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HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 7.1.2
Title: Assignment of Priorities for Information Technology Use
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President for Technology & Institutional Planning

Original Approval Date: 09-09-1993
Last Cabinet Review: 11-07-2007
Last Revision:

Chairperson

The need for information technology services by various user groups within the College far exceed the funds to realistically support such a level of service. In order to balance the services provided among the user groups, priorities must be established for the requested services. The following criteria will be used in establishing priorities:

1. The relationship to the College mission and goals.
2. The compliance with changes in law or regulations of Horry-Georgetown Technical College or the State Board for Technical and Comprehensive Education.
3. The criticalness to startup of a new curriculum or courses, or upgrading to current standards.
4. The relevance to college-wide decision making, operation management, and reporting.
5. Cost avoidance.
6. The improved effectiveness within a department of the College.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 7.2.1
Title: State Board Requisition of Information Technology Systems
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President for Technology & Institutional Planning

Original Approval Date: 09-09-1993
Last Cabinet Review: 11-07-2007
Last Revision:

Chairperson

As a matter of official record, the State Board for Technical and Comprehensive Education herewith adopts the letter, spirit, and intent of the South Carolina Consolidated Procurement Code and the Rules and Regulations of the Budget and Control Board as policy and for compliance by all institutions and programs under the jurisdiction of the State Board.

Any institution or program desiring to rent, purchase, or lease any information technology systems (i.e., data processing, telecommunications, audio/video, reprographic/micrographic, and office systems technologies) or contract for consultant services in the field of information technology shall submit a properly documented and justified request to the State Board for Technical and Comprehensive Education for review, consideration, and appropriate processing.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 7.2.1.1
 Related Policy: 7.2.1
 Title: State Board--Procurement of Information Technology Systems
 Responsibility: Vice President for Technology & Institutional Planning

Original Approval Date: 08-01-1994
 Last Cabinet Review: 11-07-2007
 Last Revision: 10-21-1996

President

I. Authorization

By virtue of provisions contained in Section 11-35-1580 of the South Carolina Consolidated Procurement Code, and through subsequent legislation and alignment of responsibilities in the course of Budget and Control Board reorganization, the Office of Information Technology Policy and Management (OITPM) and the Information Technology Management Office (ITMO) are responsible for:

1. Assessing the need for and use of information technology.
2. Evaluating the use and management of information technology.
3. Administering all procurements and contracting activities undertaken for governmental bodies involving information technology.
4. Providing for the disposal of all information technology property surplus to the needs of a using agency.
5. Operating a comprehensive inventory and accounting reporting system for information.

II. Definitions

1. Information Technology (IT) is defined as data processing, telecommunications, audio/video, reprographic/micrographic, and office systems technologies, facilities, resources, and services.
2. The procurement of Information Technology for administrative functions must be approved by the Office of Information Technology Policy and Management (OITPM). Procurement of Information Technology for research and instructional (R&I) purposes is excluded from this requirement. Research and Instructional information is defined as that technology to be employed by academic institutions, in an academic setting, and solely for the purposes of research and/or instruction, and for no other purpose.

3. Individual IT items costing less than \$2,500 are to be excluded from the IT Plan. However, a work station (i.e., PC, keyboard, monitor, cables etc.) is defined as a system. As such, approval is needed if the total cost of all items in the system is \$2,500 or more. The same would apply to a purchase of twenty-five \$100 similar items or one hundred \$25 similar items.

III. Procedures

Each technical college and the Office of the State Board for Technical and Comprehensive Education (SBTCE) is required to submit an annual Information Technology Plan (IT Plan) to the Office of Information Technology Policy and Management (OITPM). The IT Plan projects purchases during specific fiscal years and reflects the budget requests of the individual colleges, Special Schools, and the SBTCE. The priorities for new funds are those set by the State Board for the Technical Education System.

1. In May of each year, Information Technology planning forms and planning instructions prepared by OITPM are sent to each technical college and the SBTCE Office Division of Planning and IRM. Additional interpretations and guidelines pertinent to the Technical Education System are sent to the colleges from the Division of Planning and IRM. Also, OITPM conducts briefings on the planning procedures that may be attended by college personnel.
2. The IT Plan must be prepared in a form (hard copy or diskette) required by OITPM.
3. The IT Plan covers the budgeting fiscal year plus any future plans requested by OITPM. In reviewing requests for IT equipment and services, the staff at OITPM requires responses to the questions below in determining justification and documentation of need. This applies to requests contained in the Annual IT Plan and to future requests for items not identified in the Annual Plan. All questions may not apply to a given IT item and OITPM reserve the right to modify these criteria.
 - a. What exactly is being requested?
 - b. Why is the requested item needed (i.e., to achieve what principals benefits) and on what applications(s) will it be used?
 - c. Does the requesting department have other items of this same type? If so, how many?
 - d. If more than one item is being requested, why is this number needed?
 - e. How many people (by job title) will use the item?
 - F. How frequently will the item be used?
 - g. What alternatives to this acquisition were explored and why was this alternative chosen?
 - h. Does the requested item comply with applicable State standards? If not, why should an exception be granted?
 - I. What is the estimated cost of the requested item?
 - J. What is the funding source? (local, State, Federal, other?)
 - k. Will the requested item produce a cost savings? If yes, explain.
 - l. Will other items related to this acquisition be requested later? If so, specify.
 - m. Will this purchase result in a trade-in or turn-in of surplus property? If so, explain.

- n. If there is a deadline for this acquisition, explain why.
4. The IT Plan is to be sent to SBTCE Division of Planning and IRM at least one week in advance of the deadline set by OITPM. The IT Plan is not to be sent directly to OITPM.
 5. The IT Plan is evaluated by OITPM. The evaluation results indicating which requests are approved, not approved, or deferred are returned to the State Office Division of Planning and IRM for distribution to the technical colleges.
 6. Approved items may be procured without additional permission from OITPM, provided there are no substantial changes in the items or their cost. Normal procurement procedures are to be followed (e.g., bids, State contracts, local or State funds, sole source authorization, et cetera).
 7. In the event an IT item is needed which was not included in the IT Plan, a separate request must be submitted to the SBTCE Division of Planning and IRM. These requests are reviewed and sent to OITPM. These unplanned requests are evaluated by OITPM using the same criteria that applied in evaluating the IT Plan.
 8. OITPM will notify the SBTCE Division of Planning and IRM of the approval status of the unplanned requests. The colleges will be notified by the Division of Planning and IRM that approved items can be acquired through normal procurement procedures.
 9. When a college declares its intention to procure an item on a sole-source basis, OITPM's approval letter covers only the type of item requested and not for the make or model being procured.

IV. Surplus Information Technology Property

Proviso 14.73 of the 1989-90 Appropriations Act gave to the State Information Technology Procurement Office the responsibility to coordinate the sale, trade, or disposal of information technology.

1. Technical colleges and the SBTCE desiring to acquire items of surplus Information Technology must submit requests to OITPM through its IT Plan. The IT Plan should include adequate justification of the need. These requests will be evaluated on the same basis as other IT requests.
2. Technical colleges and the SBTCE Office seeking to dispose of information technology items should adhere to State Board's standard procedure listed below. Any changes in functional need for such IT items should be reflected in the annual IT Plan. In the case of an unplanned need, an independent justification is required.
 - a. The college generates the Turn-In-Document (TID) and sends it to the SBTCE Equipment Manager.
 - b. The Equipment Manager removes the item from inventory and notifies the technical college that the item is available.
 - c. If, after a designated time period, no technical college requests acquisition of the item, the Equipment Manager forwards the TID to the Office of Surplus Property.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 7.2.2
Title: State Board Data Base Reporting Requirements
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President for Technology & Institutional Planning

Original Approval Date: 09-09-1993
Last Cabinet Review: 11-07-2007
Last Revision:

Chairperson

To assure compliance with all statutory financial and educational accountability requirements, all technical colleges under the jurisdiction of the State Board for Technical and Comprehensive Education are required to report specific data elements to the State Board on students, instructors, facilities, and courses. The data elements mandated by this policy are to be reported uniformly and on a timely basis as identified by State Board Procedure 3-3-101.1. Accordingly, all required data elements are to be reported in prescribed formats consistent with the data base structure and the Data Element Dictionary.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 7.2.2.1
 Related Policy: 7.2.2
 Title: State Board Required Data Base Reporting Elements
 Responsibility: Vice President for Technology & Institutional Planning

Original Approval Date: 08-01-1994
 Last Cabinet Review: 11-07-2007
 Last Revision: 10-21-1996

President

I. Census Dates

Ending Summer Term/Opening Fall Term - September 10
 Ending Fall Term/Opening Spring Term - February 10
 Ending Spring Term/Opening Summer Term- June 10

II. Student Goal Data

This record format is used to load the institutionally defined goal definitions. This set of data forms a master list of goals used by students at an institution during the admission and/or registration process.

<u>Pos.</u>	<u>Field Title</u>	<u>Code Values</u>
1-2	Student Goal Code	DED No. 1901
3-52	Student Goal Description	DED No. 1910

III. Local Catalog of Approved Courses (CAC) Data

<u>Pos.</u>	<u>Field Title</u>	<u>Code Values</u>
	Course Identification	DED No. 1400
1-4	Course Prefix	DED No. 1401
5-8	Course Number	DED No. 1402
9-32	Course Title	DED No. 1420
33-42	CIP Code	DED No. 1800
43-46	Course Credits	DED No. 1422
	Course Effective Term	DED No. 1425
47-50	Course Effective Term (year)	DED No. 1426
51	Course Effective Term (semester)	DED No. 1427
	Course End Term	DED No. 1428
52-55	Course End Term (year)	DED No. 1429
56	Course End Term (semester)	DED No. 1430

IV. Facility Data

These data elements are for all on-campus facilities. External facilities such as hospital clinical areas are to be excluded. These data elements are to be updated each term, and should reflect any construction or modification for the campus. Building and room information is reported on the same data record. Up to 300 rooms are allowed for any given building.

<u>Pos.</u>	<u>Field Title</u>	<u>Code Values</u>
	Building Identifier	DED No. 3200
1-2	Campus ID	DED No. 1030
3-7	Building Number	DED No. 3201
8	Building Suffix	DED No. 3202
9-12	Year of Construction	DED No. 3223
13-42	Building Name	DED No. 3220
43-50	Original Cost	DED No. 3224
51	Ownership	DED NO. 3225
52	Condition	DED No. 3226
53	Facility Utilization Code	DED No. 3232
54-60	Gross Area	DED No. 3221
61-68	Estimated Replacement Cost	DED No. 3222
69-72	Year of Last Major Renovation	DED No. 3235
73	Type of Construction	DED No. 3236
74-81	Rehabilitation Estimate	DED No. 3237
82-85	Linear Feet	DED No. 3238
86	Landmark Status	DED No. 3239
87-94	Cost of Latest Renovation	DED No. 3241
95-100	Building net assignable sq. ft.	DED No. 3242
101-103	Number of Rooms in the Building	DED No. 3440
	Room Info(up to 300 allowed per bldg.)	DED No. 3400
104-108	Room Number	DED No. 4301
109	Room Suffix	DED No. 3402
110-112	Room Use	DED No. 3420
113-118	Assignable Square Footage (room)	DED No. 3421
119-120	Functional Use	DED No. 3423
121-125	Actual Number of Stations	DED No. 3425
126	Disable Access Indicator	DED No. 3430
127-128	Suitability	DED No. 3432

V. Tech Education Course Master Data

<u>Pos.</u>	<u>Field Title</u>	<u>Code Values</u>
	Course Identifier	DED No. 4000
	Approved Course Identification	DED No. 1400
1-4	Course Prefix	DED No. 1401
5-8	Course Number	DED No. 1402
9	Course Record Type	DED No. 4035
10-11	Course Duration (weeks)	DED No. 4030
12	Course Grading System	DED No. 4026

VI. Continuing Education Course Master Data

This format is used to load the course master data for continuing education courses taught during the term. This data record uses a record type indicator value of two (2) to identify this record in the course data file.

<u>Pos.</u>	<u>Field Title</u>	<u>Code Values</u>
	Course Identifier	DED No. 4000
	Approved Course Identification	DED No. 1400
1-4	Course Prefix	DED No. 1401
5-8	Course Number	DED No. 1402
9	Course Record Type	DED No. 4035
10-33	Course Title	DED No. 1420
34-43	CIP Code	DED No. 1800
44-49	Course Total Contact Hours	DED No. 4036
50	Course Grading System	DED No. 4026

VII. Course Section and Meeting Data

This format is used to load the course section and meeting data for courses taught during the term. This record layout is to be used for all technical education and continuing education courses. This data record uses a record type indicator value of three (3) to identify this record in the course data file.

<u>Pos.</u>	<u>Field Title</u>	<u>Code Values</u>
	Course Identifier	DED No. 4000
	Approved Course Identification	DED No. 1400
1-4	Course Prefix	DED No. 1401
5-8	Course Number	DED No. 1402
9	Course Record Type	DED No. 4035
10-12	Course Section	DED No. 4400
13-14	Session within the Term	DED No. 4043
15-16	Campus Identifier	DED No. 1030
17-18	Course Duration (weeks)	DED No. 4030
19-24	Section Contact Hours (lecture)	DED No. 4423
25-30	Section Contact Hours (lab)	DED No. 4424
31-33	Section Activity Type	DED No. 4403
34	Method of Instruction	DED No. 4425
35-36	Number of Meetings in this Section	DED No. 4831
	Meeting Occurrences	DED No. 4800
37-43	Course Meeting Days	DED No. 4822
44-51	Course Meeting Date (Beginning)	DED No. 4820
52-55	Course Meeting Time (Beginning)	DED No. 4823
6-63	Course Meeting Date (Ending)	DED No. 4821
4-67	Course Meeting Time (Ending)	DED No. 4824
68-72	Building Number	DED No. 3201
73	Building Suffix	DED No. 3202
74-78	Room Number	DED No. 3401

79	Room Suffix	DED No. 3402
80	Ignore hrs in faculty load reports?	DED No. 4444
	Instructor Info (up to 6 allowed)	DED No. 4440
81-89	Instructor ID	DED No. 4441
90-91	Instructor Load Percentage	DED No. 4442
92-97	Instructor Load Hours	DED No. 4443

VIII. Student Master Data

This format is used to report student master and enrollment information for a student taking at least one technical education course during the term. Students taking continuing education courses, along with technical education courses, are to be reported under this student master record format.

This data record uses a record type indicator value of one (1) to identify this record in the student data file.

<u>Pos.</u>	<u>Field Title</u>	<u>Code Values</u>
	Student Key	DED No. 6000
1-9	Student ID	DED No. 6001
10	Student Record Type Indicator	DED No. 6002
11	Student Sex	DED No. 6025
12	Student Race	DED No. 6027
13-17	Student Primary Curriculum	DED No. 6047
18-23	Student Birth date	DED No. 6026
24-25	Student Citizenship (Visa Type)	DED No. 6033
26-27	Student County	DED No. 6034
28-29	Student State	DED No. 6035
30-37	Student Admit Date	DED No. 6036
38-42	First time freshman term	DED No. 6037
43-49	Student Transfer Credits	DED No. 6041
50-51	Student Country	DED No. 6032
52-57	Student Graduating High School	DED No. 6042
58-61	Student High School Graduation Year	DED No. 6043
62-67	Student Cumulative GPA	DED No. 6045
68-71	Student's Original Goal Code	DED No. 6046
72-75	Student's Updated Goal	DED No. 6048
76-77	Number of Enrollments	DED No. 6050
	Student Enrollment (Up to 30 allowed)	DED No. 6800
	Course Identifier	DED No. 1400
78-81	Course Prefix	DED No. 1401
82-85	Course Number	DED No. 1402
86-88	Course Section	DED No. 4400
89-90	Session within the Term	DED No. 4043
91-92	Grade Received	DED No. 6801

IX. Continuing Education Student Master Data

<u>Pos.</u>	<u>Field Title</u>	<u>Code Values</u>
	Student Key	DED No. 6000
1-9	Student Identifier	DED No. 6001
10	Student Record Type Indicator	DED No. 6002
11	Student Sex	DED No. 6025
12	Student Race	DED No. 6027
13-17	Student Primary Curriculum	DED No. 6047
18-19	Number of Enrollments	DED No. 6050
	Student Enrollment (up to 30 allowed)	DED No. 6800
	Course Code	DED No. 1400
20-23	Course Prefix	DED No. 1401
24-27	Course Number	DED No. 1402
28-30	Course Section Identifier	DED No. 4400
31-32	Session within the Term	DED No. 4043
33-34	Grade Received	DED No. 6801

X. Student Transcript Data

This format is used to load the student transcript records. Multiple awards to the student are to be reported on separate transcript records. The student transcript data requires a corresponding student master record in the student data file.

This data record uses a record type indicator value of three (3) to identify this record in the student data file.

<u>Pos.</u>	<u>Field Title</u>	<u>Code Values</u>
	Student Key	DED No. 6000
1-9	Student ID	DED No. 6001
10	Student Record Type	DED No. 6002
11-16	College or HS Granting the Award	DED No. 6621
17	Type of Granting Institution	DED No. 6620
18-21	Year the Award was Granted	DED No. 6625
22	Type of Degree/Diploma/Cert. Earned	DED No. 6622
23-27	Student Primary Curriculum	DED No. 6047

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 7.2.3
Title: Acceptable Use Policy for Network Services and the Internet
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President for Technology & Institutional Planning

Original Approval Date: 07-13-2000
Last Cabinet Review: 01-09-2008
Last Revision: 02-06-2003

Chairperson

Access to computers, computer systems and network owned or operated by Horry-Georgetown Technical College imposes certain responsibilities and obligations on College employees and students and is subject to state government policies and local, state, and federal laws. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

All users of the College's computers on College, State, or private data networks understand and accept that all electronic communications, regardless of their subject, content, nature or format, are "public records" of the State. Except for the limited exemptions specified in Section 30-4-40 of the South Carolina Freedom of Information Act, all electronic communications are subject to public disclosure.

PROCEDURE

Number: 7.2.3.1
Related Policy: 7.2.3
Title: Acceptable Use Policy for Network Services and the Internet
Responsibility: Vice President for Technology & Institutional Planning

Original Approval Date: 06-01-2000
Last Cabinet Review: 01-09-2008
Last Revision: 12-17-2002

President

Public Record:

All users of the College's computers and data network understand and accept that all electronic communications, regardless of their subject, content, nature or format, are "public records" of the State, subject to release through the South Carolina Freedom of Information Act. Except for the limited exemptions specified in Section 30-4-40 of the Act, neither the institution, nor the individual has a right to privacy. Therefore, all electronic actions and communications should be created and distributed under the assumption that the whole world may see them.

General Principles

1. Use of network services provided by the College may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring and agree to this practice.
2. Users may be subject to limitation on their use of the networks as determined by the appropriate supervising authority.
3. Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority and the College is relieved of any legal responsibility there of. Users will be personally responsible and liable for such infringing activities.
4. By participating in the use of networks and systems provided by the College users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in disciplinary action.
5. This document may be up-dated on an as-needed basis and is subject to annual review.

Specific Provisions

Users shall:

1. Use the network only for official business and for education and research purposes, and access those files and data that are their own, that are publicly available, or to which they have authorized access.

2. Refrain from monopolizing the system, overloading the network with excessive data or wasting computer time, connect time, disk space, printer paper, manuals or other resources.
3. Protect their USERID and system from unauthorized use.
4. Assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

Users shall not:

1. Use the network for illegal or unlawful, or immoral purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, obscene or otherwise illegal or unlawful materials.
2. Use mail or messaging services to harass, intimidate or otherwise annoy another person.
3. Use the network for private, recreational, non-public purposes including the conduct of personal commercial transactions.
4. Use the network for commercial or partisan political purposes.
5. Use the network or other college equipment for personal gain such as selling access to a USERID or by performing work for profit with college resources in a manner not authorized by the College.
6. Use the network to disrupt network users, services or equipment, Disruptions include, but are not limited to, distribution of unsolicited advertising propagation of computer "worms" and viruses, and sustained high volume network traffic which substantially hinders others in their use of the network.
7. Attempt to circumvent or subvert system or network security measures.
8. Intercept network traffic for any purpose unless engaged in authorized network administrative duties.
9. Make or use illegal copies of copyrighted software or other mediums, store such copies on the system, or transmit them over college or state networks.

PROCEDURE

Number: 7.2.3.2
Related Policy: 7.2.3
Title: Web Site
Responsibility: Director of Information Systems

Original Approval Date: 07-01-1998
Last Cabinet Review: 12-17-2002
Last Revision:

President

I. Responsibility

The Information Systems Department develops and maintains the top level home page, web server, and guidelines for the College's presence on the Internet World Wide Web. Academic/administrative departments and organization home page managers are responsible for the development and content of their respective home pages. Department home page managers are also responsible for authorizing, monitoring, and linking to any individual home pages.

II. Guidelines

The "Web Page Guidelines" are the operating principles and standards utilized by Information Systems, departments, organizations, and individuals to develop web pages. The guidelines are dynamic and are reviewed and updated to conform to issues of policy, use, and content as issues emerge. The current version of the "Web Page Guidelines" is available from Information Systems.

Information Systems reserves the right to review any content proposed for inclusion on the College's web site and reject any material that does not comply with the published guidelines.

Departments and organizations must obtain an account from the webmaster to receive authorization for the establishment of a web site. The College home page will then be linked to the department or organization home page.

PROCEDURE

Number: 7.2.3.3
 Related Policy: [7.2.3](#)
 Title: College-Wide Announcements
 Responsibility: Vice President for Technology and Institutional Planning

Date Approved: 04-10-2002
 Last Cabinet Review: 02-09-2011
 Last Revision: 02-09-2011

President

In order to efficiently coordinate electronic communications within the College, all College-wide, general e-mail announcements will be distributed by appointed designees in the offices noted below. Employees may e-mail the appropriate designee to request a College-wide distribution announcement. To reduce the number of unnecessary mass e-mailings sent to employees, the announcement/bulletin board feature found within WaveNet should be utilized for announcements that are informational only, non-critical, or do not have relevance to a majority of the members on the distribution list.

<i>Type of Announcement</i>	<i>Distribution Office/ E-mail Announcement Account</i>
General institution, administrative, and marketing/public relations	President's Office Presidential Announcements
Faculty, library, academic support, Grand Strand Campus, and Georgetown Campus	Sr. VP for Academic Affairs Academic Affairs Announcements
Accounting and finance, buildings and grounds, procurement, financial aid, payroll, bookstore, food services, security, and printing services	VP for Business Affairs Finance/Business Affairs Announcements
HGTC Foundation and alumni	HGTC Foundation Foundation/Alumni Announcements
Personnel, benefits, and employee relations	Human Resources Human Resources Announcements
Information technology, planning and evaluation, and institutional research and assessment	VP for Technology and Institutional Planning Institutional Planning Announcements
Network, Internet, administrative information systems, technical support, telecommunications, and video conferencing	Office of Information Technology – Technical Support Services OIT Announcements
Student services, admissions, registration, and student success	AVP for Student Affairs Student Affairs Announcements
Workforce development, continuing education, and seminars	VP for Workforce Development & Cont. Ed. WDCE Announcements

For announcements that are to be posted on WaveNet, the request should be e-mailed to:
HelpDesk@hgtc.edu.

The official college e-mail announcement distribution lists are as follows:

Distribution Lists

Faculty
Adjunct Faculty
Full-Time Staff
Part-Time Staff
Supervisors
Everyone