SUBJECT: Technology Resource Plan

Midland College will continue to grow and find new needs for electronic/computerized equipment, therefore this equipment will increase as our needs expand. We commit a large portion of the Information Technology budget to non-capitalized inventory. The current procedure for determining large expenditure items of the non-capitalized inventory portion of the Information Technology budget is:

1. During the fall semester, Information Technology, at faculty request, consult with faculty on possible technology projects.

2. Division Deans should receive technology project requests from faculty in January.

3. The Division Dean approves and prioritizes the projects and forwards the requests to the Vice President of Instruction in early February.

4. By mid-February the Vice President for Instruction forwards the requests to the Executive Vice President and the Vice President for Information Technology and Facilities.

5. The Vice President for Information Technology and Facilities determines approximate costs of requested projects by the first of March.

6. The Executive Vice President will prioritize the project requests by the first of March.

7. The Executive Vice President and the Vice President for Information Technology and Facilities meet in mid-March to decide which projects to accomplish and the sequence to follow.

8. The non-capitalized inventory component of the Information Technology budget is reserved in the submitted budget for the coming fiscal year in late March.

9. Upon completion of the projects, ownership (and responsibility for maintenance) of the new capital items is transferred to the division that will use the project.