**Technology Purchase and Refresh Procedures**
**For all funding source**
**College of Education**
**(Effective December 2013; revised April 2017)**

OVERVIEW

Computer Refresh (CR) is an annual project to ensure a proactive approach to replacing aging desktop and laptop computers used by ISU College of Education faculty and staff. The primary goal of this project is to ensure faculty and staff have the appropriate computer hardware to support academic scholarship and achievement, as well as increase productivity and efficiency while supporting the ISU community. CR aims for a regular refresh cycle of 25 percent of the computers annually to ensure that all CR eligible computers are on a four-year refresh cycle.

GENERAL COMPUTER REFRESH

The College of Education will refresh the primary computer used by full-time employees in the college and will provide access to computers and refreshes at its discretion for part-time positions, student workers, research, supervision, labs, laptop carts, spares, or other purposes. If a faculty or staff member is in possession of more than one COE computer, only the one designated as the primary will be on the refresh list and as of July 1, 2014 only one computer per faculty/staff member will be supported unless prior written approval is on file with the Assistant Dean and/or the Associate Dean. If the primary computer has not been designated, the faculty or staff member will be asked which one is the primary. That computer will then be designated as the primary in the inventory database. Non-primary computers purchased prior to July 1, 2014 will be supported until the COE Tech Team deem them to be no longer reasonably serviceable. Non-primary computers purchased after July 1, 2014 will not be supported unless prior written approval was granted and is on file with the Assistant Dean and/or the Associate Dean (see computers funded through grants).

Computers to be refreshed must meet at least one of the following criteria:
- COE Tech Team recommends replacement (due to hardware failure or other factors)
- Job duties have significantly changed requiring a new computer with current capabilities
- The computer is at least four years old

When a computer is replaced according to the criteria above, the COE Tech Team will assess the machine and determine if it has the specifications necessary to be used effectively in the college. If the computer can be used, it will be rebuilt and distributed as needed. All decisions are subject to approval from the dean.

The college inventory coordinator maintains a computer inventory list indicating the purchase date of all computers and displays. This inventory list is used to determine which computers will be refreshed during each year.

Unless the unit/department/school head or dean decides otherwise, new faculty will receive a new computer; they will receive either a new or current external display depending on availability.

Once an employee has an external display, he or she retains that display unit until it fails or is no longer compatible with the standard model; only the computer will normally be replaced during a computer refresh.

Requests for equipment outside the standard configuration for a full-time employee will be made through the unit head to the dean via the Technology Exception Form (link below). The unit head, in consultation with the dean, will determine if these exceptions are appropriate. Before the equipment is ordered, the purchasing unit will notify the COE EdTech coordinator to verify the equipment's compatibility with standard computer configurations.

Technology Exception Form:
https://forms.illinoisstate.edu/forms/technologyexpectionrequest

The COE Tech Team will select two laptops (one Windows, one Mac) from the standard recommended configurations established as part of the mass purchase agreements the university makes with its approved university vendors. The EdTech selections will be based on several variables, including consultation with faculty/staff, reliability, and efficiency of manufacturer support/repair. (*See Appendix A for the College of Education FY 18 configuration*)

Selections will be updated once per year, as new models are released from university approved vendors

Exceptions to the refresh policy may be made due to financial conditions, changing job requirements, or other factors at the discretion of the dean.

PROCESS FOR COMPUTER REFRESH

1. Faculty and Staff will identify their primary computer.
2. The College of Education inventory coordinator will identify the oldest 25% of primary machines in the College.

3. The dean, in consultation with the unit heads, will make any necessary adjustments and approve the list.
4. The COE director of technology will notify the faculty members of upcoming orders and the expected date range for delivery to the faculty member.
5. The computers will be ordered, received, and configured.
6. Faculty will be contacted to schedule an appointment to refresh their current primary computer with the newly-configured replacement computer. The replaced computer will be collected and placed in tech storage until its future viability is determined.

POOL COMPUTERS

As of July 1, 2014, computers currently issued to retired individuals or non-permanent NTT's will be reclassified in our master database as POOL computers loaned out to these individuals. Retirees and others that chairs, directors, and deans designate as having temporary employment with the university and needing the use of a computer will be given "use" of a computer during the time the university employs them. This will be noted in the database as well. Again, these computers will belong to a pool of computers and will be moved around depending upon the need of the departments/units or College.

The COE Tech Team will hold, maintain, and upon the recommendation of departments/units, issue pool computers for the following purposes:

1. Issued temporarily (loaned) for replacing computers that are non-functional and under repair
2. Issued to individuals (loaned) that are temporarily hired on an annual or semester basis (retirees, NTT's) needing the use of a computer during their time of employment
3. Issued to faculty/staff (loaned) that need a laptop for travel (present at conference) if they currently don't have one.
4. Issued to faculty/staff as a permanent replacement for those computers permanently taken out of service

Note: Pool computers will be replaced on the same replacement schedule as others

If a faculty or staff member transfers from one unit to another within the College of Education, the technology assigned to the previous unit should remain with that unit, and the new unit will assign technology to the faculty or staff member who is moving. Technology should not transfer from one unit to another. Any modifications to this procedure must be received in writing from the dean of the College of Education.

GRANT TECHNOLOGY & SUPPORT

The College of Education recognizes that to be competitive for some grants, technology purchases and in-kind matches of technology may be necessary. This practice should not be discouraged. Prior to submitting a grant, any potential technology purchases or in-kind commitments included in a grant should be coordinated and approved by the associate dean (Barb Meyer) and the assistant dean (Ken Fansler). In other words, grant awardees should not plan to purchase any grant technology, or to expect support of that technology, without prior approval from both the associate dean and assistant dean. These discussions must take place to formally agree upon and document, in writing, which of the following two technology support scenarios will be utilized for the grant being considered:

1. The faculty member(s) has/have the expertise to purchase and support their own technology, or will contract with non-university (vendor) for technology support, and will therefore not require any technology support from COE support personnel.
2. COE technology personnel will support grant technology if the terms of this support (stipends for support staff, amount of time required, etc.) are formally written into the grant and approved by the Associate and Assistant Dean(s).  Support provided by COE technology personnel must happen outside of regular work hours, or if support occurs during the standard work day, vacation time must be taken during those hours that support is provided to the grant. This prevents financial "double-dipping" scenarios and alleviates any discrepancies with auditors.

In both situations, COE tech support will help connect the grant personnel to the appropriate ISU offices (Campus Help Desk, TechZone, Dell/Apple, ISU Telecom, CTLT, etc.) as needed. In cases where standard-issue computers and/or peripherals (purchased as part of the COE refresh) are used in combination with grant-purchased technology, such as in a classroom or office, COE tech support will provide support to those computers and peripherals that were included in a standard refresh purchase.

If the Associate and Assistant Deans are *not* consulted as part of the grant-writing process, and/or if no funding is available for support personnel as part of the terms of the grant, COE tech personnel will not be responsible for supporting the grant technology.

Upon receipt of grant funds and prior to the purchase of technology using grant funds, the grant awardee will need to coordinate the purchase with the Associate Dean and Assistant Dean for accurate tracking to occur. Computers and other technology purchased with grant dollars are tagged by the university and are thus property of the university. If an individual purchases a computer with grant funds, the computer will be identified in our master database as a GRANT COMPUTER and be temporarily issued (loaned) to grant awardees for the life of the grant. The beginning and end dates of the grant will be recorded in the master database. Should an individual use a GRANT COMPUTER in multiple grants, the computer will be recorded as loaned to that individual until the last grant has expired. Upon the

expiration of a grant, the computer will be returned to the GRANT COMPUTER pool and be available for reissuing to future grant awardees or be taken out of service if it is 4 years or older.

## GRANT FUNDED POSITIONS

Unless otherwise recommended by department chairs/school directors or the dean of the College of Education or his/her designate, computers and other technology purchased with non-grant revenue (general revenue, foundation, etc) for grant funded positions will not be replaced once the grant has expired.

## TECHNOLOGY REQUESTS/PURCHASES

**All technology purchases** must first be presented to the COE Technology Team for review to ensure successful adoption of requested technology.  One of the three following processes should be followed AFTER consulting with the COE Technology Team:

1. Regarding technology purchase requests that will be paid for out of **non-grant funds**, and is not related to the annual refresh, the request must go through the Priority Process.  Any purchases over $800 within the College of Education must first be approved the College of Education Leadership Team.  To initiate this process, please have your chair/director complete the following form:
   http://education.illinoisstate.edu/requests

2. Regarding technology purchase requests that will be paid for out of **grant funds**, the request must be approved through the Associate and Assistant Deans *before* the proposal is submitted for funding.

3. Regarding technology purchase (peripheral) requests that will be paid for out of **non-grant funds** and is under $800 dollars, the COE Technology Team will advise.

APPENDIX A: FY 2018 Recapitalization Configurations

## Computer

| Type | Manufacturer | Model | Processor | RAM (GB) | Hard Drive (GB) | Screen Size | Warranty |
|---|---|---|---|---|---|---|---|
| Laptop | Dell | XPS 13 9365 2-in-1 | Intel i5-3.20 GHz | 8 | 256 GB Solid State | 13" | 3 years |
| Laptop | Apple | Macbook Air | Intel i5 1.6 GHz | 8 | 256 GB Solid State | 13" | 3 years |
| Desktop | Dell | Optiplex 7050 | Intel i5 3.50 GHz | 8 | 256 GB Solid State | n/a | 3 years |
| Desktop | Apple | iMac 21.5" | Intel i5 2.8 GHz | 8 | 1 TB Fusion (HDD + SSD) | 21.5" | 3 years |

## Peripherals

| Item | Manufacturer | Model | Notes |
|---|---|---|---|
| Dock | Dell | WD15 | USB-C Dock with 180W Adapter (powers laptop) |
| Adapter | Dell | DA200 | USB-C to HDMI/VGA/Ethernet/USB 3.0 (travel adapter) |

## Optional Peripherals - to be purchased by department

| Item | Manufacturer | Model | Notes |
|---|---|---|---|
| Printer | Brother | HL-L2300D | TN-450 cartridges, 24ppm, black & white only |