-518).
4. Solicitation in connection with the distribution of literature is subject to the provisions of this policy.
5. Solicitation of dues and/or membership in an organization is permissible only by officially registered student organizations of the University.
6. Solicitations will be permitted only in those areas designated by the University pursuant to the conditions of this policy. Applications for registration of a solicitation may be denied for any of the reasons outlined within this policy and persons engaged in solicitation shall comply with the provisions of this policy.
7. No funds solicited on campus property shall benefit any individual unless contributions are requested for the relief of an individual specified by name at the time of the Solicitation; and all funds contributed are turned over to the named beneficiary for his or her use without any deductions whatsoever.
8. The University may require any group, organization or individual to document the use, application or disposition of funds solicited on campus property.
9. Any Solicitation/Commercial Distribution or Sale must comply with Board of Trustee Policy and must not:
 - a. Have illegal aims and goals;
 - b. Propose activities which would violate regulations of the Board of Trustees or the institution, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or
 - c. Advocate incitement of imminent lawless action which is likely to produce such action.
 - d. Furthermore, public displays which an average person applying contemporary community standards would find,
 - i. Taken as a whole, appeals to the prurient interest,
 - ii. Depicts or describes sexual conduct in a patently offensive way, and

- iii. Taken as a whole, lacks serious literary, artistic, political or scientific value are prohibited.
- 10. No person, whether distributor or recipient of literature, shall cause any litter to occur on the campus of the University, and literature shall only be discarded in trash receptacles. The cost of any special clean-up resulting from literature distribution may be assessed to the distributing group or individual.
- 11. Persons engaged in the sale or distribution of printed matter shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes or affiliations of those engaged in the sale or distribution, or fail to specify whether there is a cost or donation associated with the printed material.
- 12. No literature or other promotional literature shall be placed on cars, car windshields, street signs, building signs, trees, or other external surfaces not specifically designated to accommodate the posting of literature.
- 13. The University has the right to terminate the distribution or sale of literature by any group, organization or individual that violates any provision of this policy.

C. Advertising

- 1. No advertising signs, posters, or other material may be placed on or in campus property or facilities by any Non-Affiliated Persons except as otherwise permitted by this policy. The University, at its discretion, may permit non-commercial advertising of programs, events and activities by non-affiliated, non-profit groups in locations on campus. Affiliated Persons may also place advertising materials in designated locations.
- 2. The purchase of advertisements by Non-Affiliated Persons in university publications is permitted.
- 3. Limited advertising by Non-Affiliated Persons may be permitted when incidental to a donation of property or services to the institution and pursuant to a contract with the institution.
- 4. Any Advertising must comply with Board of Trustee Policy and must not:
 - a. Have illegal aims and goals;
 - b. Propose activities which would violate regulations of the Board of Trustees or the institution, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or
 - c. Advocate incitement of imminent lawless action which is likely to produce such action.
 - d. Furthermore, public displays which an average person applying contemporary community standards would find,
 - i. Taken as a whole, appeals to the prurient interest,
 - ii. Depicts or describes sexual conduct in a patently offensive way, and
 - iii. Taken as a whole, lacks serious literary, artistic, political or scientific value are prohibited.

D. Bulletin Boards

1. The use of campus bulletin boards is limited to Affiliated Persons, and to official use by the University. Use of bulletin boards by Non-Affiliated Persons may be approved in bulletin board policies established for specific buildings.
2. Bulletin boards may be designated for use by specific entities, or individuals, such as faculty, Students, or student organizations. Those entities, or individuals authorized to use a bulletin board, the types of materials, which may be posted on a board, the maximum size, and duration of any notice, and any other special conditions will be posted on each board, and will control the use of the board.
3. The University generally requires prior approval for the use of any bulletin boards on campus. Use of a board may be denied on the basis of one or more of the following:
 - a. The person or group is not authorized to use the board in question;
 - b. The material is not the type authorized for the board in question, or fails to meet special conditions as posted on the board;
 - c. There is insufficient space available for the material on the board in question due to the previous posting of other materials.
 - d. Any postings must comply with Board of Trustee Policy and must not:
 - i. Have illegal aims and goals;
 - ii. Propose activities which would violate regulations of the Board of Trustees or the institution, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or
 - iii. Advocate incitement of imminent lawless action which is likely to produce such action.
 - iv. Furthermore, public displays which an average person applying contemporary community standards would find,
 1. Taken as a whole, appeals to the prurient interest,
 2. Depicts or describes sexual conduct in a patently offensive way, and
 3. Taken as a whole, lacks serious literary, artistic, political or scientific value are prohibited.
4. The D. P. Culp University Center has a comprehensive policy dealing with display cases, banner areas, campus video bulletin boards and campus marquees as administered by the Student Organization Resource Center. Policies dealing with bulletin boards are administered by and may be obtained from the D. P. Culp University Center office.
5. The Building Coordinator in each building or his/her designee will be the individual responsible for the implementation and interpretation of building policies relating to the use of bulletin boards in that building subject to and in compliance with this policy.

V. Food Vendors On Campus

- A. Permission for outside food vendor sales on campus must comply with the University Food Service Contract. As the office responsible for administering the food service contract, the University Center will enforce these policies in conjunction with the space reservations process.

- B. Space must be reserved in accordance with the Policy on Use of Campus Property and Facilities in order to host outside food vendors on campus. When the sale of food items is indicated in a reservation, the Food Vendor Host group will be required to supply the reservationist with the necessary proofs of insurance, business license and health inspection, and signed vendor statement before the reservation can be approved/confirmed.
1. Event reservations that include hosting food vendors on campus must be made by an Affiliated Entities or a department of the University. Non-Affiliated Entities may not serve as a Food Vendor Host or directly reserve space for sale of food items on campus.
 2. A representative of the Food Vendor Host must be present/remain with the visiting food vendor at all times during the event in order to address any arising needs or concerns of the vendor or University officials. Food vendors may be present and operational for the duration of the event time listed on reservations only.
 3. All food vendors invited to campus shall be required to provide the following documentation:
 - a. Proof of insurance,
 - b. Copy of most recent health inspection with passing grade,
 - c. Copy of current license to do business in Johnson City, TN, and
 - d. A signed Vendor Statement of Responsibility and University/Hosting Organization Release.
 4. It is the responsibility of the Food Vendor Host to collect the required documentation listed above and follow through on ensuring that vendors have what they need to operate (in terms of power, space, garbage disposal, etc.) and adhere to the guidelines regarding space use, disposal of garbage, parking, noise, etc. throughout the duration of the hosted event.
 5. All vendors may be subject to inspection by the Reservations Office, Student Activities Office, Campus Police, or the ETSU Health and Safety Officer. Any vendor found to be in violation of campus policies may be required to leave at any time. In addition, the Food Vendor Host will be empowered to request a food vendor to leave at their discretion. If/when representatives of the Food Vendor Host are no longer available to accompany the vendor, the vendor must exit campus.
 6. Food Trucks may set up in areas approved through the Renovation/Space Utilization Request process only. As of June 2017, the locations approved for Food Trucks include the Pride Walk/Pedestrian Mall (leaving the lane closest to Carter Hall unobstructed in order to allow for University and Emergency Vehicles) and lot 22A on the main campus. To gain approval for any space not previously designated for this use, Food Vendor Host must complete the space utilization approval process found at https://www.etsu.edu/facilities/documents/space_use_request_formrev08_06_2015.pdf.

VI. Miscellaneous

- A. Sanctions for violations of institutional policies regarding permissible use of campus property and facilities for activities, events, meetings, protests, and demonstrations shall be consistent with those listed in East Tennessee State University's Student Disciplinary Rules and/or those specified in building specific use policies.
- B. Use of campus facilities must be consistent with and compliant with the Non-Student Minors Policy.

Authority: (T.C.A. Sections 48-3-501 through 48-3-518)

Definitions

- A. Business Day – a regular day of operations for the University, normally Monday thru Friday 8:00 a.m. - 4:30 p.m. excluding University observed holidays or closures.
- B. Affiliated Entity(ies) - an officially registered student group or student organization or a department of the University.
- C. Affiliated Individual(s) – any person or persons with a formal relationship with the institution, including the institution's current Students, faculty, staff, and Board of Trustee members; collectively, with Affiliated Entity(ies), “Affiliated Persons.”
- D. Food Vendor Host - any affiliated organization or university department reserving space on campus to host an event involving outside food vendors.
- E. Invited Guest - a person invited by a Student, institutional official, or employee of the university to visit the campus at a specific time and place.
- F. Non-Affiliated Person(s) - any group, person, or organization which is not an Affiliated Entity or Individual. This includes both for-profit and non-profit groups as well as federal, state, and local government organizations.
- G. Normal Educational Activities - activities that occur outside of the classroom to enhance and continue student learning and project completion. They include, but are not limited to: small group study sessions (whether organized by Students, tutors, supplemental instructors or teachers), review sessions, open labs, student-teacher conferences and Students_working together on class projects.
- H. Public Speaking Area – designated areas (limited public forums) that may be used as space for meetings, rallies, protests, and demonstrations.
- I. Request for Use of Campus Facilities - the standard form used to request facility usage and related services.
- J. Reservable Areas - buildings or areas available for use by Non-Affiliated Persons. Generally, ETSU facilities are not open public forum areas. Additional spaces beyond those listed below may be available for reservation on the campus subject to availability. Such spaces can be identified by making inquiry to the D.P. Culp University Center:
 - 1. Student Service Facilities
 - D. P. Culp University Center
 - Basler Center for Physical Activity
 - 2. Academic Facilities – Extremely Limited Availability
 - Ball Hall
 - Gilbreath Hall
 - Mathes Hall
 - D.M. Brown Hall
 - Hutcheson Hall
 - Nicks Hall

Rogers-Stout Hall Warf-Pickel Hall
Wilson-Wallis Hall Sherrod Library
Alexander Hall

3. Athletic Facilities – Extremely Limited Availability

Memorial Hall/Brooks Gym MSHA Athletics Center (Mini-Dome)
Betty Basler Softball Field William B. Greene Jr. Football Stadium
Summers-Taylor Soccer Complex Thomas Baseball Stadium
Athletic practice fields Dave Mullins Tennis Complex

4. Exterior Campus Spaces

Amphitheater Pedestrian Mall/SGA Pridewalk
Designated areas within Sherrod Library Borchuck Plaza
The Quad Designated parking lots

5. Branch Campus Locations

The Directors of those campus locations outside of the main campus in Johnson City, Tennessee, may designate Reservable Areas and Public Speaking Areas subject to and in compliance with this policy.

K. Solicitation – The sale or distribution of commercial literature or the offering or attempt to purchase goods to purchase goods or services for commercial purposes.

L. Student - a person who is registered for a credit course, a non-credit course or program at the university, including any such person during any period which follows the end of an academic period which the student has completed until the last day of registration for the next succeeding regular academic period.

Policy History

Effective Date:

Revision Date:

Procedure (s)

I. Miscellaneous

A. Staff

1. The Facilities Reservationist in the D. P. Culp University Center is responsible for receiving and processing "Requests for the Use of Campus Facilities" Form pursuant to this policy and will maintain a copy of the University policies for inspection by entities, and individuals. A copy of the policy is available online.
2. The Coordinator of Camps & Conferences of the D. P. Culp University Center represents the University in connection with non-university related multi-day events and/or complex events using multiple facilities on campus. These types of events include summer camps and conferences, conventions, athletic tournaments, charity events, and other such activities. This individual will create and process detailed contracts, work orders, and facility reservations with the various university departments to ensure the efficient operation of these events.
3. The Basler Center for Physical Activity is responsible for receiving and processing Requests for the Use of BCPA Facilities Form pursuant to this policy and will maintain a copy of the University and Board of Trustees policies for

- inspection by entities, and individuals. A copy of the policy is available online.
4. The reservation of academic space is coordinated by the Registrar's Office.
 5. Facilities Management is responsible for the space utilization approval process which includes space requests outside of this policy.

Procedure History

Effective Date:

Revision Date:

Related Form(s)

- Appendix I, Request for Use of Campus Facilities Form
- Appendix II, Facility Rental Agreement Form
- Appendix III, Priority for Facility Use
- Appendix IV, University Food Services Catering Policies
- Appendix V, Facility Usage Fee Schedules
- Appendix VI, Specific D.P. Culp University Center Policies
- Appendix VII, Specific Quadrangle/The Quad Policies

Scope and Applicability

Check those that apply to this policy.

	Governance
	Academic
✓	Students
✓	Employment
	Information Technology
	Health and Safety
✓	Business and Finance
✓	Operations and Facilities
	Communications & Marketing
	Advancement

Proposal for a Quality and Effectiveness Committee at ETSU

The Quality and Effectiveness Committee (Q&EC) provides ETSU faculty, staff, and administration the information, framework, and tools needed to support an ongoing and sustainable process of continual self-evaluation and improvement in pursuit of excellence. The Q&EC exists to:

- approve, revise, or develop processes and systems that ensure efficient and effective quality assurance practices;
- oversee academic and administrative unit participation of in conducting ongoing self-assessment in an effort to improve student learning, university services, and operations; and
- provide necessary training and feedback to units as pertaining to quality and effectiveness activities.

By achieving this purpose, the Q&EC will help the institution ensure compliance with the Principles of Accreditation: Foundations for Quality Enhancement published by the Southern Association for Colleges and Schools Commission on Colleges; specifically, those sections excerpted below:

- Section 7: Institutional Planning and Effectiveness: Effective institutions demonstrate a commitment to the principles of continuous improvement. These principles are based on a systematic and documented process of assessing institutional performance with respect to mission in all aspects of the institution. An institutional planning and effectiveness process involves all programs, services and constituencies; is linked to the decision-making process at all levels; and provides a sound basis for budgetary decisions and resource allocations.
 - Part 1 (Institutional Planning, Core Requirement): The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission.
 - Part 3 (Administrative Effectiveness): The institution identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved.
- Section 8: Student Achievement: Student learning and student success are at the core of the mission of all institutions of higher learning. Effective institutions focus on the design and improvement of educational experiences to enhance student learning and support student learning outcomes for its educational programs. To meet the goals of educational programs, an institution provides appropriate academic and student support services to support student success.
 - Part 1 (Student Achievement, Core Requirement): The institution identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution uses multiple measures to document student success.
 - Part 2 (Student Outcomes): The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in (a) student learning outcomes for each of its educational programs, (b) student learning outcomes for collegiate-level general education competencies of its undergraduate degree programs, and (c) academic and student services that support student success.

The Quality and Effectiveness Committee will provide guidance to more than 300 academic programs and administrative units across the university.

The Q&EC has the following charge:

- Define and implement university policies and procedures related to quality and effectiveness
- Develop a format for reviewing unit plans and reports
- Review unit effectiveness plans and reports on a regular schedule, advising units on best practices throughout the review
- Communicate the status of unit plans and reports to University Council
- Develop a format and provide an annual report to the ETSU President and the ETSU Board of Trustees documenting strengths and weaknesses of the university's overall efforts
- Advise the Office of Planning and Decision Support regarding the development and improvement of related processes and data management systems

Membership:

Membership on the committee reflects the institution-wide scope of initiatives. The Committee consists of faculty (see table below), plus administrative representatives (one each) from Academic Affairs, Health Affairs, Student Affairs, Business & Finance, Administration, and University Libraries, as well as a student representative. Members are selected according to the procedures of each unit and appointed by the appropriate Vice President, with preference given to individuals with quality assurance and/or accreditation experience or expertise as defined by the nominating body. The Q&EC may invite representatives to consult with the committee when necessary. The Q&EC will be chaired by the Director of Institutional Effectiveness and Accreditation Liaison. Members will serve renewable three-year terms.

Nominating Body	Number of Q&EC Faculty Representatives
Academic Affairs	3
Health Affairs	2
Faculty Senate	1
Council of Chairs	1
Undergraduate Curriculum Committee	1
Graduate Curriculum Committee	1
General Education Advisory Council	1

Responsibilities:

Members of the Q&EC are responsible for representing their constituents on the committee, attending all meetings, reviewing assigned reports and plans, offering guidance and support to units on related matters, voting on agenda items as necessary, and reporting on and promoting quality and effectiveness

matters to their constituents. In the review of effectiveness reports, members will be assigned to review documents as needed, independent of home college or unit.

The Q&EC Chair calls and presides over meetings and notifies academic and administrative units of related responsibilities. The Q&EC Chair will notify Deans and Vice Presidents of the status of the submission of effectiveness plans and results of the respective college or division, with copies sent to Q&EC representatives, during the spring semester of each year. The Q&EC Chair will send a memorandum to units and academic programs that are not in compliance with requirements at least 30 days prior to the annual report (early to mid-June); copies of this memorandum will be sent to supervisors and Q&EC representatives. The Q&EC Chair will send a final update on the status for the programs or units that fail to complete related tasks to the appropriate Deans or Vice Presidents at the end of the summer semester. The Q&EC Chair will convene ad hoc groups as needed to discuss special issues and to bring those issues to the full Q&EC. The Q&EC Chair will prepare the Quality and Effectiveness Annual Report for presentation to the University Council, ETSU President, and the ETSU Board of Trustees, on behalf of the Q&EC.

Meetings:

The Q&EC will meet each fall to determine a tentative meeting schedule for that academic year, with more frequent meetings typically being held during times of greater need (such as the period of review of divisional reports or in preparation for SACSCOC reviews). The Q&EC sets the final due date for presentation of divisional results and plans reviews to the Q&EC. Additional meetings may be called by the chair when necessary.

Resources:

- *University of Central Florida:* <http://www.ucf.edu/strategic-planning/strategic-planning-assessment-process/>
- *University of Southern Mississippi:* <https://www.usm.edu/institutional-effectiveness/Q&EC>
- *Clemson University:* <https://www.clemson.edu/institutional-effectiveness/committee/>