



COLLEGE POLICY GUIDELINES/PROCEDURES

POLICY NUMBER: **2401B**

DATE: February 29, 2020

POLICY TYPE: Administration

POLICY TITLE: Technology Investment Policy Guidelines & Procedures

GUIDELINES/PROCEDURES:

Exceptions and Waiver

If necessary, due to legitimate functional needs, a waiver of this Policy may be requested with appropriate justification by submitting a request in writing, reviewed and approved by the area Vice President, to the Chief Information Officer (CIO). Exceptions to this policy and key requirements may be escalated for approval and sign-off by the President.

Definitions

See [Technology Investment Standards](#) and appropriate [Procedures](#) for more details.

Roles & Responsibilities

- Interests for **Technology Services (TS)** in applying this policy to daily activities:
 - TS values **customer service** as the number one priority of its existence.
 - TS promotes a **collaborative and communicative process** within the College and its various stakeholders in identifying, selecting and implementing technology solutions.
 - This policy is **agile** and the **rigor** of this policy will be applied to initiatives, on a case by case basis, based on the initiative's degree of complexity, to ensure that the appropriate level of due diligence is performed to make good, quality and timely decisions.
- The **College Community** will work with Technology Services:
 - In a **timely and effective manner** so that TS can effectively perform its required duties in supporting the College.
 - To leverage **existing investments** prior to seeking new ones.

See *Technology Investment Standards* and appropriate *Procedures* for more details.

Consequences of Non-Compliance

- Going outside the framework of this policy can result in escalation of the issue to appropriate Shared Governance Council, the Assembly, College Managers, the Vice President responsible for the requesting functional area, the Provost or the President/Cabinet.
- Projects that do not follow the key requirements of this policy will not be considered for implementation or support and may be forcibly taken off systems and included on “Blacklists” for backend software management tools. Furthermore, the Internet address (URL) of externally hosted solutions may be restricted through the College’s firewall. Also, there may be future budget adjustments and/or position transfers from the respective areas to allow for maintenance, support and sustainability of solutions that are implemented outside of this policy.

Required Supporting Information

- Technology Investment Standards
- Cabinet IT Project Review Threshold Standard
- Grant Funded Technology Needs Coordination Standard
- IT Governance Charter

Modification

Modifications to this policy should be coordinated through the IT Shared Governance Council and the College’s Shared Governance process.