

## **Goucher College Computer Workstation and Printer Replacement Strategy**

### **Computer Replacement Guidelines**

1. In order to maintain and enhance information technology accessibility, the college will continue to upgrade, maintain, and replace computer hardware and software so that the college's technology services provide needed capabilities and features.
2. The college will develop a standard PC and Macintosh workstation configuration for the annual computer workstation replacement. The standard workstation configuration will be designed to support the campus standard software configuration while minimizing the cost per workstation. Computer purchases will be made to maximize education discounts, bulk buying opportunities, and consortium purchasing agreements.
3. Computer workstations will be purchased with a three year warranty.
4. If additional features (e.g., larger monitor, DVD-RW Drive, extra memory) are required, the department will be responsible for the cost of the additional features.
5. If a new computer is being purchased and a laptop computer is desired, the department will pay the difference between the cost of the laptop computer and the standard workstation configuration.
6. If additional peripheral equipment is required, the department will be responsible for the cost of the equipment.
7. The college will provide standard software for each computer workstation. The standard software configuration will include Microsoft Office (Word, Outlook, Excel, PowerPoint, and Access), Microsoft Publisher, Microsoft Front Page, Anti-Virus software, other Maryland Educational Enterprise Consortium (MEEC), and campus site licensed software. Additional software (e.g., SAS, Photoshop, Visio) will be the responsibility of the department.
8. If a new computer is required for faculty (full-time, half-time, or part-time) who are new to the college, the cost of the new computer would be funded by the Academic Dean. The future replacement of the new computer will be absorbed by the computer replacement budget.
9. If a new computer is required for staff who are new to the college, the cost of the new computer will be funded by the department. The future replacement of the new computer will be absorbed by the computer replacement budget.
10. The college replacement cycle will include all departments on the campus including self-support units.
11. Each full-time faculty and staff will be eligible for one computer in the replacement cycle.
12. The college will strive to maintain a four-year replacement cycle for all full-time faculty and staff. Faculty and staff who wish to have their computer replaced in three years instead of four will be asked to provide a justification.
13. When a full-time faculty or staff is eligible for a new computer, the supervisor will be contacted to:
  - Review justification requests for a three year replacement
  - Determine if additional features are required beyond the campus standard workstation configuration
  - Determine if a laptop computer is required rather than the campus standard workstation configuration
  - Determine if additional software is required beyond the campus standard software configuration

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14. The computer replacement budget will provide funding for replacing computer workstations that are shared by half-time and part-time positions.
15. The computer replacement budget will not provide funding for new computers for student workers. If a department would like to purchase a new computer for student workers, the cost will be the responsibility of the department. The future replacement of the new computer will not be absorbed by the computer replacement budget.
16. In the past, many departmental labs only received redeployed computers. The college replacement cycle will include department-specific labs.
17. The college will strive to maintain a three-year replacement cycle for all computer classrooms, public computer labs, department computer labs, and classrooms equipped with an instructor computer workstation. The replacement of computers used by students and faculty during instruction will always be the priority.
18. Computers are sometimes purchased through a gift or a grant. A replacement funding strategy should be developed prior to the purchase of the computer by a gift or a grant.

Note: Items 4, 5, 6, 7, 9, and 15 have an impact on department budgets and resources

### **Redeployment Guidelines**

1. Each year, Goucher will determine a minimum standard for redeployed computers. If the computer that is being replaced falls below the minimum standard, the computer will be removed from the campus network, wiped clean of all licensed software and files, and will be sold. Computers to be sold will be priced modestly to provide faculty, staff, and students with the opportunity to purchase affordable computer technology.
2. Computers eligible for redeployment will be redeployed to support lower-end computing needs of the campus.
3. Existing computers for student workers and part-time/half-time faculty/staff are eligible for receiving redeployed computers.
4. Computer workstations that are sold are for off-campus purposes only. Computers that are sold should not be deployed on campus for software licensing and support reasons.

### **Printer Replacement Guidelines**

1. The printer replacement budget will be responsible for the replacement of existing local/individual or networked printers.
2. When a printer is not functioning, an outside vendor evaluates the problem and provides an estimate of the repair cost. Based on the cost and the severity of the problem, a replacement printer may be purchased rather than repairing the existing printer.
3. If a printer is to be replaced, the replacement printer that will be purchased will be based on the needs of the area and if the replacement printer is networked, it will be based on network printer statistics.
4. The purchase of a new local/individual or networked printer for an area where an existing printer does not exist is the responsibility of the department or the Academic Dean.
5. Departments are responsible for the cost of printer toner cartridges, printer ink cartridges, and paper.