Policy Title: Telephones
Policy Number: 5003
Policy Functional Area: Information Technology

Date Submitted: February 15, 2019
Proposed Action: Update
Brief Description: This policy is to provide guidelines for the proper use of telephone and smart / cellular telephone servers at CU Denver and CU Anschutz.

Desired Effective Date: July 1, 2019
Responsible University Officer: Executive Vice Chancellor for Administration and Finance and CU Anschutz CFO
Responsible Office: Chief Information Officer and Associate Vice Chancellor for Information Technology
Policy Contact: Director of Planning, Strategy and Analysis/Interim Director of Operations and Infrastructure
Last Reviewed/Updated: TBD
Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver

Reason for Policy: This policy ensures compliance with University Policies concerning appropriate use of phone and smart / cellular phone devices and related telephony services.

I. REASON FOR PROPOSED ACTION

This policy was updated to reflect changes in technology and the shift of Personnel Billing Numbers (PBNs) to international dialing only. Nation-wide long distance from CU Denver | CU Anschutz phones are now included within the monthly recurring charges for basic phone service. Calling cards have also been eliminated in (nearly) all situations and am updating this policy to reflect that.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW
III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

Yes

1. If no, please explain. Policy is not being reviewed—N/A

2. If yes, what is your plan to get the legal review? Will ask Legal EA to assign attorney to review

3. Date legal review completed: TBD

4. Person completing legal review: TBD

IV. FISCAL REVIEW: Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? No