

 ALVIN COMMUNITY COLLEGE		ADMINISTRATIVE PROCEDURE MANUAL	
Section Title: Technology Equipment Assignments		Number: cr-01	Page: 1 of 2
BASED ON BOARD OF REGENTS POLICY			
Policy Title: TECHNOLOGY RESOURCES		Policy Number: CR	
Local	Date Adopted by ELT: 10/31/17		

Purpose: The purpose of this procedure is to define technology equipment assignments and storage limits contingent upon an employee's position within the College.

Role	Computing Device	Personal Printer Y/N	Data Storage (U:\)	Email Storage	Voicemail Y/N	Long Distance Code	VPN Y/N
PT Staff	Standard PC, 1 monitor	N	N/A	5GB	By Request	N	N
TSCM Staff	Standard PC, 2 monitors	N	Y	5GB	Y	Y	N
FT Staff	Standard PC, 2 monitors	N	Y	5GB	Y	Y	N
Adjunct Faculty	N/A (Faculty Workroom in G-100)	N	N	5GB	N	N	N
FT Faculty	Standard PC, 2 monitors	N	Y	5GB	Y	Y	N
Director or Dean	Premium Laptop, dock, 2 monitors	Optional	Y	10GB	Y	Y	Y
Instructional Program Director	Standard PC, 2 monitors	Optional	Y	5GB	Y	Y	Y
Vice President/Executive Director	Premium Laptop, dock, 2 monitors	Y	Y	10GB	Y	Y	Y
<i>---- Noted Exceptions ----</i>							
Off Campus Advisors	Std. Laptop, dock, 2 monitors	Y	Y	5GB	Y	N	Y
Marketing/Graphics Specialist	iMac	N	Y	5GB	Y	Y	N
IT Network / Programming	Premium Laptop, dock, 2 monitors Standard PC (testing/dev)	N	Y	5GB	Y	Y	Y
STEM Mobile Tutors	Std. Laptop, dock, 2 monitors	N	Y	5GB	Y	N	N
Admin Assistant	Standard PC, 2 monitors	Y	Y	5GB	Y	Y	Y

Other Exceptions: Requests for variance from these standards require approvals as noted below:

- Equipment requests require approval from the employee's Supervisor, Departmental Vice President, and Vice President of Administrative Services, and Director, Information Technology.
- Storage limit increases require approval from the employee's Supervisor and Director, Information Technology, and are dependent upon available resources.

Standards:

Standard Monitors:	22" – 1920x1080 resolution
Standard PCs:	Designed to meet normal business computing needs, current Windows OS
Premium Laptop:	Specifications targeted to end-user needs, current Windows OS
Personal Printers:	LaserJet B&W, 2 sided printer

Date Revised: