

Information Technology Interim Funding Policies

IT Fund: ITG Coordinator prepares budget for IT Fund as described below for submission to the Administrative Staff in Spring. At least 25% of IT Fund must be retained until March as contingency and then may be expended as budgeted.

Campus Computer Lab (CCL)

The College centrally operates computer labs (CCL) for the use of students. These labs are located in the BE building (225, 226, 227, 228, and 229), BS building (103, 104, 105, 106B, 107, and 109), and a lab at LCC-Waianae. These labs are operated for all instructional programs with priority for those courses that require computers (Business Technology and Information and Computer Science courses).

General Labs

Goal: Maintain CCL general labs at 3 years currency

Process: ITG Coordinator consults with the users of the CCL and other appropriate faculty and staff and makes recommendation to Dean of Academic Services. Dean of Academic Services approves purchases covered by current policies and presents exceptions to Administrative Staff.

Digital Media Labs

Goal: Maintain labs at 2 years currency

Consult annually in Spring semester with Digital Media , Digital Art, TVPro and EMC faculty and staff to develop equipment replacement list

Labs will seek external funding through PCATT and other grants.

Software other than operating systems and Microsoft Office will be funded through division or external funds. Upgrades will be recommended by ITG Coordinator with consultation of appropriate faculty and staff and approval of Dean of Academic Services.

Networking Infrastructure

Goal: Maintain bandwidth at 10 or 100 mb/second and 99% reliability.

Process: ITG Coordinator consults with ITG staff, Technology Committee, and other consultants where appropriate and makes recommendation to Dean of Academic Services. Dean of Academic Services approves purchases covered by current polices and presents exceptions to Administrative Staff.

Campus Software

Goal: Provide all technology users with basic IT tools.

Process: ITG Coordinator will survey all College computer resources annually and identify those areas that need to need to be updated to conform to standards listed below. Requests for software updates may also be made to ITG Coordinator or designate. ITG Coordinator is responsible for maintaining licensing records for all core software, server software, and all software on Campus Computer Labs computers.

All computers will be maintained at most current level compatible with given hardware with the following software:

Microsoft Office Professional

Macintosh or Microsoft OS

McAfee virus protection

Hardware and software for Administrative Services, Academic Services, and Student Services

Goal: Hardware and Software will be maintained at a level necessary for faculty and staff to do their respective duties.

Process: ITG Coordinator will consult with the Deans of Academic and Student Services and the Director of Administrative Services and prepare a list of needs for submission to the Administrative Staff. Administrative Staff

will prioritize list and send to ITG Coordinator for compilation into IT budget.

Hardware and software for other users

Goal: The College will provide to every technology worker a networked computer capable of running basic software as described above.

Process: ITG Coordinator will survey all College computer resources annually and identify those areas that need to need to be updated to conform to standards listed below. Typically, needs will be met through the migration of computers from Campus Computer Labs to individual users. When needed, the College may seek special funding or purchase through installments hardware and software to bring all users up to standards.

Hardware and software other than those described above are to be purchased through the appropriate division or unit. Those requiring other than basic hardware and software shall make their requests through standard purchasing procedures.