



**Broward
Community
College**

Policy Manual

Title: Information Technology Resource Allocation Policy	Number: 6Hx2-8.04
Legal Authority: Florida Statutes: Chapter 1001.65 - Community college presidents; powers and duties	Page: 1 of 2

GENERAL STATEMENT

The President shall establish procedures and requirements as necessary to provide appropriate allocation of Information Technology (IT) resources and support for both academic and administrative areas of Broward Community College (the College), to the extent that financial and human resources allow.

THE POLICY and THE STUDENT

Students are encouraged to provide input through surveys, forums, campus staff and open Board of Trustees' meetings on where IT resources need to be allocated to enhance the student experience.

THE POLICY and THE FACULTY AND STAFF

Employees are encouraged to work within their departments or on committees to identify needed IT functionality to improve the performance of their job functions and duties. Once needs are identified they need to develop a Project Overview Statement (POS). Upon obtaining their cabinet member's support and approval, the POS must be submitted to the appropriate planning committee.

IMPLEMENTATION and OVERSIGHT

IT resources shall be allocated based on the priority of needs. Needs are determined through the College planning processes, and shall be transformed into programs, projects or initiatives and classified as either "Required" or "Recommended". "Required" initiatives and programs are top priorities. They are typically mission critical, required by code or law, essential to insure privacy, security and safety, or are driven by economic factors. "Recommended" initiatives and programs are prompted by the need to stay competitive, improve efficiency, add value, create opportunities, improve services, and respond to the demand for more services. If not funded, these needs will eventually become "Required" initiatives.

To ensure equitable balance between all areas of the college, allocation of IT resources shall be a representative and participatory process linked to the College's planning and budgeting process.

The allocation of IT resources shall be determined by the Vice President for Information Technology, with recommendations from the Technology Advisory Committee (TAC), Instructional Technology Planning Committee (ITPC), and Technology Refresh Planning Committee (TRPC). The TAC, ITPC and TRPC represent stakeholders from all College communities and are responsible for identifying the needs, expected outcomes, priorities, and resources for initiatives contained in the College's Strategic Technology Plan.

VIOLATION OF POLICY

Employees in violation of these established procedures and requirements may be subject to disciplinary action, including termination.

History: New Policy – 03/21/2008

Approved by the Board of Trustees	Date 5/1/08	President's Signature 	Date 5/1/08
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DEFINITIONS

Information Technology Resources - All forms of technology used to create, store, exchange and use information in its various forms of voice, video and data, as well as the human resources and contracts required for the direct support of IT resources and services.

Examples of IT resources (but not limited to):

- Wiring and wireless infrastructure for voice, video and data
- Network electronics for voice, video and data
- Mainframe, mini and server computers and operating systems
- Desktop computers, printers and scanners
- Multi-functional devices
- Telecommunication systems
- Video conferencing systems
- Administrative application software and systems
- Academic application software and systems
- Projectors and podiums/teaching stations
- Maintenance and service contracts for IT resources

The College reserves the right to change this policy at any time without prior notice or consent.

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