

**Review of the UMCP Policy Concerning the Use of Telecommunications Wiring and Facilities (Senate Document #20-21-26)****TO Darryll J. Pines | President****FROM Laura Dugan | Chair, University Senate**

I am pleased to forward the accompanying legislation for your consideration and approval. Jim Zahniser, Chair of the Information Technology (IT) Council presented the Review of the UMCP Policy Concerning the Use of Telecommunications Wiring and Facilities (Senate Document #20-21-26), which the University Senate approved at its meeting on May 4, 2021. Please inform the Senate of your decision and any administrative action related to your conclusion.

**Approved:**

A handwritten signature in black ink that reads "Darryll J. Pines".

**Darryll J. Pines  
President****Date:****05-10-2021**

Copies of this approval and the accompanying legislation will be forwarded to:

**Ann G. Wylie**, Interim Senior Vice President and Provost  
**Reka Montfort**, Executive Secretary and Director, University Senate  
**Michael Poterala**, Vice President and General Counsel  
**Dylan Baker**, Interim Assistant Vice President, Office of Finance and Personnel  
**John Bertot**, Associate Provost for Faculty Affairs  
**Elizabeth Beise**, Associate Provost for Academic Planning & Programs  
**Rhonda Smith**, Acting Director, Division of Academic Affairs  
**Jeff Hollingsworth**, Vice President and Chief Information Officer  
**Derek Richardson**, Chair, Information Technology (IT) Council  
**Jim Zahniser**, Interim Chair, IT Council



## **Review of the UMCP Policy Concerning the Use of Telecommunications Wiring and Facilities**

**PRESENTED BY** Derek Richardson, Chair

**REVIEW DATES** SEC – April 27, 2021 | SENATE – May 4, 2021

**VOTING METHOD** In a single vote

**RELEVANT POLICY/DOCUMENT** [X-3.04\(A\) – University of Maryland, College Park Policy Concerning the Use of Telecommunications Wiring and Facilities](#)

**NECESSARY APPROVALS** Senate, President

### **ISSUE**

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The University of Maryland, College Park Policy Concerning the Use of Telecommunications Wiring and Facilities (X-3.04[A]), approved August 1, 1991 contains outdated language and references to technologies and entities that no longer exist or that have changed significantly. For example, the Telecommunications Services entity referenced in the document has been subsumed by the Division of Information Technology (DIT). Additionally, text is needed to address the approved use and installation of equipment by entities other than DIT.

### **RECOMMENDATION(S)**

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The IT Council recommends that the revised University of Maryland Policy Concerning the Use of Telecommunications Wiring and Facilities (X-3.04[A]) immediately following this report be approved.

### **COUNCIL WORK**

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The IT Council formed an ad hoc committee to examine the policy and make recommendations to bring the document up to date with modern practice. The committee, which included technical representatives from DIT, completed its work remotely over several months. The committee found multiple instances in the existing policy where changes are recommended. Also, committee members were assigned to review similar policies and procedures at Big 10 and other peer institutions. The Council also incorporated revisions to clarify that DIT has responsibility for ensuring the wireless spectrum used in campus networking, such as Wi-Fi is managed well based on long-standing campus practice that is now being codified in policy. The IT Council consulted with the Office of General Counsel on the draft policy language. The IT Council unanimously approved the proposed revised policy on April 14, 2021.

### **ALTERNATIVES**

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The Senate could decline to approve the revised policy. The current policy would remain in effect and would remain inconsistent with current practice.

## **RISKS**

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There are no risks to the University in adopting these recommendations.

## **FINANCIAL IMPLICATIONS**

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There are no known financial implications to the University in adopting these recommendations.



## **Review of the UMCP Policy Concerning the Use of Telecommunications Wiring and Facilities**

### **2020–2021 Committee Members**

**Derek Richardson** (Chair)  
**Jack Blanchard** (Ex-Officio Provost's Rep)  
**Babak Hamidzadeh** (Ex-Officio Libraries Rep)  
**Jeffrey Hollingsworth** (Ex-Officio VP IT/CIO)  
**Marcio Oliveira** (Ex-Officio Division of IT Rep)  
**Axel Persaud** (Ex-Officio Division of IT Rep)  
**Gerry Sneeringer** (Ex-Officio Division of IT Rep)  
**Jason Farman** (Faculty)  
**Peter Keleher** (Faculty)  
**Jeffrey Klauda** (Faculty)  
**Jonathan Resop** (Faculty)  
**Jim Zahniser** (Faculty)

**Lisa Peterson** (Exempt Staff)  
**Mary Shelley** (Exempt Staff)  
**Julie Wright** (Exempt Staff)  
**Cassidy Henry** (Graduate Student)  
**Faben Henock** (Undergraduate Student)  
**Kislay Parashar** (Undergraduate Student)

### **Date of Submission**

**March 2021**

## **BACKGROUND**

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The University of Maryland, College Park Policy Concerning the Use of Telecommunications Wiring and Facilities (X-3.04[A]), approved August 1, 1991 (Appendix 1), contains outdated language and references to technologies and entities that no longer exist or that have changed significantly. For example, the Telecommunications Services entity referenced in the document has been subsumed by the Division of Information Technology (DIT). Additionally, text is needed to address the approved use and installation of equipment by entities other than DIT. On November 11, 2020, the Vice President for Information Technology & Chief Information Officer (VP and CIO) requested that the Information Technology (IT) Council form an ad hoc committee to examine Policy X-3.04(A) and make recommendations to bring the document up to date with current practice and best practices. The IT Council agreed and made a request to the University Senate for a formal Charge (Appendix 2).

## **COMMITTEE WORK**

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The committee that convened to consider revisions to Policy X-3.04(A) consisted of the IT Council member Peter Keleher together with technical representatives from DIT (David Cooper and Craig Johnson). The committee completed its work remotely over several months. The committee found multiple instances in the existing policy where changes are recommended, including those noted previously along with the need for more precise language about the type of technology covered by the Policy and the clarification that University-leased facilities fall under the purview of the Policy. Also, per the charge from the Senate, committee members completed a survey of publicly available information on websites at Big 10 institutions. Specifically, the committee examined materials found online at University of Michigan, University of Minnesota, Northwestern University, Ohio State University, Pennsylvania State University, Purdue University, and University of Wisconsin-Madison. The committee found that such information almost uniformly dealt with policies concerning installation of equipment and was intended for contractors, rather than use. The small amount of information found relevant to the Charge is in line with the revised proposed policy. Direct email to

peer Big 10 institutions elicited responses only from the University of Minnesota, Northwestern University, and Purdue University. To the extent applicable, this information was also consistent with the revised proposed policy. The Council also incorporated revisions to clarify that DIT has responsibility for ensuring the wireless spectrum used in campus networking, such as Wi-Fi is managed well based on long- standing campus practice that is now being codified in policy. The IT Council consulted with the Office of General Counsel on the draft policy language. The IT Council unanimously approved the proposed revised policy on April 14, 2021.

## **RECOMMENDATIONS**

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The IT Council recommends that the revised University of Maryland Policy Concerning the Use of Telecommunications Wiring and Facilities (X-3.04[A]) immediately following this report be approved.

## **APPENDICES**

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Appendix 1 — Current Policy (X-3.04[A]).

Appendix 2 — Charge from the Senate Executive Committee.



**X-3.04(A) UNIVERSITY OF MARYLAND, ~~COLLEGE PARK~~ POLICY  
CONCERNING THE USE OF TELECOMMUNICATIONS WIRING AND  
FACILITIES**

**APPROVED BY THE PRESIDENT 1 AUGUST 1991**

~~Consolidated USM and UMD Policies and Procedures~~

~~APPROVED BY THE PRESIDENT 1 AUGUST 1991~~

**I. Policy**

The integrity, **security**, and safety of the **network telecommunications system** at the **University of Maryland (UMD) is the responsibility of the Division of Information Technology (DIT) UMCP must be protected.** ~~This can only be accomplished by s~~Strict control over the **physical infrastructure wiring** and facilities **must be maintained** to prevent tampering, ~~or~~ accidental damage, ~~or service degradation.~~

~~It is~~Therefore, **it is** the policy of **UMD UMCP** that existing telecommunications ~~wiring, including voice, data, and video, as well as telecommunications facilities located in various buildings on campus, wired and wireless,~~ may not be altered in any way except by **DIT personnel or with DIT approval Telecommunication Services personnel.** ~~This includes, but is not limited to, copper, fiber, and coaxial cabling as well as wireless access points and antennae used for voice, data, and video communications in addition to telecommunications facilities located in various university buildings.~~

**Only the Vice President for Information Technology & Chief Information Officer (VPIT & CIO) or their designee(s) may authorize contractors and/or UMD personnel to remove, install, or alter any telecommunications infrastructure described herein.**

**II. Wiring and Wireless Services**

~~A.1.~~ Existing telecommunications wiring may not be altered by anyone except **DIT telecommunications employees, or authorized contractors, or authorized UMD staff** under the supervision of ~~DIT University Telecommunication Services.~~

~~B.2.~~ ~~DIT Telecommunication Services~~ shall review and approve the telecommunications ~~wiring in~~ plans for new buildings, **both university-owned and leased facilities on campus,** and for major renovations **as per the Design Criteria/Facilities Standards maintained by Facilities Management. DIT shall inspect all telecommunications wiring in new and renovated buildings to ensure proper installation.**

~~3. Telecommunications Services shall inspect all telecommunications wiring in new and~~

~~renovated buildings to ensure proper installation.~~

- C.4.** Any unauthorized wiring found in telecommunication spaces or campus buildings shall be ~~removed immediately~~ **promptly investigated** by ~~DIT Telecommunication Services~~ **DIT Telecommunication Services** to determine its user and purpose. **If deemed an immediate threat to network security, the wiring will be disabled prior to investigation.**
- D.5.** Any unauthorized wiring ~~that which~~ interfaces with telecommunications wiring or services but is not in telecommunication spaces shall be reported to the Department of Environmental Safety, **Sustainability & Risk (ESSR)** and the **DIT Director of Network and Infrastructure Services** ~~Director of Communications Services~~ for review. If the wiring is found to be ~~either~~ a safety hazard, ~~or~~ not in conformance with applicable codes, or detrimental to the functioning of the **network telecommunications system**, **the user of the wiring shall be notified, and** it shall be removed ~~by Telecommunication Services~~.
- E.** **The Radio Frequency Spectrum used for Telecommunications is a shared campus resource. DIT manages the use of devices providing wireless networking services, such as Wi-Fi or similar services, in all University-owned and leased facilities. Other campus units or individuals may not operate wireless networks that could potentially interfere with campus wireless services without permission from DIT.**
- F.** **Any unauthorized wireless equipment that interferes with DIT services shall be promptly investigated by DIT to determine its user and purpose. If deemed an immediate threat to network security, the wireless network will be disabled prior to investigation.**

### **III. Telecommunications Infrastructure** ~~Manholes and Closets~~

- A.** **Any DIT-managed facilities including data centers, closets, manholes, and duct banks** ~~Any manholes or closets~~ containing telecommunications conduit or wiring shall be under the exclusive control of ~~DIT Telecommunication Services~~ **DIT Telecommunication Services**. No one may enter such areas without the express permission of ~~DIT Telecommunication Services~~ **DIT Telecommunication Services**, and no equipment may be placed in these areas without ~~DIT their~~ **DIT** knowledge and consent.

### **IV. Special Circumstances**

- A.** ~~DIT Telecommunication Services~~ may accommodate special circumstances for departments requesting consideration for the following:
- 1.** ~~T~~he placement of equipment in telecommunications closets;
  - 2.** ~~T~~he performance of on-demand wiring rearrangements;
  - 3.** ~~T~~he installation of user-administrable connection fields; and

4. Pprovisions for ~~DIT- Telecommunication Services~~ authorized designees to perform wiring services.
- B. All such special circumstances require DIT staff participation and on-site attendance for facility access. Only DIT staff are issued keys or lock access to DIT telecommunications closets.**





## SECTION X: MISCELLANEOUS POLICIES

Policy Number: X-3.04(A)

# University of Maryland, College Park Policy Concerning the Use of Telecommunications Wiring and Facilities

## Consolidated USM and UMD Policies and Procedures

APPROVED BY THE PRESIDENT 1 AUGUST 1991

### I. Policy

The integrity and safety of the telecommunications system at UMCP must be protected. This can only be accomplished by strict control over the wiring and facilities to prevent tampering or accidental damage. It is therefore, the policy of UMCP that existing telecommunications wiring, including voice, data, and video, as well as telecommunications facilities located in various buildings on campus may not be altered in any way except by Telecommunication Services personnel.

### II. Wiring

1. Existing telecommunications wiring may not be altered by anyone except telecommunications employees or authorized contractors under the supervision of University Telecommunication Services.
2. Telecommunication Services shall review and approve the telecommunications wiring in plans for new buildings on campus, and for major renovations.
3. Telecommunications Services shall inspect all telecommunications wiring in new and renovated buildings to ensure proper installation.
4. Any unauthorized wiring found in telecommunication spaces or campus buildings shall be removed immediately by Telecommunication Services.
5. Any unauthorized wiring which interfaces with telecommunications wiring or services, but is not in telecommunication spaces shall be reported to the Department of Environmental Safety and the Director of Communications Services for review. If the wiring is found to be either a safety hazard, or not in conformance with applicable codes, or detrimental to the functioning of the telecommunications system, it shall be removed by Telecommunication Services.

### III. Telecommunications Manholes and Closets

Any manholes or closets containing telecommunications conduit or wiring shall be under the exclusive control of Telecommunication Services. No one may enter such areas without the express permission of Telecommunication Services, and no equipment may be placed in these areas without their knowledge and consent.

### IV. Special Circumstances

Telecommunication Services may accommodate special circumstances for departments requesting consideration for the following: the placement of equipment in telecommunications closets; the performance of on-demand wiring rearrangements; the installation of user administrable connection fields; and provisions for Telecommunication Services authorized designees to perform wiring services.

## Appendix 2 - Senate Executive Committee Charge



UNIVERSITY SENATE

CHARGE

Charged: January 7, 2021 | Deadline: March 30, 2021

### **Review of the University of Maryland, College Park Policy Concerning the Use of Telecommunications Wiring and Facilities (Senate Document #20-21-26) Information Technology (IT) Council | Chair: Derek Richardson**

The Senate Executive Committee (SEC) and Senate Chair Dugan request that the Information Technology (IT) Council review the University of Maryland, College Park Policy Concerning the Use of Telecommunications Wiring and Facilities.

The IT Council should:

1. Review the University of Maryland, College Park Policy Concerning the Use of Telecommunications Wiring and Facilities ([X-3.04\[A\]](#)).
2. Review similar policies or procedures on the use of telecommunications wiring and facilities at Big 10 and other peer institutions.
3. Consult with a representative of the Division of IT.
4. Consider whether the policy aligns with current practices related to the use of telecommunications wiring and facilities.
5. Consider whether there is outdated language in the policy that should be revised.
6. Consider whether the applicability of the policy related to University spaces is clear.
7. Consult with a representative of the Office of General Counsel on any proposed changes to the University's policy.
8. If appropriate based on the council's consideration of the above items, recommend whether the policy should be revised and if so, provide suggested revisions.

We ask that you submit a report to the Senate Office no later than **March 30, 2021**. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.