

GENERAL SERVICES POLICY

The Associated Students provides various central administrative services and resources to enable recognized programs, administrative offices, and organizations (clubs) to carry on their respective mandated and/or authorized activities. Since all services are funded through state funds (primarily student fees), these resources may only be used for official business related to the group or office purpose. Use for personal, private business, or other non-University purposes, except as noted herein, is a misappropriation of funds and a violation of policy and law.

A. Telephone Service

Phones and long distance access are provided for official University business by members of recognized groups. Incidental, personal local calls are permitted but may not interfere with business use. Personal, long distance calls are not permitted under any circumstances. Alternatives to long distance calling for business purposes, e.g., email, should be considered and used where appropriate.

1. Organizations
 - a. Telephones are provided in the Activity Center for both local and long distance use.
 - b. Use is limited to those individuals listed on the current Registration Form.
2. Programs and Administrative Offices
 - a. Telephone lines and instruments are provided in offices.
 - b. Long distance access codes are provided for program and office personnel for their individual use only and are not to be shared. Individuals are required to review monthly use reports and verify calls as official business.
 - c. Cell phones are provided for programs and offices to check out for short-term use for specific events only and according to current guidelines and procedures.

B. Mail Service

Postage for normal business activity is provided and charged to a centrally funded account. Alternatives to mail for business purposes, e.g., email, should be considered and used where appropriate.

1. First class postage is intended for routine business mailing of a limited number of pieces, as opposed to larger mass mailings.
2. Mailings of over 75 standard pieces shall be charged back to the originating group's budget.

The intent of this section is to distribute program, event and related mailing costs appropriately as is done with other such charges for particular activities. Therefore, breaking up mailings to avoid these charges is not permitted.

C. Photocopying

Photocopying for normal business activity is provided and charged back to the originating group at a rate established by the Facilities and Services Council to cover the cost of this service on a break-even basis.

1. Access codes shall be provided to authorized groups members based on the current Registration Form.
2. Groups are requested to utilize the most cost effective method of copying (e.g., AS Publicity Center, Copy Duplicating Services, electronic distribution, etc.) when volume is beyond normal daily business use.

D. Fax

Facsimile sending and receiving are provided for business use through the Publicity Center at no charge to groups.

1. Use is intended for normal business activity. If use exceeds the norm, a group may be required to pay for extraordinary costs, e.g., associated long distance charges, from their account.
2. If a program or administrative office's regular activity is such that they may warrant a separate fax machine, a request should be made to the AS/VU Technology Committee which will forward a recommendation to the appropriate council or the Board for funding, based upon reporting lines.

E. Recycling

1. "The A.S.W.W.U. supports and encourages the reduction, reuse and recycling of waste materials on campus. All offices, service and support areas, and public areas within facilities operated by the AS shall have clearly labeled recycling containers for those materials currently being recycled on campus."
2. The Associated Students is committed to the environmentally sound practices of "reduce, reuse, and recycle." To this end, all AS Programs and Support Offices, including the Board of Directors, are required to use 100% post-consumer recycled paper (or the highest percentage of post-consumer paper that is available and cost-effective), reuse materials and supplies as applicable, use electronic media and storage configurations, and other technologies as they become available and cost effective.
 - a. 100% post-consumer paper will be used in all AS printers, faxes and photocopiers as long as such use is cost effective.
 - b. Purchased supplies and materials should be reused to the extent that is feasible and not to the detriment of the organization.
 - c. Electronic forms of communication and subsequent electronic storage should be used where feasible and technologically appropriate.
 - d. As new technologies become available, the AS will strive to utilize them in cost effective and organizationally appropriate applications.

F. Computers

It is the policy of the Associated Students to provide reasonable access to computer technology by AS groups for the conduct of their official business within the following parameters. Personal use is permitted only for incidental email correspondence and

Viking Union/Student Activities/Associated Students
Policies & Procedures

occasional academic projects and papers, provided that such use does not interfere with the transacting of the group's business and is not done on work time.

1. Clubs and Organizations shall have access to computers in the Activity Center.
2. Programs and Administrative Offices shall be allocated computers and related hardware after review by the AS/VU Technology Committee and funded from an appropriate source, e.g., New Equipment Fund, annual budget process, or the reuse of existing equipment.
3. Maintenance shall be provided by Viking Union staff; and, paper, supplies and parts from a central Computer Maintenance account.
4. Repair and replacement shall be according to the AS Reserves Policy.

Interpretation and Enforcement: AS Board, Business Director, VU Administration

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Approved By: A.S. Board of Directors

Date Approved: 4/11/01, 4/05

Organization: Associated Students