
matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: Access to MATC Computing Facilities

Code: GG0307-1

Policy Reference: N/A

Background and Purpose:

Milwaukee Area Technical College is committed to the proper use and protection of its assets. A significant amount of assets are contained in the MATC Central Computing Facility. An automated Fire Suppression System and other systems protect these assets.

In order to minimize the risk that the Fire Suppression System will be inadvertently triggered, MATC has established the following procedure regarding access to the Central Computing Facility.

Access Approval Process:

1. Only MATC staff and contractors who have received training on the Fire Suppression System are allowed to be in the Central Computing Facility alone.
2. MATC Staff and contractors who have received training on the Fire Suppression System must sign the attached form (See Appendix A).
3. MATC Information Technology (IT) staff must accompany anyone not trained in the operation of the Fire Suppression System.
4. If an MATC IT staff person is giving a tour of the Central Computing Facility, there must be at least one IT staff person per two visitors.
5. All persons entering the Central Computing Facility, with the exception of MATC Telecommunications staff and MATC Technical Services staff, must sign the visitors' log.
6. The MATC Director of Technical Services will review the visitors' log semi-annually and make recommendations to the Associate Vice President of Information Technology as to the advisability of continuing to allow visitors in the Central Computing facility.
7. The MATC Director of Technical Services will establish a procedure for monitoring who will be given key access to the Central facility.

Approving Authority:

Lester C. Ingram
Vice President, Administrative Services

Date: 5/22/01
