2112 – IT Purchases and Projects

All IT purchases over $200 from any area of the college need to be sent to the Chief Information Technology Officer with an explanation of need before the purchase can be processed. For the areas who just need prices they can continue contacting the appropriate IT employee.

All IT projects current or new need to be communicated to the Chief Information Technology Officer for oversight, to track manpower needs and to enable the Chief Information Technology Officer to tie projects into the strategic plan.

Defining IT at Barton

Electronic and information technology. Includes information technology and any equipment or interconnected system or subsystem of equipment, which is used in the creation, conversion, or duplication of data or information. The term electronic and information technology includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines. The term does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation, are not information technology.

Information technology. Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term 'information technology' includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

Example:

At Barton some examples are: on our web site the Executive Director of Public Affairs is responsible for content and how the site looks, while the IT department is responsible for support services, underlying systems and transport mechanisms and insuring that the site functions properly. Another example is, in the smart classrooms the faculty members are responsible for the content and presentation and the IT department is responsible for support services, underlying systems and transport mechanisms.

(Based on policy 1111; approved by President on 06/03/08)