

### 3.11.1

#### Physical Resources: Control of physical resources

The institution exercises appropriate control over all its physical resources.

#### Judgment

Compliance    Partial Compliance    Non-Compliance    Not Applicable

#### Narrative

Tennessee Technological University (TTU) has the policies, practices, and procedures in place to exercise appropriate control over its physical facilities and is in compliance with all State and system-level policies in this regard.

As described in more detail in CR 2.11.1, the physical facilities consist of all space and facilities at the following locations:

- Main campus (Cookeville, TN)
- Appalachian Center for Crafts
- Hyder-Burks Agricultural Pavilion
- Shipley Farm
- Oakley Farm
- Austin Property

In addition, as also described in CR 2.11.1, TTU has agreements with eight regional institutions to offer dual degree programs with joint responsibilities for facilities.

#### Physical Inventory

The University maintains accurate and up-to-date records of its physical resources, through inventories of its facilities and space, controlled by associated fiscal, records, and equipment management policies.

Physical and space inventories include buildings, space, equipment, and sensitive minor equipment. A Campus Map [1] and Building Areas listing [2] provide an overview and a summary, respectively, of campus buildings. A more detailed inventory of facilities and space is done by the University on an annual basis using the Tennessee Board of Regents (TBR) PFI system (Physical Facility Inventory) [3]. An inventory of equipment (TTU Fixed Asset Inventory) is also done annually, where equipment is defined as items with a value of \$5,000 or more [4]. For items less than \$5,000, but still deemed to be of a "sensitive" enough nature for tracking (such as computers), the University does an annual Sensitive Minor Equipment Inventory [5].

To control and manage the use of classroom space effectively, the University utilizes a software system known as EMS - Event Management System. All campus classrooms, teaching labs, conference rooms, auditoriums, and similar multi-use spaces are included in this system. This system includes detailed information about the features and capabilities of each instructional space on campus, along with scheduling information, and also captures rates of utilization as a tool for monitoring current and future campus space needs [6]. Allocation of new or renovated spaces follows the guidelines set by the

Tennessee Higher Education Commission (THEC) [7].

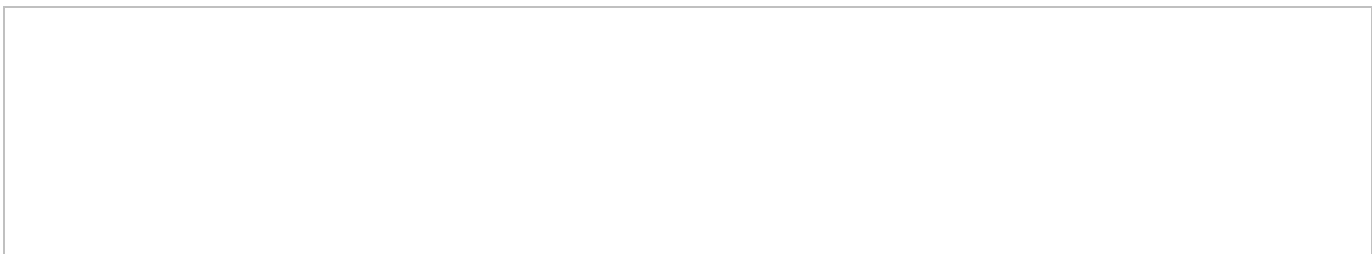
A number of University and system policies are in place for control of physical facilities and records. The TTU Procurement Manual provides a detailed description of policies and procedures related to all purchasing activities [8]. Purchasing of Fixed Assets and Sensitive Minor Equipment follows TBR Guideline B-110, Sections I-VII [9]. Purchasing from Contracts from Other Entities (e.g., State Contracts) is covered by TTU Policy 575 [10]. TTU Policy 572 Miscellaneous Purchasing Policies covers situations not explicitly addressed

as water damage from a leaky roof), are given the highest priority for completion.

### Risk Management of Physical Assets

Risk management of physical assets is provided through policies and procedures that control access to campus facilities, building and construction safety, environmental safety, loss and theft reporting, and "

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 [05] Sensitive Minor Equipment 2013\_2014

 [06] EMS Training

 [07] THEC 2013 Space Guidelines

 [08] Procurement Manual

 [09] TBR Guidelines B\_110

 [10] TTU Policy 575\_Purchases from Contracts of Other Entities

 [11] TTU Policy 572\_Miscellaneous Purchasing Policies

 [12] TBR Guidelines G\_70 Disposal of Records

 [13] TTU Policy 110\_Access to T