

# Conference Room and Non-Classroom Space Technology Policy

## ROWAN UNIVERSITY POLICY

**Title:** Conference Room and Non-Classroom Space Technology Policy

**Subject:** Information Resources and Technology

**Policy No:** IRT:2015:05

**Applies:** University-Wide

**Issuing Authority:** Senior Vice President for Information Resources and Technology and Chief Information Officer

**Responsible Officer:**

**Adopted:** 2015

**Amended:** 07/26/2018

**Last Revision:** 07/26/2018

### I. PURPOSE

Rowan University recognizes that conference facilities may require technology for audiovisual viewing, demonstration, interaction, and collaboration. The purpose of this policy is to establish technology standards for conference rooms that will be supported by IRT, project management and AV and computer technologies standards for non-classroom spaces, and collaborative responsibilities between IRT and Facilities.

### II. ACCOUNTABILITY

Under the direction of the President, the Chief Information Officer and the University's Director of Information Security shall implement and ensure compliance with this policy. The Executive Vice President for Administration and Strategic Advancement, Provost, Vice Presidents, Deans, and other members of management will implement this policy.

### III. APPLICABILITY

This policy applies to all Rowan conference rooms and non-classroom spaces and the following technologies:

- CD/LED displays
- Projectors
- Digital media players (i.e. AppleTV)
- Videoconferencing
- Computers
- Sound systems
- AV control systems
- Connectivity

### IV. POLICY

1. Technology
  - a. IRT is responsible for all Rowan conference room technologies.
  - b. IRT is responsible for regulating conference room technology type, model, and design.
    - i. Refer to Conference Room and Non-Classroom Space Technology Standards and Specifications Addendum.

2. Support
  - a. All conference room technologies must adhere to IRT policies.
  - b. All repair or replacement costs due to hardware or software malfunction or damage is the responsibility of the user.
  - c. All conference room technology purchases must be submitted for IRT approval in accordance with the IRT technology acquisition policy
3. What IRT Does Not Support
  - a. IRT does not support costs of maintenance, repair, or replacement of conference room technologies.
  - b. IRT does not support installation costs of technologies in conference rooms.
  - c. IRT does not support iPad or tablet interfaces in conference rooms.
4. Requests for technology procurement and installation
  - a. *IRT*: All technology requests must be submitted as "Non-Standard Space Technology Procurement" and approved by IRT using the IRT acquisition policy and procedures.
  - b. *Facilities*: All facility requests for installation must be submitted using Facilities acquisition policies.
  - c. The budget for requested technologies will be the responsibility of the requestor.
  - d. The budget for requested project management (inclusive of all infrastructure requirements such as power, data, and installation) will be the responsibility of the requestor.
5. Scheduling
  - a. All technologies must be purchased and delivered in accordance with the schedule of Facilities project manager.
  - b. The project manager is responsible for communicating and planning all requests.
  - c. The project manager is responsible for working with IRT and Facilities to ensure timely service and adherence to technology standards.
6. Maintenance and Support
  - a. All technology maintenance, support, repair, and replacement costs are the responsibility of the requestor/owner.
  - b. All power related support is the responsibility of Facilities
  - c. All cabling related support is the responsibility of IRT
7. *Infrastructure, Installation, AV, and Technology Standards*: Facilities is responsible for
  - a. Infrastructure standards
  - b. Electric standards
  - c. Furniture standards
  - d. Lighting standards
  - e. Project management for all infrastructure requirements
8. IRT is responsible for
  - a. LCD, LED, Projection standards
  - b. Computer standards
  - c. Audio standards
  - d. Videoconferencing standards
  - e. AV control standards
  - f. Digital media player standards
  - g. Technology integration standards

## V. ATTACHMENTS

1. Attachment 1, Addendum to Conference Room and Non-Classroom Space Technology Conference Room and Non-Classroom Space Technology Policy. Standards and Specifications, Addendum

By Direction of the CIO:

Mira Lalovic-Hand,  
SVP and Chief Information Officer

**Addendum #1 Attached**

## ATTACHMENT 1

### Addendum to Conference Room and Non-Classroom Space Technology Conference Room and Non-Classroom Space Technology Policy.

#### Standards and Specifications, Addendum

##### **Lenovo ThinkCentre M93p Tiny**

10AACTO1WW

Preload Type

Standard\_Image

Preload OS

WIN7\_HP64

Preload Language

Windows 7 Home Premium 64 English

Platform

Tiny 65W

Floor Stand

VESA Mount Bracket kit - Tiny

Processor

Intel Core i5-4570T Processor (4MB Cache, up to 3.60GHz)

Memory

8GBx1 PC3-12800 DDR3 SoDIMM

1st HDD Drive

128GB\_SSD\_2.5"\_SATA

Graphic Card

Integrated Graphics

1st Optical Drive

Slim DVD Burner/CD-RW, SATA

Keyboard

USB Fullsize - US English

Mouse

Edge Mouse

Audio Card

Integrated Audio

Ethernet

Integrated Intel Gigabit Ethernet

Internal Speakers

Internal Speaker Tiny

Publications

Publication English

Adobe Lightroom

Adobe Lightroom\_5.0

3 Year On-site Warranty

3 Year Priority Technical Support

##### **LCD Displays (55, 80, 90)**

NEC E554, 55 inch

NEC V801, 80 inch

Sharp LC-90LE657U 90 inch

##### **Projectors**

NEC NP-M311X for smaller rooms

NEC NP-PA550W for medium-large rooms

##### **AV Control**

Pixie

##### **Wall Inputs**

VGA

HDMI

Audio 1/8 inch

Component

USB

Power

**Video-Conferencing**

Spec adapted for space and use

**AppleTV**

For untethered use of tablets and laptop computing

\*Refer to AppleTV IRT Policies