

**Minnesota West Community and Technical College**

**SUMMARY OF COMPLIANCE RESPONSIBILITIES UNDER  
SYSTEM PROCEDURE 5.22.2  
CELLULAR AND OTHER MOBILE COMPUTING DEVICES**

<b>Employee</b>	<ul style="list-style-type: none"><li>• Ensure that the device is available for service during applicable business hours and as needed.</li><li>• Monthly: review and initial the cellular device invoice monthly and identify any use not permitted.</li><li>• Immediately return the device upon request by the employee's supervisor or upon the end of employment.</li><li>• Comply with the provisions in System Procedure 5.22.2 Cellular and Other Mobile Computing Devices.</li></ul>
<b>Supervisor</b>	<ul style="list-style-type: none"><li>• Monthly review employee's cell phone bill.</li><li>• Annually review need for cell phone, plans and level of service; document continued business need using "Initial Authorization / Annual Review" form.</li><li>• Maintain documentation of initial authorization and annual review.</li><li>• Arrange for plan termination when business need no longer exists.</li><li>• Ensure device returned upon plan termination or upon end of employee's employment.</li></ul>
<b>Senior Administrator</b>	<ul style="list-style-type: none"><li>• Annually review need for cell phone and any service plan.</li></ul>
<b>Coordinator</b>	<ul style="list-style-type: none"><li>• Arrange for device and plan.</li></ul>