

# 6-13: Resource Allocation Priorities for Administrative Computing

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## I. PURPOSE

This policy defines the process for establishing staff resource allocation priorities for administrative computing.

## II. GENERAL

Within the context of administrative systems, the Administrative Systems Management Team (ASMT) is charged with prioritizing requests referred by campus departments, evaluating future direction initiatives and technological tools to accomplish these initiatives, reviewing resource needs, and following through to support both short and long term objectives. The ASMT is empowered to be a decision-making team with authority delegated from the administrative level. The ASMT is composed of the Director of Human Resources, the Director of Financial Aid, a representative of the Vice President for Institutional Advancement, the Controller, the Registrar, and a representative of the Director of Computing and Telecommunications. Staff programming resources will be allocated according to the following sequence of priorities:

1. Supporting and maintaining current software and hardware for ongoing operations, including but not limited to Banner, Oracle, SQL-Assist, MS Office Suite, WordPerfect, and OpenVMS.
2. Installing upgraded releases of vendor software that effect college operations.
3. Programming, testing, and installing user-requested enhancements or modifications to existing software.

The Computer Center will evaluate requests for changes to Banner, and may send such requests to SCT for consideration as a Request for Program Enhancement (RPE). Modifications to Banner that are deemed necessary to make Fort Lewis College more effective will be included in the Computer Center's development schedule. Priority on the Computer Center's development schedule is established in the following order:

1. Changes mandated by outside governing agencies (e.g., State of Colorado, Federal Government, CCHE).
2. Changes mandated by new College policies and procedures as established by the President and/or the Cabinet.
3. Other changes or enhancements to existing systems and requests for new systems.