

SUBJECT: Administrative Computer Services

I. Use of Computer

The College's administrative computer facilities and services are available for use by the following personnel and organizations:

- A. Authorized college employees in the performance of their assigned duties.
- B. Sister institutions having comparable data systems and that are willing to reciprocate use of equipment in emergency situations for disaster recovery and business continuity.
- C. Specifically authorized software and hardware vendors in the support of their goods and services when needed.

II. Computer Access

Prospective users may request an account and access to the data center systems by written request through their Dean or Director to the Data Center Manager. Approved users will be assigned an account and access rights dependent on the user's needs and role.

III. Programming Services

Requests for programming services must be submitted to the Data Center Manager. The Data Center Manager will evaluate the request in terms of effort required, existing work load, resources required and the priority of the proposed project. The Data Center Manager may then assign the project to a programmer.