

DATE: September 20, 2013

TO: All College Staff

FROM: Troy A. Jasman, Vice President of Finance and
Administrative Services

RE: **PERSONAL USE OF COLLEGE EQUIPMENT**

Over the past several years, the College has seen much growth in the number of students and in the number of new staff. As a tax assisted community college, the staff of Western Iowa Tech is under stricter scrutiny regarding the use of College equipment than staff of a private company. Equipment is provided for College business purposes. For that reason, the College would like to remind each person of the following College guidelines:

Telephone and College Cell Phones: Personal calls should be limited and short in nature. Personal long distance calls and personal use of College cell phones are discouraged and may be charged back to the person. If the call cannot be delayed until you arrive home, it will need to be on your personal cell phone or on your calling card during your break and lunch periods. Personal use of the 800 number/WATS line is prohibited.

Fax Machine: Personal use of the fax machine is discouraged; however, if it is necessary to use the fax machine, the cost is \$0.50 per page and needs to be paid in advance to the cashier.

Copy Machine: Personal use of the copy machine is discouraged; however, if it is necessary to use the copier, black and white copies cost \$0.10 per page and personal color copies cost \$0.25 per page and are to be paid in advance to the cashier.

Computer/Printer: Personal use of College computers and printers is discouraged. Personal business activity (i.e. maintaining personal or personal business activity) is prohibited. Costs for personal items from a printer are the same as for the copy machines and are to be paid in advance to the cashier.

Equipment: Personal use of College equipment such as tools, folding tables, ladders or academic program equipment is prohibited.

Internet Access: Personal use of the Internet is discouraged. This also includes utilizing the Internet to access Facebook for non-college purposes.

E-mail: Personal use of the e-mail system is discouraged. Although you may not be able to stop incoming personal e-mails, you should not forward or respond to personal e-mails using College computers.

This memo is intended as information only. As a tax assisted community college, we must always remember that we are accountable to the taxpayers of our community. College materials, supplies and equipment are provided to operate the College to further the educational mission. If you have any questions or concerns, please feel free to contact me at ext. 1362. Thanks in advance for your cooperation.