

Texas A&M University–Corpus Christi

Plan Managers:

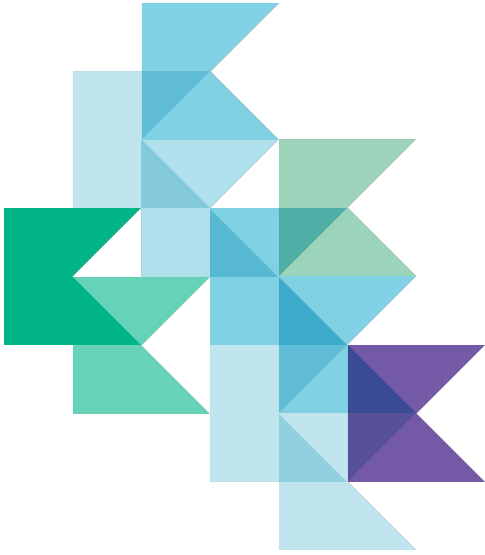
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Shawn Elizondo

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College of Business

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Continuity Plan

AA - College of Business



Created Apr 30, 2015
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Islander Ready

This document was created with the Islander Ready online Continuity Planning application. It is maintained within the application and can be edited by users with appropriate permissions.

Introduction

Continuity planning is a process that helps us become prepared to continue or rapidly resume operations when faced with adverse events, or disasters.

Your departmental continuity plan:

- Identifies your department's Critical Functions.
- Documents the business impact of loss of these functions over periods of time.
- Describes how you might continue these functions under conditions of diminished resources.
- Contains key information that might be needed during and after a disaster-event.
- Includes Action Items designed to help your department become more prepared before an event occurs.

1. General Information

<i>Department</i>	AA - College of Business	
<i>Department description</i>		
<i>Major division</i>	Provost & Vice President for Academic Affairs	
<i>Type of unit</i>	Academic Affairs	
<i>Personnel</i>	50	Faculty and other academic appointees

<i>count</i>	0	Residents/Fellows	
	9	Staff (full-time)	
	1	Staff (part-time, excluding students)	
	17	Student Staff	
	0	Volunteers	
	0	Guests	
	0	Other	
<i>Head of unit</i>	John Gamble Dean of the College of Business john.gamble@tamucc.edu		
<i>Cost center</i>			
<i>Buildings</i>	Building	Ownership	Notes
	Flour Bluff	owned	Coastal Bend Business Innovation Center
	O'Connor Bldg.	owned	
<i>Evacuation plans for all buildings?</i>	Yes		
<i>Comments</i>			
<i>Critical Functions</i>	1	Classroom Instruction	Critical 3
	2	Community Outreach - Coastal Bend Business Innovation Center	Critical 3
	3	Research	Critical 3
	4	Graduate Student Advising/Support	Deferrable
<i>Definitions</i>	Critical 1	must be continued at normal or increased service load. Cannot pause. Necessary to life, health, security. (Examples: inpatient care, police services)	
	Critical 2	must be continued if at all possible, perhaps in reduced mode. Pausing completely will have grave consequences. (Examples: provision of care to at-risk outpatients, functioning of data networks, at-risk research)	

Critical 3	may pause if forced to do so, but must resume in 30 days or sooner. (Examples: classroom instruction, research, payroll, student advising)
Deferrable	may pause; resume when conditions permit. (Examples: elective surgery, routine building maintenance, training, marketing)

2. Contacts

2.1. Department Contacts

Contact Name	Title
Anita Reed	Associate Dean
Christopher Palfreyman	Business Continuity Coordinator
Shawn Elizondo	Project Manager
John Gamble	Dean
Christopher Palfreyman	IT Manager
Monica Silva	Business Manager

2.2. Key Institution Contacts

These are key contacts of other units within your institution whom you may need to contact.

Contact Name	Department	Phone / Alt Phone	Email / Alt Email	Comments
Becky Torres	TAMU-CC	361-825-2775		Comptroller
Clarenda Phillips	Provost	361-825-2722	clarenda.phillips@tamucc.edu	
Jaclyn Mahlmann	EVP Finance and Administration	361-825-2321	Jaclyn.Mahlmann@tamucc.edu	
Van Franks		361-825-2421		Associate Director of Facilities Services

2.3. Key External Contacts

No contacts listed.

3. Successorship

3.1. Team Leads

Contact Name	Title	Successorship	Skills	Comments
John Gamble	Dean of the College of Business	Team Leader: John Gamble First Successor: Anita Reed Second Successor: Christopher Palfreyman		
Anita Reed	Associate Dean	Alt Team Leader: Anita Reed First Successor: Christopher Palfreyman Second Successor: Shawn Elizondo	Holds formal delegation of authority	
Christopher Palfreyman	Business Continuity Coordinator		Complete knowledge of Business Continuity plan	Business Continuity Manager
Shawn Elizondo	Project Manager		Communications within the College of Business	
John Gamble	Dean		Holds formal delegation(s) of authority.	

4. Critical Functions

4.1. Critical Function: Classroom Instruction

<i>Description</i>	Undergraduate and graduate instruction including staff responsibilities.
<i>Who performs this?</i>	COB
<i>Responsible person(s)</i>	Faculty instructors
<i>Peak periods</i>	January, February, March, April, May, June, July, August, September, October, November, December
<i>Comment</i>	
<i>Documents</i>	See Documents list
<i>Upstream dependency comment</i>	
<i>Upstream dependencies</i>	Financial Aid Office, Graduate Division Office, Undergraduate Division Office, Physical Plant, Registrar's Office, Provost Office

<i>Downstream dependency comment</i>	
<i>Downstream dependencies</i>	Students, Coastal Bend Business Innovation Center
<i>Recovery Time Objective</i>	
<i>How to cope if usual space is not available</i>	We will depend on the campus to handle space issues. In the event that sufficient space is not available, faculty and staff have been instructed to prepare their own contingency plans via BlackBoard, location of materials in other locations, etc.
<i>How to cope if 50% absenteeism of staff and faculty</i>	Prioritize staff work and share tasks among those who are at work. We would need to cross train in advance for this to succeed. If forced, tap into graduate students to fill in for absent staff. Faculty can continue courses on Blackboard.
<i>What to do if certain skills/knowledge are held by only one staff member (unique skills)?</i>	Yes, Project Manager, Business Coordinator, Information Technology Manager, Graduate Advising Office. The staff members are equipped with laptops and cellphones to assist from their location if unable to reach these staff members contacting the appropriate office on campus for assistance. Faculty will continue working via Blackboard.
<i>Can this function be performed fully or partly from home?</i>	Yes, faculty and staff would need to be equipped with laptops, cell phones, possibly Skype or WebEx.
<i>How to cope if data network is not available</i>	Faculty and staff are instructed to keep back up files on a portable or other types of drives. Laredo should be able to take over in the event of the network infrastructure here going down. Blackboard is located off campus to continue working.
<i>Any show stoppers?</i>	Internet access, power.
<i>Do any of these coping strategies expose the University to risk?</i>	Assuming work is done on secure servers, no.
<i>Policy exceptions that may be needed</i>	
<i>Additional vulnerabilities</i>	No building.
<i>Alternate methods when your office phone system is unavailable</i>	
<i>If temporary closure is declared, is it possible to stop doing this function?</i>	No
<i>Comments</i>	Blackboard will enable faculty to continue teaching courses from

	anywhere.
<i>Action items for this function</i>	See Action Item list

4.2. Critical Function: Community Outreach - Coastal Bend Business Innovation Center

<i>Description</i>	Allows startup companies to have resources needed to become productive and increase jobs to the Coastal Bend.
<i>Who performs this?</i>	Coastal Bend Business Innovation Center (College of Business)
<i>Responsible person(s)</i>	Coastal Bend Business Innovation Center staff and graduate assistants.
<i>Peak periods</i>	January, February, March, April, May, June, July, August, September, October, November, December
<i>Comment</i>	
<i>Documents</i>	See Documents list
<i>Upstream dependency comment</i>	
<i>Upstream dependencies</i>	Physical Plant, IT, Grant Funding
<i>Downstream dependency comment</i>	
<i>Downstream dependencies</i>	Students, Client Companies
<i>Recovery Time Objective</i>	
<i>How to cope if usual space is not available</i>	Client companies have webpages and the Coastal Bend Business Innovation staff can communicate via Skype and WebEx. Also verify that the Small Business Administration is still functional.
<i>How to cope if 50% absenteeism of staff and faculty</i>	Prioritize staff work and share tasks among those who are at work. We would need to cross train in advance for this to succeed. If forced, tap into graduate students to fill in for absent staff.
<i>What to do if certain skills/knowledge are held by only one staff member (unique skills)?</i>	All documents are on Dropbox for all related personnel to access.
<i>Can this function be performed fully or partly from home?</i>	Yes, Staff would need to be equipped with laptops, cell phones, possibly Skype or WebEx.

<i>How to cope if data network is not available</i>	All documents are on Dropbox for all related personnel to access with Hot Spot devices on phones.
<i>Any show stoppers?</i>	Building, power, and internet.
<i>Do any of these coping strategies expose the University to risk?</i>	
<i>Policy exceptions that may be needed</i>	
<i>Additional vulnerabilities</i>	No building or power.
<i>Alternate methods when your office phone system is unavailable</i>	
<i>If temporary closure is declared, is it possible to stop doing this function?</i>	No
<i>Comments</i>	Most work can be done on Dropbox and Webex\Skype. However clients will need to the resources available at the center to continue to grow.
<i>Action items for this function</i>	See Action Item list

4.3. Critical Function: Research

<i>Description</i>	Allows faculty to stay abreast in their current field of study. Research is needed for promotion of an tenure and is an important aspect of AACSB accreditation.
<i>Who performs this?</i>	College of Business faculty.
<i>Responsible person(s)</i>	College of Business faculty.
<i>Peak periods</i>	January, February, March, April, May, June, July, August, September, October, November, December
<i>Comment</i>	
<i>Documents</i>	See Documents list
<i>Upstream dependency comment</i>	
<i>Upstream dependencies</i>	IT, Physical Plant, Provost Office

<i>Downstream dependency comment</i>	
<i>Downstream dependencies</i>	Students, Faculty
<i>Recovery Time Objective</i>	
<i>How to cope if usual space is not available</i>	Most faculty have portable devices that will enable them to continue research at home or other locations.
<i>How to cope if 50% absenteeism of staff and faculty</i>	Most faculty have portable devices that will enable them to continue research at home or other locations.
<i>Alternate methods when your office phone system is unavailable</i>	
<i>What to do if certain skills/knowledge are held by only one staff member (unique skills)?</i>	No, faculty members that are collaborating can use e-mail to continue collaboration.
<i>Can this function be performed fully or partly from home?</i>	Most faculty have portable devices that will enable them to continue research at home or other locations.
<i>How to cope if data network is not available</i>	Personal e-mail can be used for collaboration.
<i>Any show stoppers?</i>	Faculty not having any portable device.
<i>Do any of these coping strategies expose the University to risk?</i>	
<i>Policy exceptions that may be needed</i>	
<i>Additional vulnerabilities</i>	Faculty not having any portable device.
<i>If temporary closure is declared, is it possible to stop doing this function?</i>	No
<i>Comments</i>	
<i>Action items for this function</i>	See Action Item list

4.4. Critical Function: Graduate Student Advising/Support

<i>Description</i>	Graduate student office provides advising fro MBA, MAcc, and Online MBA students.	
<i>Who performs this?</i>	College of Business Graduate Student Advising.	
<i>Responsible person(s)</i>	College of Business Graduate Student Advising.	
<i>Peak periods</i>	January, February, March, April, May, June, July, August, September, October, November, December	
<i>Comment</i>		
<i>Documents</i>	See Documents list	
<i>Upstream dependency comment</i>		
<i>Upstream dependencies</i>	Financial Aid Office, Graduate Division Office, Physical Plant, Registrar's Office	
<i>Downstream dependency comment</i>		
<i>Downstream dependencies</i>	Students, Coastal Bend Business Innovation Center	
<i>Possible consequences if this function is not continued or recovered quickly enough</i>	Consequence	Explanation
	Other (please explain)	
<i>Recovery Time Objective</i>		
<i>How to cope if usual space is not available</i>	E-mail, and WebEx/Skype can be used to advise students from remote locations.	
<i>How to cope if 50% absenteeism of staff and faculty</i>	Prioritize staff work and share tasks among those who are at work. We would need to cross train in advance for this to succeed. If forced, tap into graduate students to fill in for absent staff. Faculty can continue courses on Blackboard. The staff members are equipped with laptops and cellphones to assist from their location if unable to reach these staff members contacting the appropriate office on campus for assistance.	
<i>What to do if certain skills/knowledge are held by only one staff member (unique skills)?</i>	Yes, Graduate Advising Office. The staff members are equipped with laptops and cellphones to assist from their location if unable to reach these staff members contacting the appropriate office on campus for assistance. Faculty will continue working via Blackboard.	
<i>Can this function be performed fully or partly from home?</i>	Yes, faculty and staff would need to be equipped with laptops, cell phones, possibly Skype or WebEx.	
<i>How to cope if data network is not</i>	Faculty and staff are instructed to keep back up files on a portable or	

<i>available</i>	other types of drives. Laredo should be able to take over in the event of the network infrastructure here going down. Blackboard is located off campus to continue working.
<i>Any show stoppers?</i>	Internet access and power.
<i>Do any of these coping strategies expose the University to risk?</i>	Assuming work is done on secure servers, no.
<i>Policy exceptions that may be needed</i>	
<i>Additional vulnerabilities</i>	
<i>Alternate methods when your office phone system is unavailable</i>	
<i>If temporary closure is declared, is it possible to stop doing this function?</i>	
<i>Comments</i>	
<i>Action items for this function</i>	See Action Item list

5. Information Technology

5.1. Centrally-Owned Applications that are Critical for this Unit

Centrally-Owned applications are those whose technical owner is Central IT. The functional owner can be any department.

<i>Application or System</i>	Name	Criticality Level	Comment
	Banner (Student Information System)	Critical 3	
	FAMIS/CANOPY (Accounting)	Critical 3	
	Office365 (Student Email)	Critical 2	
	Laserfische (Document Image Management)	Critical 3	

<i>Application or System</i>	Exchange Online (Faculty/Staff Email)	Critical 3	
<i>Application or System</i>	Phone Services (Telephones-on campus)	Deferrable	
<i>Application or System</i>	Blackboard Learn (Distance Learning)	Critical 2	
<i>Definitions</i>	Critical 1	Cannot pause. Necessary to life, health, security. (Possible example: police dispatch system).	
	Critical 2	Failure will lead to imminent & very serious consequences. (Possible examples: data networks, email system, patient scheduling system, medical records system)	
	Critical 3	Can endure a pause, but ONLY for a short time. Must be recovered by some time sooner than 30 days. (Possible examples: financial system, payroll system, HR system, research administration systems, student systems, library systems, courseware).	
	Deferrable	Important, but we can function without this system for more than 30 days. (Possible examples: calendaring application, document imaging system, budget preparation software.)	

5.2. Department Applications that are Critical for this Unit

Department applications are those whose technical owner is our department or another department (but not Central IT)

5.2.1. Department application: ACL Accounting Software

<i>Functional owner</i>	Accounting Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	

<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.2.2. Department application: Argus Valuation DCF

<i>Functional owner</i>	Finance Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	

<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.2.3. Department application: IDEA

<i>Functional owner</i>	Finance Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	

<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.2.4. Department application: Microsoft Expressions

<i>Functional owner</i>	MISY Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	

<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.2.5. Department application: SAGE

<i>Functional owner</i>	Accounting Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.2.6. Department application: Proseries

<i>Functional owner</i>	Accounting Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.2.7. Department application: Quickbooks Accounting Software

<i>Functional owner</i>	Accounting Faculty
<i>Technical owner</i>	Christopher Palfreyman

<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.2.8. Department application: SAP

<i>Functional owner</i>	MISY, OPSY, and ACCT Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Other (please explain)
<i>Backup frequency</i>	
<i>Backup media</i>	

<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	Set of various applications that are Web bases, locally installed, and client server based.

5.2.9. Department application: IBM SPSS

<i>Functional owner</i>	COB Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus</i>	

<i>systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.2.10. Department application: Tableau

<i>Functional owner</i>	MISY Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	

<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.2.11. Department application: Adobe DreamWeaver

<i>Functional owner</i>	MISY Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	

<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.2.12. Department application: XL Miner

<i>Functional owner</i>	MISY Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Other (please explain)
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	

<i>Successful recovery been done?</i>	
<i>Comment</i>	XL miner is an Add-in to Excel.

5.2.13. Department application: SAS

<i>Functional owner</i>	COB Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.2.14. Department application: MatLab

<i>Functional owner</i>	COB Faculty
<i>Technical owner</i>	Christopher Palfreyman
<i>Type</i>	Desktop
<i>Backup frequency</i>	
<i>Backup media</i>	
<i>Backup Method</i>	
<i>Database application?</i>	
<i>Move data to or from core campus systems</i>	
<i>If so, what campus systems?</i>	
<i>Departments that will be impacted by failure of this application</i>	
<i>Technical expert(s)</i>	
<i>Responsible for recovery</i>	
<i>Onsite storage location</i>	
<i>Offsite storage location</i>	
<i>Frequency of offsite storage</i>	
<i>Location of installation disks & documentation</i>	
<i>Successful recovery been done?</i>	
<i>Comment</i>	

5.3. Department Servers

5.3.1. Department server: CobLabs

<i>Server type</i>	File server
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<i>Explanation</i>	VM file server that allows faculty that utilize the laps to upload assignments for their students to work on and have the students upload when completed.
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Local tape
<i>Backup Method</i>	Automatic
<i>Applications that will be impacted by failure of this server</i>	
<i>Departments that will be impacted by failure of this server</i>	College of Business
<i>Server software</i>	
<i>Technical expert(s)</i>	Christopher Palfreyman
<i>Responsible for recovery</i>	Christopher Palfreyman and Campus IT
<i>Onsite storage location</i>	Performed by Campus IT.
<i>Offsite storage location</i>	No offsite storage
<i>Frequency of offsite storage</i>	No offsite storage
<i>Location of installation disks & documentation</i>	VM owned by Campus IT.
<i>Successful recovery been done?</i>	No
<i>Comment</i>	

5.3.2. Department server: bus.ad.tamucc.edu

<i>Server type</i>	Web server
<i>Explanation</i>	Used to E-commerce taught by Dr. Chuleeporn Changchit. Students create e-commerce sites that do not reach the internet.
<i>Backup frequency</i>	Daily
<i>Backup media</i>	Local tape
<i>Backup Method</i>	Automatic

<i>Applications that will be impacted by failure of this server</i>	
<i>Departments that will be impacted by failure of this server</i>	College of Business
<i>Server software</i>	
<i>Technical expert(s)</i>	Christopher Palfreyman
<i>Responsible for recovery</i>	Christopher Palfreyman and Campus IT.
<i>Onsite storage location</i>	Performed by Campus IT.
<i>Offsite storage location</i>	No offsite storage.
<i>Frequency of offsite storage</i>	No offsite storage
<i>Location of installation disks & documentation</i>	VM owned by Campus IT.
<i>Successful recovery been done?</i>	No
<i>Comment</i>	

5.4. Workstations

5.4.1. Workstation Backup

Backup Method	Percent of Workstations Using this Backup Method	Comment
<i>Files are stored on dept. server, which gets backed up</i>	80%	Syncplicity replicates all users Desktop and My Documents files unless users choose not to allow it.
<i>Local backup of workstation by user (manual)</i>	5%	A few faculty/Staff backup their data to a local external hard drive or flash drive.
<i>Other (describe)</i>	10%	Users store data on a network shared drive available for the entire campus.
<i>No backup</i>	5%	Some faculty do not backup their

data

5.4.2. Workstation Support

Workstation Support Provided By	Comment
<i>Technicians employed by department</i>	Christopher Palfreyman and College of Business Graduate Assistants.
<i>Technicians from another department</i>	Campus Main IT. Mostly Technology Support Serveries and the Application Services department.
<i>External vendor</i>	Since the majority of machines are Dell, we sometimes call them if the computer is under warranty for support or for replacement parts.

5.5. Recovery Strategies for IT

<i>Where will you quickly purchase new workstations, servers, or other hardware?</i>	If departmental computers are not salvageable, COB IT will work with Central IT in the purchase of new computers.
<i>When your support technicians rebuild your workstations or servers in the new location (on the new hardware), where will they find the systems software, applications software, and related documentation that they will need?</i>	Departmental system software, application software, and related documentation is located in Departmental IT technician's offices and on central IT servers.
<i>Does your IT equipment have any environmental requirements (air conditioning, high power consumption, unusual physical security, etc.?)</i>	No, the only servers we have that require A/C are Virtual Machines that are on Campus IT owned hardware.
<i>Will your technical support staff be adequate in numbers & skills to rebuild your systems quickly? Will they be available? Do they have other clients to serve?</i>	No, our technical support staff should be adequate in number & skills to rebuild departmental systems quickly, but services/applications must be performed by Central IT.
<i>Are there any other obstacles that could hinder the quick re-establishment of your critical IT services?</i>	Lack of departmental IT manpower could hinder re-establishment of departmental IT services. Also lack of Central IT availability to provide needed software/services..

Visualize now a flu pandemic. If all staff were requested to work from home (where possible) for a couple of months to minimize contagion, what would you have to do to enable & support their IT? (Presume the users all have adequate computers at home, plus broadband connections.) Be specific, and estimate how long it would take to get them set up & running.

IT staff could use WebEx or other software to walk users through problems and take over the machine to resolve problems. VPN software can be used to allow users to access files remotely.

When IT systems become unavailable for an extended time, people use workarounds – paper forms to gather data, snail-mail, chalkboard instead of PowerPoint. In the collection of IT applications & systems that you support, are there any that could not somehow be "worked around" for a few weeks or months? Explain.

Certain specialized software require student presence on campus.

5.6. Action Items for IT

[See Action Item List](#)

6. Faculty Preparedness

[See Action Item list](#)

7. Key Resources

7.1. Staff Basics

<i>Does your unit have a (printed) emergency contact list for faculty & staff?</i>	Yes
<i>Who holds copies of the emergency contact list? (Be specific)</i>	Shawn Elizondo hard copy. Soft copy located on I Drive under Dean's Staff. Those that have access include Shawn Elizondo, Christopher Palfreyman, Monica Silva, John Gamble, Anita Reed.
<i>Who updates the emergency contact list?</i>	Shawn Elizondo
<i>Who knows how to check messages on your department's main phone line?</i>	Christopher Palfreyman
<i>Who knows how to record a greeting on your department's</i>	All full time staff

<i>main phone line?</i>	
<i>Who can post messages on your department's web site (i.e., do the actual mechanics)?</i>	Christopher Palfreyman
<i>Do your staff use any shared passwords that should be kept available?</i>	No
<i>Comment</i>	

7.2. Work From Home

The capabilities of some faculty & staff to connect from home are listed below.

<i>Name</i>	Anita Reed
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Bonnie Salas
<i>Position</i>	Staff
<i>Home broadband connection?</i>	
<i>Currently does connect from home?</i>	Probably not
<i>Must office computer be running?</i>	
<i>Additional comment</i>	

<i>Name</i>	A.N.M. Waheeduzzaman
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	
<i>Currently does connect from home?</i>	
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Alexandra Theodossiou
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	
<i>Currently does connect from home?</i>	
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Amir Hormozi
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	
<i>Currently does connect from home?</i>	
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Armand Picou
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<i>Position</i>	Faculty
<i>Home broadband connection?</i>	
<i>Currently does connect from home?</i>	
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Chuleeporn Changchit
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	
<i>Currently does connect from home?</i>	
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Deniz Gevrek
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Donald Deis
<i>Position</i>	Faculty

<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	Yes
<i>Additional comment</i>	

<i>Name</i>	Elwin Myers
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Eugene Bland
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	
<i>Currently does connect from home?</i>	
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Jim Lee
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	

<i>Currently does connect from home?</i>	
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Joseph Mollick
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	
<i>Currently does connect from home?</i>	
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Karen Loveland
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Kent Byus
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably

<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Patrick Crowley
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Rabih Zeidan
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	
<i>Currently does connect from home?</i>	
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Robert Cutshall
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	
<i>Currently does connect from home?</i>	
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Scott Sherman
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	
<i>Currently does connect from home?</i>	
<i>Must office computer be running?</i>	
<i>Additional comment</i>	*

<i>Name</i>	Swint Friday
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Yes
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	John Gamble
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	Dean

<i>Name</i>	Monica Silva
<i>Position</i>	Staff
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	Access to P-card and student payroll. In the event of an evacuation, Monica will instruct students to submit their time worked so she may access it offsite through Single Sign On. She will also take her P-Card offsite with her.

<i>Name</i>	Shawn Elizondo
<i>Position</i>	Staff
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Christopher Palfreyman
<i>Position</i>	Staff
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Sharon Polansky
<i>Position</i>	Staff
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	Also Adjunct

<i>Name</i>	David Zhang
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Autumn Zhao
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Randall Harris
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<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Andrew Johnson
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Katherine Roberto
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	David Hudgins
<i>Position</i>	Faculty

<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Tim Klaus
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Mohan Rao
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Russell Franques
<i>Position</i>	Staff
<i>Home broadband connection?</i>	Probably

<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	CBBIC

<i>Name</i>	Melissa Windle
<i>Position</i>	Staff
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Yes
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	CBBIC

<i>Name</i>	Tom Hsu
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	William Johnson
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably

<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Matthew Starliper
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Chunlai Ye
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Veysel Avsar
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Ahmed Kamara
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Oliver Cruz-Milan
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Rusty Karst
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Jennifer Taylor
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Agelina Dick
<i>Position</i>	Staff
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Kathy Smith
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Lawrence Smith
<i>Position</i>	Faculty

<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Tiffany Currie
<i>Position</i>	Staff
<i>Home broadband connection?</i>	Yes
<i>Currently does connect from home?</i>	No
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Ginger DeLatte
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	No
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Jack Clampit
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably

<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Steve Ferguson
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably not
<i>Must office computer be running?</i>	Yes
<i>Additional comment</i>	

<i>Name</i>	Ryan Terry
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Donald Crumbley
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably not

<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	John DeLeon
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Sandy Huang
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

<i>Name</i>	Dimitrios Koutmos
<i>Position</i>	Faculty
<i>Home broadband connection?</i>	Probably
<i>Currently does connect from home?</i>	Probably
<i>Must office computer be running?</i>	No
<i>Additional comment</i>	

7.3. Teams

These are important teams on which departmental faculty and/or staff participate.

<i>Name</i>	Chairs' Council
<i>Purpose</i>	The Chairs' Council is charged with assisting the Dean in making administrative decisions. The Council is composed of the Dean, Associate Deans, Department Chairs, Director of Master's Programs, Project Manager, Business Manager, IT Manager, and Academic Success Coordinator.
<i>Members</i>	Alexandra Theodossiou, Anita Reed, Christopher Palfreyman, David Hudgins, John Gamble, Monica Silva, Patricia Hill, Randall Harris, Sharon Polansky, Shawn Elizondo
<i>Additional comment</i>	

<i>Name</i>	College Dean's Council
<i>Purpose</i>	The College Dean's Council, with guidance from the Provost and Vice President for Academic Affairs, initiates recommendations concerning academic programs at the University, advises on appropriate University issues, coordinates planning and implementation of college academic programs, provides administrative oversight for all issues involving graduate education at the University, and performs other functions as designated by the Provost.
<i>Members</i>	John Gamble
<i>Additional comment</i>	

7.4. Skills

These skills that may be needed post-disaster to perform our unit's critical functions.

Skill	Description	Additional comment
<i>Ability to advise students</i>	Abilities in undergraduate and graduate student advising	
<i>Ability to procure goods and services</i>	Need an individual with a P-card or other ability to access departmental funds	

<i>Ability to provide classroom instruction</i>	Individuals with abilities in Accounting/Business Law, Management/Marketing, Finance/Economics/Decision Sciences	
<i>IT Services</i>	Repair/maintain computer related hardware/software	
<i>Research</i>	Continue research to maintain academic qualifications	
<i>Telecommunication repair</i>	Establish, tear-down, repair telecommunication lines	Establish, tear-down, repair telecommunication lines

7.5. Staffing Requirements

This list displays both

- numbers of staff who may be REQUIRED during crisis, and
- numbers of staff who may be AVAILABLE FOR REASSIGNMENT during crisis

Definitions

- Critical 1: must continue (life, health, security)
- Critical 2: must continue, perhaps in reduced mode
- Critical 3: pause if forced, but must resume in 30 days or sooner
- Deferrable: resume when conditions permit

Function	Criticality Level	Category of Staff	Shift	FTE required under normal conditions	FTE required during crisis FTE who may be available for reassignment
<i>Classroom Instruction</i>	3	Faculty	8am-5pm	50.0	50.0 0.00
<i>Community Outreach - Coastal Bend Business Innovation Center</i>	3	Full-time Staff	8am-5pm	2.0	2.0 0.00
<i>Graduate Student Advising/Support</i>	4	Full-time Staff	8am-5pm	3.0	3.0 0.00

<i>Classroom Instruction</i>	3	Full-time Staff	8am-5pm	4.5	4.5
					0.00
Totals				59.50	59.50
					0.00

7.6. Documents

[See Document List](#)

7.7. Equipment and Supplies

Minimum equipment needed to carry out all critical functions.

7.7.1 Office Equipment

Minimum Number		Additional comment
<i>Workstation (includes desktop computer, network connection, table, chair)</i>	95	
<i>Laptop Computer (car charger advised)</i>	56	
<i>Telephone (hard-wired)</i>	63	
<i>Printer</i>	68	
<i>Fax</i>	3	
<i>Copier</i>	5	
<i>Scanner</i>	5	
<i>Server</i>	2	

7.7.2 Other Equipment

<i>Major Items Only</i>	
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7.7.3 Supplies

<i>Necessary Consumables</i>	Paper, staples, toner, pens.
<i>Inventory or Stockpiling Considerations</i>	If a crisis were to occur Paper and toner, staples, and pens would need to be stockpiled.

7.8. Facilities and Transportation

<i>Facilities (special needs beyond office-classroom-lab needs)</i>		
<i>Utilities (very important to the functioning of the department)</i>	Utility	Additional comment
	Water	
	Electricity	
	Waste Water	
	Telephone	
<i>Transportation (special transportation needs)</i>		
<i>Other Resources</i>		

8. Action Items

8.1. Build continuity plan for faculty. Cross train two staff members to do department purchasing/payroll.

<i>Assigned To</i>	
<i>Due Date</i>	
<i>Supports this Critical Function</i>	Classroom Instruction
<i>Estimated Cost</i>	less than \$100
<i>Cost Frequency</i>	One-time
<i>Within Whose Scope</i>	My unit itself
<i>Details</i>	

<i>Status</i>	Completed
<i>Date Entered</i>	2015-04-30

8.2. Cross train employees to be able to perform multiple functions.

<i>Assigned To</i>	
<i>Due Date</i>	
<i>Supports this Critical Function</i>	Community Outreach - Coastal Bend Business Innovation Center
<i>Estimated Cost</i>	
<i>Cost Frequency</i>	
<i>Within Whose Scope</i>	
<i>Details</i>	
<i>Status</i>	Completed
<i>Date Entered</i>	2016-07-12

8.3. Communicate to clients the status of closures. If necessary, to take what equipment they need to continue their business offsite.

<i>Assigned To</i>	
<i>Due Date</i>	
<i>Supports this Critical Function</i>	Community Outreach - Coastal Bend Business Innovation Center
<i>Estimated Cost</i>	
<i>Cost Frequency</i>	
<i>Within Whose Scope</i>	
<i>Details</i>	
<i>Status</i>	Completed
<i>Date Entered</i>	2016-07-12

8.4. Encourage faculty to prepare to deliver courses in alternate ways if classrooms are not available.

<i>Assigned To</i>	
<i>Due Date</i>	
<i>Supports this Critical Function</i>	Faculty Preparedness
<i>Estimated Cost</i>	\$100 - \$1000
<i>Cost Frequency</i>	One-time
<i>Within Whose Scope</i>	
<i>Details</i>	
<i>Status</i>	Completed
<i>Date Entered</i>	2015-09-17

8.5. Safeguard research materials (specialized journals, databases, etc.)

<i>Assigned To</i>	
<i>Due Date</i>	
<i>Supports this Critical Function</i>	Faculty Preparedness
<i>Estimated Cost</i>	
<i>Cost Frequency</i>	
<i>Within Whose Scope</i>	
<i>Details</i>	
<i>Status</i>	In Progress
<i>Date Entered</i>	2015-09-17

8.6. Promote/ensure computer backup

<i>Assigned To</i>	
<i>Due Date</i>	

<i>Supports this Critical Function</i>	Faculty Preparedness
<i>Estimated Cost</i>	
<i>Cost Frequency</i>	
<i>Within Whose Scope</i>	
<i>Details</i>	
<i>Status</i>	In Progress
<i>Date Entered</i>	2015-09-17

8.7. Have users make sure all necessary files/data are backed up on the U drive and replicated in syncplicity

<i>Assigned To</i>	
<i>Due Date</i>	
<i>Supports this Critical Function</i>	Information Technology
<i>Estimated Cost</i>	less than \$100
<i>Cost Frequency</i>	One-time
<i>Within Whose Scope</i>	My unit together with other units on campus
<i>Details</i>	The U drive is backed up nightly
<i>Status</i>	In Progress
<i>Date Entered</i>	2015-04-30

8.8. Secure/move portable equipment to a seucure location to be utliized after the diasater.

<i>Assigned To</i>	
<i>Due Date</i>	
<i>Supports this Critical Function</i>	Information Technology
<i>Estimated Cost</i>	less than \$100

<i>Cost Frequency</i>	One-time
<i>Within Whose Scope</i>	My unit itself
<i>Details</i>	
<i>Status</i>	Not Yet Begun
<i>Date Entered</i>	2015-04-30

8.9. Ensure faculty can continue research if off campus for long period of time.

<i>Assigned To</i>	
<i>Due Date</i>	
<i>Supports this Critical Function</i>	Research
<i>Estimated Cost</i>	
<i>Cost Frequency</i>	
<i>Within Whose Scope</i>	
<i>Details</i>	
<i>Status</i>	Completed
<i>Date Entered</i>	2016-07-13

9. Documents

These documents have been identified as important for continuing our critical functions.

<i>Name</i>	COB Continuity Plan
<i>Description</i>	This document lays out the College of Business' Continuity Plan
<i>Medium</i>	Electronic (computer)
<i>Location Where Stored (Physical)</i>	Islander Ready and Network Storage
<i>Location Where Stored (URL)</i>	
<i>Owner (department)</i>	Dr. John E Gamble

<i>Contact person(s)</i>	Dr. John Gamble Dr. Margaret Lucero Ms. Shawn Elizondo Mr. Christopher Palfreyman
<i>Backup measures</i>	Please see document
<i>Comment</i>	
<i>Uploaded in this tool?</i>	Yes