

Tennessee Board of Regents  
Sustainable Campus Fee  
Program Guidelines  
(SCF Program)

If a SCF is proposed by a campus for approval by the TBR Board, then the following Program Guidelines apply.

1. The initial fee request should not exceed \$10.00 per student per semester (Fall & Spring only).
2. The fee shall be administered by a committee at each campus using the following criteria:
  - A. Committee shall be appointed by the campus president/director that is comprised of an appropriate ratio of students, faculty and staff to approve and oversee the use of funds.
  - B. Under the leadership of the campus administration, the committee shall develop a decision making structure to establish on an annual basis:
    - 1) The amount of fee to be allocated to the green power purchase (taking into consideration TVA's ability to meet the green power purchase demand) and on-campus sustainability initiatives.
    - 2) Approval of on-campus sustainability initiatives
  - C. Funds for each category for on-campus sustainability initiatives should be allowed to be carried forward if needed for near-term future expenditures. Fund balances in each category should not exceed a two-year accrual without encumbrance or a carry forward justification plan.
  - D. A status report shall be published by each campus at the end of each fiscal year for all program activities. Based on this report the campus committee shall evaluate each year the validity of the fee and the appropriateness of the fee amount and make a recommendation, if necessary, for an adjustment to the fee.
3. The proceeds from the fee may be used for the following:
  - A. TVA Green Power Switch or Other Certified Green Power Purchases
    - 1) Recommended purchase amount 0 to 10% of the total KWH used by the campus. Purchases over this amount should be evaluated carefully and justified by the campus committee prior to purchase.
    - 2) Green tag or other types of certified green power purchases should be evaluated carefully and justified by the campus committee prior to purchase.

## B. On-campus Sustainability Initiatives

- 1) Should be for direct demonstrable campus sustainability benefits
- 2) Proceeds should be allocated between sustainability initiatives with the primary focus on projects for energy efficiency and utility conservation
- 3) Should not be used for budgeted salaries, special events or operational expenditures not associated with the SCF Program
- 4) Shall comply with State law, State Building Commission/Tennessee Board of Regents Policy, Procedures and Guidelines where applicable, with regard to project approvals, use of designers and code compliance.

### Categories

- Energy and Utilities (electric, gas, water, etc.)
- Local Generation (Renewables – solar, wind, etc.)
- Alternative Fuel (Hybrid vehicles, Bio-diesel projects, etc.)
- Other (Environmental, Recycling, etc.)

### Types of Initiatives

- Projects
- Studies
- Research
  
- Projects should:
  - Provide or demonstrate a specific energy or environmental benefit
  - Be technically and economically feasible
  - Be cost effective to operate and maintain
  - Be consistent with campus standards and master plan
  
- Studies should:
  - Focus on implementable technologies or initiatives that are economically and technically feasible
  - Quantify energy or environmental benefit(s)
  - Address feasibility, operability, and maintainability of the technology or initiative
  - Not duplicate prior, similar studies
  
- Research should:
  - Focus on identified sustainability categories
  - Have significant level of student participation/support