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MEMORANDUM

Date: March 18, 2016

To: Chief Academic Affairs Officers
Chief Financial Officers
Chief Human Resources Officers

From: Mark Carlson, Vice Chancellor of Human Resources
Laura M. King, Vice Chancellor – Chief Financial Officer

Subject: Approved changes to procedure 5.22.2 concerning
CELLULAR AND OTHER MOBILE COMPUTING DEVICES

Attached please find several documents:

- Revised procedure 5.22.2 concerning cellular and other mobile computing device
- FAQ on the subject

The revised procedures has been approved by Chancellor Rosenstone and is effective April 1, 2016.

The material proposed revisions to the procedure include:

- **Part 2. Definitions:** Modernizes the definitions section to reflect current devices
- **Part 3. Eligibility...Plans:** Adding faculty and staff issued mobile computing devices as a criteria for system issuance of devices.
- **Part 4. Subpart A. Authorization:** Establishes authorization, approval and administrative criteria for issuance of system owned device.
- **Part 4. Subpart B. Employee Annual Review:** Excludes certain faculty and staff issued mobile computing devices from the annual review process.

- **Part 6. System Owned...Devices:** Expands and clarifies the De Minimis standard for personal use of system resources.
- **(NEW) Part 7. Employee owned...Devices:** Provides acknowledgement of employee responsibilities where using personal device for system business.

CONSULTATION PROCESS

The proposed revisions were sent out for review and consultation December 31, 2015. The comment period closed Feb 3, 2016. There was substantial activity in the comment period with both endorsement of the changes and concerns expressed.

IMPLEMENTATION

The CHRO community will be the lead for campus implementation. Please take note of the administrative expectations in the procedure. The attached FAQ is for your use.

We urge that the message on campus focus on:

- Procedure change only in that it put in writing what has long been the law concerning public data
- Not our desire to stifle student access to and support from faculty
- All employees have a duty of care when it concerns public data and private data on individuals.

Attachments