

Computer Refresh

Policy IT003

Volume 10, Information Technology

Responsible Administrator: Vice President for Information Technology and CIO

Responsible Office: Office of Information Technology

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Policy Statement

The policy provides a coordinated, centralized, and sustainable computer hardware refresh process for all non-classroom faculty, administrators, and staff¹. FIT computers will be replaced on a rolling four-year cycle. This process will improve system dependability, administration, and cost management. FIT-Information Technology (IT) will coordinate administration of this policy with input from Vice Presidents, Divisional Directors, and Finance.

Reason for the Policy

The college recognizes that computer technology is critical to all aspects of its educational and business functions. Rapid change in software necessitates a periodic structured computer hardware refresh process. IT provides appropriate and current technology to non-classroom faculty, administrators, and staff on a coordinated basis. Employees are allotted one primary office computer, either a stationary desktop machine or a portable laptop machine. The policy provides procedures for administering an ongoing computer refresh program.

Who is Responsible for this Policy

- Vice President and Chief Information Officer
- Vice Presidents and Divisional Directors
- Vice President for Finance and Administration

Who is Affected by this Policy

- Vice Presidents and Divisional Directors
- Non-Classroom Faculty, Administrators, and Staff

Definitions

N/A

¹ See Teaching Faculty Computer Refresh policy for teaching faculty.

Principles

- **General Requirements**
 - All non-classroom faculty, administrators, and staff are eligible for the refresh program.
 - FIT IT will maintain the inventory of employee computers and will periodically, no less frequently than annually, prepare a list of individuals whose computers have reached the designated refresh cycle – four years or sooner based on technical requirements.
 - Eligible employees will be notified by IT regarding their automatic eligibility for a computer refresh.
 - Non-classroom faculty, administrators, and staff will be assigned one designated standard system – a stationary desktop computer with the Windows operating system. All hardware requests that require a specification other than the above prescribed standard system must be pre-approved by the Divisional Vice President or Divisional Director, as well as the Chief Information Officer.
 - Individuals will only be entitled to one computer, unless the respective Vice President or Divisional Director approves additional equipment.
 - Peripheral equipment (laptop docking stations, printers, mobile devices) is not included in the computer refresh program. At the discretion of IT, monitors may be included in specific refresh requests based on the age of the equipment or technology.

Responsibilities

N/A

Procedures

FIT has partnered with the Divisional Vice Presidents and Finance and Administration to establish an efficient and effective computer refresh workflow process that addresses approvals, purchasing, asset management, and inventory control processes.

- Non-Classroom Faculty, Administrators, and Staff Requests and Approvals
 - FIT IT will share employee inventory lists with the respective Vice Presidents or Divisional Director to confirm the appropriate configuration for the individual.
 - Once validated, FIT IT will notify the individuals eligible for a refresh (along with their respective Vice President or Divisional Director) and provide instructions and a timeframe for the refresh.
 - Individuals will then indicate that they have received the notification and approve the refresh timeframe.
 - Individual computer user information is stored in a database housed in FIT IT. Any request to change the type of computer assigned to an individual employee must be made through the respective Vice President or Divisional Director. FIT IT will not accept change requests directly from individual employees.
 - Individuals should never keep FIT files (of any type) on a desktop/laptop computer. FIT files should be maintained on departmental drives ("M," "N," "T," or college-approved cloud drives) to ensure that files are properly backed up.
 - Computers will be refreshed within the fiscal year in which they are determined to be end-of-life.
 - Computers for new employees are handled as part of the standard on-boarding process. The computers will then be covered by this refresh policy.

- **Asset Management and Inventory Control**
 - The replaced computers will be collected by IT.

Violations

N/A

Related Policies

- [Teaching Faculty Computer Refresh](#)

Related Documents

- [FIT Information Technology](#)

Contacts

- **Information Technology**

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