

in an effort to maximize security and minimize disruptions, the following policies apply to all equipment housed in the Data Center.

- All equipment installations, removals, and changes must be approved by the Chief Information Officer prior to the action being taken.
- Data Center employees will deny entry to unauthorized staff or vendors who intend to install, remove, or rename equipment without approval.

**3. Access Authorization**

must be sponsored by an authorized staff member.

**6. Equipment Installation**

Authorized staff performing the installation must have approval of the Chief Information Officer.

**7. Equipment Removal**



**8. Equipment Renaming**

Authorized staff performing the renaming must have approval of the Chief Information Officer.

DEFINITIONS

Data Center:

Any location housing equipment that is part of the college's Information Technology

Information Technology employees who work at the Data Center

Authorized Staff: College employees who are authorized to gain access to the Data Center but who do not work at the Data Center

Visitors: All other personnel who are occasionally permitted access to the Data Center

DR. CHARLES LEBRETT, PRESIDENT

DATE

Approved by Technology Committee 12/1/2016

Approved by IET 2/6/17

Approved by President's Cabinet 2/28/17

14 day comment period 3/9/17 – 3/22/17