

Central Virginia Community College Policies
IV - Employment Policies and Information
Faculty and Staff IT Equipment Policy that Enables a Sustainable and Mobile Workforce



Policy #:	CVCC0079
Effective:	__/__/__
Revised:	08/29/2022
Responsible Dept.:	Information Technology
Other Policy References:	NA

This policy reduces Central Virginia Community College's (CVCC's) carbon footprint. Additionally, it enables CVCC to provide service to our community when the unexpected happens by quickly transitioning to a mobile workforce.

Scope:

Faculty and staff members whose positions warrant a dedicated computer will be issued CVCC-owned Windows-based mobile computer and accessories. Each Windows-based mobile device will include accessories for a primary and secondary workspace. The division or department supervisor will determine how and where the faculty/staff member is authorized to use the equipment. CVCC will also reduce its carbon footprint by, whenever possible, using electronic materials and eliminating printed materials for in-person and virtual meetings at which the attendees are limited to CVCC faculty and staff.

Exception Request:

Faculty and staff actively involved in teaching and learning in areas where a non-Windows is required can request a non-Windows device from IT through their division supervisor. The request must include a compelling reason why a non-Windows-based computer is required. Denied requests can be appealed to the Education, E-Learning, and Information Technology (E2IT) Committee by the supervisor responsible.

Equipment:

CVCC Windows-based mobile computers provided to faculty and staff will include an integrated keyboard or an attachable mobile keyboard, a carrying case, a power supply, and a Bluetooth headset. Additional accessories to be provided:

- **a single dock and a power supply** for additional mobile computer connectivity, including wired network connection, video, sound, and USB. The dock will be used at the faculty/staff member's primary workspace. It is essential to note that the primary and secondary workspaces can change.
- **Two (2) monitors** to connect to the dock at the faculty/staff member's primary workspace. Alternatively, one monitor can be connected to the dock at the faculty/staff member's primary workspace and the other at the faculty/staff member's secondary workspace.
- **Cables** will be provided to connect the monitors to the mobile computer. This (these) cable (cables) can also be used for faculty/staff that choose a second monitor at their secondary workspace.
- **A USB hub** will be provided for additional USB port availability at the faculty/staff member's primary or secondary workspace.

Fiscal responsibility for accessories beyond the ones listed above is the department's responsibility or the faculty/staff member.

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Responsibility for the Equipment:

- IT Department responsibilities:
 - Provide the equipment.
 - Support the faculty/staff member using the equipment.
 - Repair/replace defective or malfunctioning equipment.
 - Replace the equipment in accordance with the replacement cycle.
- Faculty/Staff member's responsibility:
 - Use the equipment in compliance with all VCCS Standards, including:
 - 6.2 Mobile Devices and Teleworking
 - 8.1 Asset Management