

# Policy Manual



<b>Title:</b> Sustainable Technology Practices	<b>Number:</b> 6Hx2-8.07
<b>Legal Authority:</b> Chapter 1001.65 - Community college presidents; powers and duties	<b>Page:</b> 1 of 2

## GENERAL STATEMENT

The President shall establish procedures as necessary to ensure effective, efficient use of technology resources using fiscally sound and environmentally sustainable practices through technological and environmentally sound innovation. The deployment of technology will use best practices for optimum energy efficiency in the operation, utilization, and maintenance of technology, recognizing the need to minimize costs, conserve natural resources and reduce energy consumption (with minimal negative impact on productivity).

## THE POLICY and THE STUDENT

The College implements technology in a way that sustainability is considered. Students need to consider the impact of their consumption of resources and should follow, when appropriate, [Information Technology Sustainability Guidelines](#).

## THE POLICY and THE FACULTY and STAFF

The College implements technology in a way that sustainability is considered. Faculty and staff need to consider the impact of their consumption of resources and should follow, when appropriate, [Information Technology Sustainability Guidelines](#).

## IMPLEMENTATION and OVERSIGHT

Technology Staff will ensure all devices on the College Network comply with college policy and will make every effort to consider energy consumption and environmental impact in the usage of technology in accordance with the [Information Technology Sustainability Guidelines](#) and the College Network Usage Procedures [A6H-x2-8.01](#) and [B6H-x2-8.01](#).

Technology Staff will review, analyze, evaluate and monitor equipment for purposes of setting goals, standards, specifications and strategies to minimize the impact of technology equipment on the environment and the cost savings associated with energy savings. Extending equipment life will also be considered as a measure to reduce consumption.

Technology staff will maintain the [Information Technology Sustainability Guidelines](#) with specific information on the following areas to define the use of environmentally preferable products. Networking & Telecommunications; Systems Administration including Servers and Storage; Campus Technology including Computers and Document Management Program (copiers, faxes, scanners, printers); Telecommuting; and Web & E-Learning including Video Conferencing and at a minimum these guidelines will include power management, energy star rated equipment and double sided printing.

<b>History:</b> New Policy – 1/28/2010
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<b>Approved by the Board of Trustees</b>	<b>Date</b> 1/26/10	<b>President's Signature</b> 	<b>Date</b> 1/26/10
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## VIOLATION OF POLICY

Employees in violation of these established policies, procedures and requirements may be subject to disciplinary action and/or may be required to attend sustainability awareness sessions through Professional Development & Training. Students in violation of these established procedures and requirements may be subject to disciplinary action as outlined in the Student Handbook. All individuals in violation may face fines, fees for damages, civil or criminal penalties from the U.S. courts.

## DEFINITIONS

**Environmentally Preferable Product:** A product that has a lesser or reduced negative effect on human health and the environment when compared to competing products that serves the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes recyclable products, recycled products, and reusable products.

**Sustainability:** a sustainable community or society is one where a balance between planet (environmental concerns), people (social concerns) and prosperity (economic concerns) is reached and maintained so that we meet our needs without jeopardizing the prospect of future generations. This is sometimes referred to as the 3-P's of sustainability or the Triple Bottom Line.

**Technology Staff:** The Associate Vice President, Technology Infrastructure Services, Associate Vice President, Instructional Technology, Campus Associate Deans of Technology, and each of their respective staffs. In addition, the College may use consulting and contracted services to augment the Technology Staff.

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

**History:** New Policy – 1/28/2010

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