

Policies and Procedures

SECTION: Information Technology	NO. 2.4.46		
CHAPTER: General	ISSUED: 5/11/11	<i>REV. A</i>	<i>REV. B</i>
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PURPOSE

The Data Center Utilization Policy is intended to leverage, to the fullest extent possible, the infrastructure resources of the Creighton University Data Center. The CU Data Center provide security and infrastructure resources unavailable elsewhere on campus. Use of the CU Data Center maximizes the University's investment and is a major component of a safe, reliable, and secure computing environment.

SCOPE

The Data Center Utilization Policy applies to the entire University include all programs, divisions and schools.

POLICY

1. All servers will be virtualized in the CU Data Center unless there is a documented exception made by the Vice President for Information Technology.
2. All servers exempt by item one above will be housed in the CU Data Center unless there is a documented exception.
3. All equipment in the CU Data Center will utilize shared services (Backup, Restore, SAN, Fiber Channel, Network) to the fullest extent possible unless there is a documented exception.
4. Any new infrastructure resources incorporated into the CU Data Center environment will become a shared resource, available to all, unless there is a documented exception.

PROCEDURES

Contact DoIT Customer Services (402) 280-1111 and open a service ticket with a description of the requirements of the server to be purchased. The appropriate DoIT department will contact the requester to discuss new server requirements, server replacements, or the movement of existing servers. Coordinating and implementing projects could take up to 90 days so please plan accordingly.

The Creighton Purchasing Department has procedures in effect that will place a hold on all server, storage, and network equipment requests to ensure a review by DoIT has been accomplished in accordance with applicable University policies and procedures.

EXCEPTIONS

The Vice President for Information Technology may grant exceptions to this policy on an individual basis. Prior to granting such an exception, DoIT and Departmental representatives will evaluate available options in order to determine the best solution for the students, faculty, and staff and for protecting Creighton data. If a consensus on a solution cannot be reached, the Vice President of Information Technology will meet with and adjudicate any disagreements in order to make a final determination.

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DEFINITIONS

Server

A server is a computer or computer program that manages access to a centralized resource or service in a network.

Data Center

A data center is a facility used to house computer systems and associated components, such as telecommunications and storage systems. It generally includes redundant or backup power supplies, redundant data communications connections, environmental controls (e.g., air conditioning, fire suppression) and security devices.

Virtualization

Virtualization is the creation of a virtual, rather than physical version of something, such as an operating system, a server, a storage device or network resources. Virtualization enables increased utilization of physical hardware while providing increased fault tolerance.

Infrastructure Resources

Examples of shared infrastructure resources include, but are not limited to: cabling, backup/restore hardware, firewalls, load balancers, network monitoring solutions, network switches, data storage, fiber channel switches, etc...

RESPONSIBILITIES

The Vice President for Information Technology is responsible for maintenance of the Data Center Utilization Policy.

ADMINISTRATION AND INTERPRETATIONS

The Office of the Vice President for Information Technology shall administer this policy. Questions regarding this policy should be directed to the Vice President for Information Technology (402- 280-2202).

AMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend or terminate this policy at any time. This policy does not constitute a contract between the University and its faculty or employees.

REFERENCES TO APPLICABLE POLICIES

Creighton's Purchasing Department's Hardware and Software Purchasing Procedures

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VIOLATIONS/ENFORCEMENT

Any known violations of this policy should be reported to the Vice President for Information Technology (402- 280-2202).

Violations of this policy can result in immediate withdrawal or suspension of system and network privileges and/or disciplinary action in accordance with University procedures.