



RESOLUTION TO MODIFY CELLULAR EQUIPMENT USAGE POLICY, 3356-4-12

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

Board of Trustees Meeting

September 17, 2026

YR 2027-10

3356-4-12 Cellular equipment usage.

Responsible Division/Office: Information Technology Services
Responsible Officer: VP for Finance and Business Operations
Revision History: January 2005; June 2011; March 2016;
September 2021; September 2026
Board Committee: Finance and Facilities
Effective Date: September 17, 2026
Next Review: 2031

- (A) Policy statement. Youngstown state university (“YSU”) provides cellular capable equipment to employees who, by the nature of their work, are approved to use cellular phones and other devices to conduct university business. Technical support will only be provided for designated university-issued cellular equipment.
- (B) Purpose. This policy establishes guidelines to satisfy the need for university-owned cellular capable equipment. The provisions of this policy apply to all employees of YSU, including those who acquire cellular equipment and services through grants or contracts. This policy also allows the university to meet internal revenue services (“IRS”) regulations and its fiduciary responsibility to the taxpayers of the state of Ohio.
- (C) Procedures.
 - (1) The university shall leverage strategic sourcing opportunities by maintaining a single carrier cellular solution in the delivery of its university-issued cellular equipment and services. University-issued cellular equipment shall be limited to standard offerings: a standard mobile broadband solution, as determined by the university’s office of information technology services (“ITS”). The current standard offering in each category shall be based on the availability of current commercial models and all standard offerings will be provided technical support through YSU tech desk.

- (2) Cellular equipment not conforming to the standard offerings, university-owned or otherwise, does not qualify for technical support for device operation or connectivity to university systems.
- (3) Requests for a cellular-capable device may be made any time during the fiscal year and must be procured centrally through ITS. Cellular capable devices acquired with university funds may not be purchased with a departmental purchasing card or through any other means.
 - (a) Requests for nonstandard devices, as determined by ITS, should be accompanied by written justification and the signature approval of the requestor's supervisor and appropriate executive level officer. Any additional costs associated with nonstandard devices will be borne by the requesting department.
 - (b) Additional accessories for university-issued equipment should be procured locally through the originating department.
 - (c) University-issued cellular equipment and services may be used for incidental personal cellular purposes as defined by IRS tax law and in accordance with rule 3356-4-09 of the Administrative Code. Employees must reimburse the university for any liability incurred through the personal use of the issued cellular equipment. Amounts, if any, to be reported on an employee's W-2 form for non-incidental personal use will comply with IRS guidelines.
 - (d) University-issued cellular equipment and services shall be billed to the assigned department through a monthly chargeback process. The financial manager of the assigned budget must approve the initial requests for university-issued cellular equipment and/or services and for changes in equipment and/or services.

- (e) Use of cellular devices in any manner contrary to local, state, or federal laws will constitute misuse and may result in the loss of use of university cellular equipment and/or other actions according to rule 3356-4-09 of the Administrative Code.
- (f) Use of the university-issued cellular equipment must comply with rule 3356-4-13 of the Administrative Code with regard to the transmission and storage of sensitive information on the cellular equipment.
- (g) Note that university-issued cellular devices are owned by the university. Business-related activity on a cellular-capable device is subject to public records and other applicable laws, regulations, policies, and procedures. Employees should refrain from the use of university-provided cellular equipment while driving.