

**BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES**

**ITEMS FOR DISCUSSION AND ACTION\FISCAL, FACILITIES AND AUDIT**

**ACTION:** First and Final Round Approval of Revisions to Board Policy 7025; Use of Telephones, Facsimile Equipment and Copy Machines

The title of Policy 7025 is being changed to "Private Use of Office Equipment" and being renumbered to 6020 and moved to the Business and Finance section of the Board policy manual. Facsimile machines were long ago replaced with copy machines and printers and that has been addressed in the new version. The policy also notes that the use of technology equipment for private purposes is addressed in policy 5008.

The System Office recommends approval of the Revisions to Board Policy 7025; Use of Telephones, Facsimile Equipment and Copy Machines.

**ATTACHMENTS:**

- [Revisions to Board Policy 7025](#) (PDF)

## Board of Trustees of the Nebraska State Colleges

### Business and Finance Policy Category

POLICY NAME: ~~Use of Telephones, Facsimile Equipment and Copy Machines~~ Private Use of Office Equipment

POLICY NUMBER: 70256020

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#### A. PURPOSE

To document expectations regarding the private use of certain office equipment.

#### B. DEFINITIONS

None

#### C. POLICY

##### 1. Private Use of Equipment

~~In using College or System Office telephones, facsimile equipment and copy machines, the following policy applies:~~

##### 1.1. Telephone Use

Calls on College or System Office telephones are to be for communications related only to College or System Office business. Personal long-distance calls may not be charged to the College or System Office. However, if an emergency need arises, a long-distance personal call may be made. If such a call is made, reimbursement shall be made by the employee to the appropriate College or System Office. Employees are allowed to make local personal calls for essential business. ~~from State College System telephones~~

- Each College and the System Office shall develop procedures for review and monitoring of its monthly phone calls. Long distance phone calls that are not official business must be reimbursed by the employee.

##### 1.2 Copy Machines and Printers

~~College and System Office facsimile machines are intended to be used to send or receive College related or System Office related business messages. Individuals wishing to send or receive personal messages are encouraged to use commercial facilities available for such purposes. If~~

~~College or System Office equipment is used for personal services, rates shall be established that are comparable to those charged by private providers and shall cover the costs to the institution of operating, maintaining and replacing the equipment.~~ College and System Office photocopy machines and printers are intended to be used for College and System Office business. If photocopy machines or printers are made available to students, campus guests the public and or to employees as a convenience, rates shall be established that are comparable to those charged by private providers and shall cover the costs to the institution of operating, maintaining and replacing the equipment.

### 1.3 Technology Equipment

The use of College technology equipment for private use is addressed in Policy 5008.

## FORMS/APPENDICES:

None

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## SOURCE:

**Policy Adopted:** March 1994

**Policy Revised:** August 1997, September 2013, January 2023