



**Minnesota State Colleges and Universities
System Procedures
Chapter 5 – Administration
Procedures associated with Board Policy 5.22**

5.22.2 Cellular and Other Mobile Computing Devices

Part 1. Purpose

System cellular device or plan

Subpart B. Employee annual review

Part 5. Employee Responsibilities

Subpart B. Monthly review of invoices

Subpart C. Payment options for cellular devices and plans

Part 7. Employee-Owned Cellular or Other Mobile Computing Devices

Subpart A. Acknowledgement of responsibilities

Subpart D. Lost or stolen devices

Subpart E. Technical support and management of employee-owned mobile devices

and retention of written verification. Amended Part 5 clarifying employee expectations. Amended Part 6 to clarify personal use. Added new Part 7, Employee-Owned Cellular and Other Mobile Computing Devices and Part 8, Employee Safety. Applied new writing and formatting standards.

04/2/15 - created new Part 2, Subpart E to clarify that devices and plans provided to employees for business purposes are property of the system. Amended Part 6, Subpart A, Subpart E and Subpart F to clarify that personal use of such devices and plans are governed by state statute and are allowable only for incidental and de minimis use; and specify repercussion of improper use.