

ADMINISTRATIVE COMPUTING

PURPOSE

This policy establishes guidelines and procedures to ensure the secure, efficient, and effective use of computer systems and data within the administrative functions of the institution.

POLICY STATEMENT

Edison State Community College utilizes the Colleague Enterprise Resource Planning (ERP) software product of the Ellucian Corporation (including its WebAdvisor web interface) as its administrative computing database.

All crucial institutional data is stored, manipulated, and accessed in Colleague. This includes all student, employee, financial, and course information. Additionally, all crucial institutional functions transpire in Colleague, including registration for classes, student grades, transcripts, departmental budgets, employee payroll, etc.

As the central hub and core of the College's information technology architecture, Colleague represents the major and primary software investment at the College. Its maintenance is crucial to all College functions, and its security is paramount. Access to Colleague is issued only upon written request by the employee's immediate supervisor, and in accordance with the Ohio State Auditor.

Whenever possible, any software functionalities required by College departments should integrate with Colleague, both to leverage Edison State's existing investment in technological functions and to eliminate duplication of work. The purchase of software that does not communicate with the Colleague system requires custom work to the new software, Colleague, or both to bring them together.

The College departments shall evaluate "third-party" software products in close consultation with the IT Department for their ability to interface with Colleague "out of the box" prior to any purchasing decision going forward through the budgeting process. Customization to the Colleague system should be avoided whenever possible.

PERSONS AFFECTED

All Edison State Community College stakeholders.

DEFINITIONS

ENTERPRISE RESOURCE PLANNING SOFTWARE

Integrated business management system that allows organizations to streamline and automate their core business processes.