Blue Mountain Community College
Administrative Procedure

Procedure Title: **Technology and Computer Equipment Replacement**
Procedure Number: **04-2022-0001**
Board Policy Reference: **IV.A.**
NWCCU Standard:

Accountable Administrator: **Chief Technology Officer**
Position responsible for updating: **Chief Technology Officer**
Original Date: October 26, 2022
Date Approved by College Planning Council: 10-26-22
Authorizing Signature: *signed original on file*
Dated: 10-26-22
Date Posted on Web: 10-28-22   **Reviewed:**

Overview
This procedure supports BMCC's approach to upgrading or replacing computer technology and equipment through an annual cycle. The College has established a budget and process for the regular replacement of computer technology and equipment for faculty and staff, classrooms, and computing labs. Information Technology (IT) is responsible for the upgrading and replacement of computer technology and equipment.

Purpose
The college's computer inventory is planned to be replaced every 6 years. The college follows industry best practice as the budget allows. The actual number of computers replaced annually will depend on the funds allocated.

In general, computers in the computer labs and instructional areas are upgraded first. In addition, classroom computers in the instructional podiums are upgraded to keep the newest computers in our instructional areas. The trickled computers will then be provided to staff, faculty, and other areas to replace older computers. Tablets, monitors, and other technologies, as well as printers are not included in the replacement cycle. All computers and other technologies are part of the college's inventory, regardless of the funds used for purchase. Computer replacements will be made based on the age of the computer and the needs of the user. IT staff will maintain an inventory of equipment to determine which equipment is eligible for replacement each year. Older, computers will be evaluated by IT staff, if it is still functional it will be relocated by IT for further use. All computers and other technologies that are determined to be non-functional will be de-inventoried and recycled by the college.

Monitors will not follow the same replacement cycle. A monitor will be deemed usable until it has either ceased to function properly or is incapable of being connected to an existing computer. A standard monitor will be purchased, if a different monitor is needed or requested, they may need to be purchased

from departmental funds.

Printers are purchased on a limited basis. Most of the printing needs to be directed to an area copy machine to utilize the investment and to save the college money. If a department purchases a printer, all supplies (including toner cartridges and paper) and support are the responsibility of the departments. IT will recommend and provide quotes of specific printers or other peripherals.

Computers and other technologies are not to be moved or reallocated without the approval from the IT department.

Support

The Information Technology Department provides the following support to all approved computer systems.

1. A connection to the campus network and the Internet is available across campus, by a wired or wireless network connection.
2. Inventory of the computer for replacement purposes.
3. Installation and configuration of the computer and supported software.
4. Resolution of functional problems when notified by the user.
5. Management of repair requests and processes for computers and other technologies.