

**ARTICLE V: INFORMATION TECHNOLOGY AND  
TELECOMMUNICATIONS**  
**Section 1. Telecommunications Policy and Procedures**

**Policy 1.1: Policy on Use of University-Wide  
Voicemail Messages**  
**Issued: March 1, 2001**

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The University has adopted the following policy because of numerous complaints from faculty and staff concerning the receipt of excessive university- wide phone mail messages that do not directly impact them.

The Telecommunications Department will only send university-wide messages to inform the University Community of the following:

1. Building or mechanical/electrical systems shutdowns
2. Planned shutdown of the telephone or voice mail system
3. Other emergency information that is critical to the University Community

This also includes messages which are sent *en masse* directly by individuals on the campus who have access to the system. Exceptions to this policy will be allowed only when appealed to the Vice President for Administrative Affairs with sufficient evidence presented that the item is of such importance that the request should be granted or is consistent with provisions of bargaining unit contracts.

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**Policy 1.2: Calling Cards, Cellular Telephones  
and Pagers**  
**Issued: January 23, 2002**  
**Revised: October 24, 2002**

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The following Telecommunications Policy details the appropriate use of cellular telephones, pagers and calling cards to facilitate effective work related communication capabilities for designated Chicago State University (CSU) staff members. The aforementioned telecommunications equipment is issued to the CSU staff positions listed below, as well as any other CSU personnel authorized by the President. All University calling cards, telephones and pagers are to be issued and managed through the Office of Telecommunications.

The authorization to utilize the telecommunications equipment listed below will be revoked upon employee termination or as determined by the President.

**Cellular Telephones**

Cellular Telephones are authorized for the following identified administrative positions:

Provost and Vice President for Academic Affairs  
Senior Vice President for Administrative and External Affairs  
Vice President for Labor and Legal Affairs  
Vice President for Student Affairs  
Vice President for Planning, Research and Sponsored Programs  
Chief Information Officer (CIO)  
Chief of Police  
Director of Physical Plant  
Director of Public Affairs  
Director of Financial Affairs

**Pagers**

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Pagers are authorized for the following identified CSU employees:

All Information Systems support staff (as identified by the CIO)  
President's Driver  
Engineers (as identified by the Director of Physical Plant)  
Police (as identified by the Chief of Police)  
Directors (as identified by the Vice President)  
Counseling Center Director  
Telecommunications staff (as identified by the Vice President)

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All cellular telephones and pagers paid for with University funds and not issued by the Office of Telecommunications (OT) must be registered with the Office of Telecommunications in compliance with the Illinois Property Control Act 30 ILCS 605/4. A registration form may be obtained from the Office of Telecommunications.

**Calling Cards**

Calling Cards are authorized for the following identified CSU employees:

Vice Presidents

Deans

Other administrative employees as designated by the President.