A. Purpose

1. Describe the information technology procurement process at Gaston College;

2. Delineate procedures for the allocation and use of information technology resources that are consistent with the institution's purposes and goals;

3. Ensure that academic and administrative needs are adequately addressed in relation to acquisition of information technology resources;

4. Ensure that information technology resources are being used to support official authorized college use in accordance with the Gaston College Strategic Plan

5. Describe the process for changing jobs within the organization and the movement of information technology resources.

B. Policy Statement

1. Gaston College realizes the need to secure technology resources in a systematic, timely, cost-effective manner in order to ensure that faculty and staff can provide quality programs and services. For this reason, administrative and academic departments must complete a "Technology Review Form" in order to obtain approval from the appropriate funding authority for any technology purchase over $500. Requests will not be processed without the approval of the account authority. All purchases of desktop computer upgrades, hardware, and software for Gaston College administrative and academic departments must be reviewed by the "Technology Review Committee (TRC)." The TRC will review the request to insure the appropriate hardware or software is identified and that any software requested will not interfere with existing software or with the Gaston College network services. Only software with the appropriate official licensing will be installed on college desktop computers. Employees may not install and use unauthorized copies of licensed software. Faculty or staff who relocate to another position within the organization must follow the same procedures for requesting equipment in their new position. Faculty and staff are not authorized to approve the movement of information technology equipment from one location to another as their job responsibilities change.
2. Responsibility

a. It is the responsibility of faculty and staff to follow their roles in accordance with these procedures. A Technology Review Committee has been formed consisting of representatives from academia as well as Technology Services. These members include:

   (1) Dean of Industrial Engineering and Information Technologies
   (2) Director of Technology Services
   (3) Department Chair of Information Technologies
   (4) Network Manager
   (5) PC Specialist
   (6) Outside representatives from requesting party
   (7) Department Chair of Office Systems Technology

b. The steps listed below will be followed when a need is identified that can be solved via the use of technology.

   (1) A request for technology is made to the appropriate funding authority for the employee's area.
   (2) The supervisor then sends an email to the Technology Review Committee with the following information:
       (a) Requester's name
       (b) Funding source
       (c) Details of the technology requested
       (d) Justification for technology purchase
       (e) Related college strategic goal
       (f) Related college strategy
       (g) Related unit goal
       (h) Date needed by
       (i) Any additional comments

       Note: The email should be sent to TRC@gaston.edu.

   (3) The information technology resource requests are prioritized by the President's Executive Committee and forwarded to the Technology Review Committee for implementation.
(4) The Technology Review Committee will meet to assess the work/instructional environment from a college-wide perspective and to offer suggestions for the implementation of the approved information technology requests. The committee proceeds as follows:

(a) Review the equipment request for implementation planning.

(b) Analyze the technology requests within the context of the College’s Strategic Plan. This then serves as the criteria for prioritizing installations during the implementation phase.

(c) Develop strategies which include purchase of new equipment and reallocation of existing equipment in order to meet the requests within the constraints of the limited resources available.

(d) Recommendations for budgeted requests.

(5) Once a solution is agreed upon, the request will be sent on to the Gaston College Purchasing Department with the appropriate signatures attached.

(6) Any item over $500 or an item that impacts more than one personal computer on campus must be approved through this process. Proper system requirements should be addressed by the requesting individual, and consultation with appropriate Gaston College technical support personnel should take place. All individual software license agreements for faculty/staff computers will be the responsibility of each department. Major licensing agreements for the computer labs on campus will still be the responsibility of Technology Services.
(7) Bundled software provided by a textbook publisher and sold as a supplement for student materials must be reviewed by the Technology Review Committee. The process for non-technology items (i.e., desks and chairs) will follow the normal purchasing process.

(8) The allocation and procurement process is evaluated in the annual budget evaluation instrument. This instrument evaluates the overall budgeting and information technology resources procurement policies and procedures. The President's Executive Council uses the results of the evaluation to make necessary adjustments.

(9) Gaston College assumes no responsibility for damage to personal property or lost time resulting from not following approved policy.