

*Communication and Network Systems*

## **1. General Responsibilities**

A. COMMUNICATIONS & NETWORK SYSTEMS (CNS), a division of Information Technology, is responsible for planning, developing, managing, and maintaining the University of Kentucky communications systems. The responsibilities include all voice, data, and video communications services. In its role as the custodian of communications services, the Division implements the communications policy approved by the Office of the President, ensures that all university communication standards are implemented by managing and coordinating all communications projects. With the convergence of voice data, and video technologies, the Division is responsible for providing communications management oversight for the Lexington Campus, Chandler Medical Center, and UK Hospital.

### **B. DESCRIPTION OF CNS SERVICES AND RESPONSIBILITIES**

The following list describes in further detail the responsibilities of CNS which include:

1. Provide centralized consultation, design, operation, maintenance, and management of the campus voice, data and video communications networks and infrastructure.
2. Recommend and implement communications policies and standards for the development of comprehensive voice, data and video infrastructure and services. (See [www.uky.edu/IS/CNS/standards](http://www.uky.edu/IS/CNS/standards))
3. Install, manage, and maintain the campus communications and network infrastructure.
4. Establish communications and network requirements for new and renovated buildings and ensure all plans adhere to University of Kentucky Communications Standards.
5. Manage the network connection agreements between the University of Kentucky's campus networks and any outside agencies.
6. Manage and maintain the campus communications disaster recovery plan.
7. Establish, manage and approve all contracts for communications and network services and equipment through the Division of Purchasing.
8. Serve as the University's official point of contact with all communications vendors.
9. The acquisition and installation of all communications equipment and services for the Lexington Campus, Chandler Medical Center, and UK Hospital.
10. Provide efficient, effective, and economical local and/or long distance telephone service for the Lexington Campus, Chandler Medical Center and UK Hospital.

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**General Responsibilities(cont'd)**

11. Publishing the University of Kentucky telephone directory.
12. Providing operator services for the Lexington Campus, Chandler Medical Center, and UK Hospital.

**C. CAMPUS INFRASTRUCTURE POLICIES**

1. CNS is responsible for the management and use of the Communications cabling and conduit infrastructure. The usage of this infrastructure must be approved in writing by CNS. Unauthorized use of this infrastructure may result in its removal with the cost for removal charged to the installing department.
2. CNS has the responsibility for management of the communications portion of all capital construction and renovation projects which require communications infrastructure. This begins with the programming phase of a project.
3. CNS is responsible for providing specifications and standards for cabling and conduit systems. These specifications and standards shall be incorporated in all projects for all areas on both renovations and capital projects and can be viewed at <http://www.uky.edu/IS/CNS>
4. Emergency Service: In the event of an emergency CNS will coordinate all necessary work to restore communications services.
5. CNS has the responsibility to inspect all communications cabling and conduit installations and to make recommendations for acceptance to the Procurement and Construction Division.

**D. NON-COMPLIANCE WITH COMMUNICATIONS BUSINESS PROCEDURES**

1. All communications contracts, services, and equipment must be coordinated, approved, and purchased by Communications & Network Systems.
2. Any equipment not approved by CNS may be prohibited from attaching to the campus telephone system or data network.
3. The Provost or appropriate Executive Vice President will be consulted to evaluate appropriate action in the case of non-compliance.
4. Any exception to CNS policies must be addressed in writing to CNS 04 Parking Structure #2 0198.