Policy Number 5.3

Chapter: Finances

Title: Information and Technology Department Mission and Structure

Division/Department: Finance/Information Technology

Policy Administrator: Director of Information Technology

Adoption Date: September 27, 2023

Revision Dates:

1.   **PURPOSE**

The Division of Finance is divided into several departments. This policy defines the Information and Technology Department and identifies its key areas of responsibility.

2.   **DEFINITIONS**

This Policy does not require the definition of any specific terms.

3.   **POLICY**

3.1.   Within the Division of Finance, there is the Information and Technology Department, headed by the Director of Information and Technology, who reports to the Chief Financial Officer, and whose responsibilities are to direct and manage the operations of the department, appoint employees within the department, prepare its annual budget, be accountable for activities of the department, serve as its senior supervisor, and other duties as assigned.

3.2.   The mission of the Information and Technology Department is to ensure the effective, efficient, and secure operation of all technology systems and infrastructure used throughout the Auraria Higher Education Center (AHEC), as well as the fiber and copper cabling distributed to every building across the campus. Additionally, the department serves as the point of contact for technical projects and initiatives that impact the separate information technology departments and networking infrastructure of all campus users.

3.3.   The Information and Technology Department is responsible for:

3.3.1. Designing, selecting, acquiring, implementing, and approving technology that enables and supports the strategic goals of all AHEC departments.

3.3.2. Effectively managing the performance and accessibility of all internal AHEC information systems as well as external systems that face the campus community.

3.3.3. Provide and coordinate training and support for AHEC users to enable effective use of technology.

3.3.4. Continually improving the performance, security, ease of use, and reliability of campus networks, systems, and services.

3.3.5. Implementing and maintaining IT security tools to protect sensitive data.

3.3.6. Ensure that systems implemented conform to required data security, auditing, and compliance standards.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: September 27, 2023

Approved by: Tracy Huggins
                 Chair of the Auraria Board