



NO. 9000 INFORMATION TECHNOLOGY SERVICES

Information Technology Services shall have the responsibility and authority to accomplish the following objectives on behalf of Oklahoma City Community College (OCCC):

- 1.0 Establish policies and procedures for appropriate use of campus technology;
- 2.0 Strategic planning, oversight and direction of OCCC's Information Technology infrastructure, resources and services;
- 3.0 Maintain the IT Business Continuity and IT Security plans;
- 4.0 Ensure the integrity and security of OCCC's network, systems, and databases;
- 5.0 Provide controlled access via authentication to OCCC computers, systems, databases and designated controlled areas;
- 6.0 Determine minimum computer performance standards, and support general use hardware and software utilized by OCCC users;
- 7.0 Acquire, operate and support the hardware and/or software which authorizes and manages network access to authorized machines and users;
- 8.0 Manage ITS budgets for computing costs (hardware, software, maintenance, leases, licenses, and supplies), and project future budget needs;
- 9.0 Assist OCCC with acquisition procedures for computing software and hardware (e.g. evaluating products, developing specifications, negotiating contracts, site planning, etc.);
- 10.0 Acquire, install and provide technical support for OCCC classroom computers, computing devices, and classroom technology;
- 11.0 Management, operation and support of campus telephone/voice mail systems;
- 12.0 Management and support of campus network(s);
- 13.0 Liaison with all vendors for materials parts and services required to maintain OCCC computer systems and network(s);
- 14.0 Consult and provide input with Facilities Management, architects, general contractors and electrical contractors to support networking and AV systems in new building construction, building renovations and modifications;
- 15.0 Produce special reports as required by OCCC administration and/or departments, and State or Federal entities; and
- 16.0 Develop and maintain custom business processes to meet the needs of OCCC users.

Information Technology Services shall develop specific procedures as necessary to accomplish the objectives of this policy.

Effective: October 26, 2021