

SOUTHWESTERN COMMUNITY COLLEGE	INFORMATION TECHNOLOGY COMPUTER HARDWARE UPGRADE	Procedure 8.05.01
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I. PURPOSE

To effectively manage the upgrade of the computer hardware on campus, Southwestern Community College ("College") has 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.

II. PROCEDURE

- A. **Hardware Replacement** - The computers and hardware to be replaced each year will be purchased by the College's IT Division in large batches to take advantage of vendor bulk pricing arrangements and state purchasing contracts. Once received, the computers 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 Division's staff will work with the appropriate personnel to make sure the equipment is properly configured for usage. IT staff will coordinate a deployment date, assist with any file transfers, and deploy the new computer and associated peripheral devices in the user's office or workspace.
- B. **Classroom and Lab Computers** - Generally, the replacement of academic (classroom and computer lab) computers will be coordinated with the program coordinator or instructors using these computers and their dean or director to ensure continued use of the computers in the specified area.
- C. **Computer Specifications** - In the case of faculty and staff user-assigned computers, the Information Technology Division will specify a typical hardware configuration to meet current needs and futureproof the computers for the anticipated five years of usage. Any special needs on hardware specifications will need to be requested and approved by the Vice President for IT.
- D. **New College Positions** - In the case where there is a new position created at the College, it is the responsibility of the position's supervisor to 1) budget for the computer hardware needed for the position, 2) coordinate with IT to get quotes for computer equipment, and 3) coordinate when the computer equipment needs to be on hand and deployed for the position.
- E. **Computer Configuration** - All user computers due for replacement will be a Windows PC laptop and docking station solution with two monitors. Any exceptions to this will need to be approved by the user's supervisor and Vice President.
- F. **Old Equipment** - All computers being replaced during each cycle will be surplus and will not be placed into service in a different capacity or location. The primary reason is because such computers will no longer be supported by our computer vendors at the time of replacement and therefore must be rotated out of the college's inventory. The second reason is the operating system manufacturer will often stop issuing security updates to older legacy systems and the college cannot have these computers on the college network.

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- All chargers associated with old equipment must be returned. This includes AC adapters, power cords, and any associated components provided with the original computer.

G. **Additional Needs** - If a department wishes to add additional computers to existing locations or to locations which do not currently have computers, the Vice President for Information Technology 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.

H. **Exceptions** - 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 there is a “bad batch” group of computers purchased and are beyond warranty replacement, which is generally three years, the College may replace these systems in bulk or on a case-by-case basis.

Previously Referenced as: October 2013 (4.05.04.01), June 2012 (3.46.1)

Adopted: September 2025