SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY **COMPUTER HARDWARE UPGRADE PROCEDURE**	Procedure 4.05.04.01

In order to effectively manage the upgrade of the computer hardware on campus we have implemented a five year computer rotation cycle. This effort has been undertaken to reduce the average age of all PC hardware for faculty staff and students. In addition, it allows the college to budget for computer upgrades and effectively manage their implementation throughout the entire year.

The hardware to be replaced each year will be purchased by the IT department in large batches to take advantage of vendor bulk pricing arrangements and state purchasing contracts. Once received, the computer will be installed with the appropriate operating system and software for the area in which it will be used. During this installation and implementation the Information Technology department's PC and help desk technicians will work with the appropriate personnel to make sure the equipment is properly configured.

Generally, the replacement of academic (classroom and computer lab) PCs will be coordinated with the program coordinator or instructors using these machines and their dean or director. In the case of faculty and staff office computers, the Information Technology department will communicate with the individual user to determine hardware and software needs. Instructors and other transient computer users whose computers are due for replacement will also be given the opportunity to select either a desktop or a laptop and docking station when their computer orders are being placed.

All computers being replaced during each cycle will be surplused and will not be placed into service in a different capacity or location. Primarily this is due to the fact that such computers will no longer be supported by our PC vendors at the time of replacement and therefore must be rotated out of the college's inventory. In addition, individuals who currently have both a laptop and a desktop will be asked to turn in both computers upon receiving their new machine.

The current computer replacement schedule is:

Year	Desktops and Laptops to be replaced
2012	Dell GX110, Dell GX240, Dell GX270 and Dell GX280
2013	Dell GX520, Dell GX620, Dell Vostro 1000, Dell Inspiron 1720
2014	Dell Optiplex 745
2015	Dell Optiplex 755, Dell Optiplex 760, Lenovo T400, Lenovo T410, and Dell Vostro220
2016	Lenovo T510, Dell Vostro 230, and ThinkCenter All in One PC
2017	Dell Optiplex 790, and Dell Latitude e5520
2018	To be determined

This upgrade cycle will remain in place on a continual basis; however, it may need to be adjusted based on the current needs of the college. This upgrade cycle could also be affected by exigent circumstances or other budgetary constraints.

If a department wishes to add additional computers to existing locations or to locations which do not currently have computers, the Information Technology Office must be notified. This is to ensure that there is sufficient infrastructure in place to accommodate the additional equipment and so that the computers can be added to the replacement cycle.

Previously Referenced as: June 2012 (3.46.1)

Changed: Moved to 4.05.04.01 October 22, 2013