

ADMINISTRATIVE PROCEDURE

ITP-TBD

NETWORK INFRASTRUCTURE AND CABLING POLICY

Number: ITP-TBD	Name: NETWORK INFRASTRUCTURE AND CABLING POLICY
Purpose: It is the responsibility of the Marshall University Information Technology to provide and maintain the infrastructure needed to support all voice, data, and video services to all University units.	
Responsible Unit: Information Technology	
Approved by:	Approval Date:

1. General Information:

- 1.1. **Scope:** This procedure applies to all Marshall University employees, students and affiliates in university owned and operated spaces, which includes but is not limited to main campus, regional campuses, leased spaces, housing, and residence life.
- 1.2. **Authority:** Marshall University Chief Information Officer, as defined by ADMIN-20 Approval of Board of Governors Rules, University Policies and Administrative Procedures
- 1.3. **Passage Date:** April 17, 2015.
- 1.4. **Effective Date:** April 17, 2015, **Revised Date:** April 14, 2025.
- 1.5. **Background:** The purpose of this procedure is to authorize University Information Technology (IT) the regulation, standardization, security, and optimization of the Network Infrastructure. This IT Procedure combines and supersedes ITP-15, ITP-16, and ITP-18, which were archived by the technology governance process in 2024.

2. Network Infrastructure and Data Communications Services

The Marshall University Network (MUNet) is an advanced network built on the Institute of Electrical and Electronics Engineers (IEEE) standards. MUNet is a secure, high speed, redundant wired and wireless network that is budgeted and funded by Marshall University Information Technology (MUIT) and through special funding initiatives.

2.1. Network Infrastructure Cabling Services

MUIT, in consultation with Physical Plant and Facilities Planning and Management, is responsible for the installation, operation and maintenance of the inter- and intra-building cabling infrastructure. Additionally, MUIT creates and maintains a standardized document that is used for all cabling projects within university spaces. This document is reviewed annually with our vendors and is submitted to our contractors. All building wiring system designs must be approved by MUIT to ensure compliance with the wiring standards. Variances may be granted for small wiring projects on a case-by-case basis.

The following conditions apply to all existing building wiring and future wiring projects:

- When a unit leaves the building, the wiring system must remain in the building as part of the

building fixtures.

- Building wiring will be upgraded to current standards when any changes or major renovations are made.
- MUIT provides oversight and directions to wire, rewire, and equip all campus owned or leased buildings as required by the campus network plan.
- MUIT provides networking expertise, assistance, coordination, oversight, and direction to all University units, and has final approval on all network issues.
- The Network infrastructure is provided to units for the sole purpose of conducting University business.

3. Network Infrastructure Hardware and Software:

MUIT is responsible for operating, maintaining, and replacing outdated hardware and software within the campus network. Network hardware includes but is not limited to network switches, hubs, firewalls, routers, repeaters, and wireless access points. Network software includes but is not limited to network management solutions, network automation solutions, scripting tools, cloud firewalls, and cloud monitoring offerings.

4. Voice Telephone Services

MUIT provides voice telephone services for all university entities. The service consists of all cabling, telephone equipment (if provided), and the university contact center. Employees may be assigned an individual direct inward dial (DiD) telephone number or extension number, in addition to the departmental telephone number. All assigned university numbers may be published in the University directory, including individual numbers or extensions. The published number can be an individually assigned number or numbers, or a delegate's number or numbers who can route the call. Telephone service provided to units is for the sole purpose of conducting University business, therefore, employees do not have the option of not listing appropriate telephone numbers, where required, in the telephone directory.

MUIT also provides consultation about the various mobile phone plans that are available to the University community. The cost of the mobile phone service will be charged directly to the department. The department is responsible for the purchase of mobile phone equipment.

5. Wireless LAN Network

5.1. Use of Radio Frequencies on Campus

Marshall University is the owner of the unlicensed radio frequencies on our campus. These include the FCC 2.4 GHz Industrial/Scientific/Medical (ISM), and the 5 GHz Unlicensed National Information Infrastructure (UNII) bands used in WLAN. MUIT is responsible for managing these radio frequencies for the benefit of the entire University community. MUIT may restrict use of any device(s) that can cause interference and/or impact the university use of the unlicensed radio frequencies ranges. This includes WLAN access points, consumer oriented wireless devices such as wireless/cordless telephones, radio frequency remote control, as well as other transmission and/or receiving devices.

5.2. WLAN Services

MUIT is solely responsible for providing WLAN services on any university property, including intra-building, inter-building, and connectivity to commercial service providers. No other department or entity may deploy WLAN access points or other wireless services on campus. Private wireless access points in residence halls, offices, classrooms, and public areas are prohibited. MUIT is responsible for maintaining a secure WLAN network and will deploy adequate security measures and procedures to support WLANs at all university campuses and in university sponsored facilities.

6. Procurement of Networking and Communications Infrastructure

All university purchases for network infrastructure and communications services must be reviewed and

approved through the Technology Governance and Review Process (reference ITP-1: Technology Governance and Procurement Policy).