

Cal State San Marcos - Technology Refresh Program

Program Approved by Executive Council February 2017

BACKGROUND and SCOPE of the COMPUTER REFRESH PROGRAM at CSUSM

The original Computer Refresh Program was established by Instructional & Information Technology Services (IITS) in the late 1990s to provide industry standard and universally supportable equipment to all state funded tenure track faculty members as well as full-time and part-time regular employees. The prior program was suspended in FY 15/16. Recognizing that current technology, regularly replaced, was central to the academic, research, and administrative functions of the university, the new Technology Refresh Program is hereby established under the following program guidelines.

The *Technology Refresh Program* (TRP) covers General Fund faculty, staff, and administrators, as well as student labs, classrooms, and other funded computers through a centrally funded model and annual charge-backs for unfunded expenses. Under the TRP, all CSUSM computers are purchased, supported, and replaced through *Instructional & Information Technology Services* (IITS). Utilizing a central technology fund, established for the purchase and support of personal computer equipment, this program provides funding for state-side computers classified as *Program Designated Units* (PDU). Auxiliary, self-support, grant, and externally funded activities, and associated faculty/staff computer equipment are financed, but not funded under this program. These other systems are reimbursed to IITS on a four-year chargeback schedule. These systems are denoted as *Reimbursable Computer Equipment* (RCE).

TRACK #1 - PDU – GENERAL FUND FACULTY/STAFF COMPUTER STANDARD

- a. **WHO/WHAT IS COVERED:** Every tenure-track faculty member, full-time employee, and part-time employee shall be provided with one industry standard computer configuration as determined by IITS. The definition of an industry standard computer includes a Windows or Mac desktop (or laptop computer) and one monitor. In consultation with the unit or individual, the CIO/Dean of IITS has the discretion to also deploy virtual terminals, all-in-one, and other computer equivalent technologies that may be used in place of *industry standard computer* configuration.
- b. **NOT COVERED:** Additional assigned computers, lecturers, spare work locations/stations, and student assistant computers. See Track #4 below, as these systems are not covered under this program. Non-Refresh Program computers will be provided by IITS as available.
- c. **SCHEDULE:** Computers are deployed when an employee begins service with the University or moves to a different division/unit and the computer remains in the prior location/function. The computer will be scheduled for replacement every four years after purchase.
- d. **FUNDING:** A university allocation to IITS shall be provided to fund each PDU purchased in an amount not to exceed \$1,400. The TRP only funds desktop/laptop computers and one monitor, all other associated equipment will be funded by the

- appropriate unit. Additionally, IITS will receive operational funding for technical support staff, software licensing, and related operations equal to \$300 per PDU in either permanent or one-time/annually recurring funding allocations.
- e. **UPGRADES:** At the time of the scheduled purchase/refresh, departments, faculty, or staff may elect to select equipment in excess of the university's PDU allocation. By selecting non-standard university equipment or computer upgrades, departments will be required to reimburse IITS for the cost differential in the fiscal year in which the equipment was purchased.
 - f. **EARLY REFRESH:** Departments, faculty, or staff electing to refresh earlier than 25 months will not receive a university allocation to offset the purchase of equipment. Early PDU refresh purchases made between month 26 to 36 shall receive a 25% university allocation from TRP, with the refresh schedule set to the new purchase cycle. Early PDU refresh purchases made between month 37 and 47 shall receive a 50% university allocation, with the refresh schedule set to the new purchase cycle. All costs above the TRP allocation must be reimbursed to IITS by the requesting unit.
 - g. **PROGRAM DESIGNATED UNITS:** The Information Management Steering Committee (IMSC) shall designate employee positions covered under this program. Given the fiscal impact of adding or removing PDUs, all changes to PDU designations (additions/removals) require the approval of IMSC.
 - h. **INVENTORY:** Annually, IITS shall provide an accounting of PDU equipment and program costs to IMSC for review and approval.

TRACK #2 - STUDENT/ACADEMIC/RESEARCH LAB COMPUTERS

- a. **WHO/WHAT IS COVERED:** Student public labs, academic/classroom labs, lectern computers, and research/lab computers may be designated as PDUs by the IMSC. Locations may be included in the TRP if they are not funded under auxiliary, research, or grant sources. Computers covered under Track #2 will generally be a Windows-based desktop computer, but may be deployed with Mac desktop, laptop, or other equivalent solutions such as virtual terminals, all-in-one, etc.
- b. **SCHEDULE:** Computers are deployed as appropriate per the recommendation of the CIO/Dean of IITS and are replaced every four years dependent upon available funding.
- c. **FUNDING:** A university allocation to IITS shall be provided to fund each PDU purchased in an amount not to exceed \$1,400. The TRP only funds desktop/laptop computers and one monitor, all other associated equipment will be funded by the appropriate unit. Additionally, IITS will receive operational funding for technical support staff, software licensing, and related operations equal to \$300 per PDU in either permanent or one-time/annually recurring funding allocations.
- d. **UPGRADES:** At the time of the scheduled purchase/refresh, departments, faculty, or staff may elect to have IITS purchase equipment for the location that is in excess of the university's PDU allocation. By selecting non-standard university equipment or computer upgrades, departments will be required to reimburse IITS for the cost differential in the fiscal year in which the equipment was purchased.

- e. **EARLY REFRESH:** This equipment does not qualify for early refresh and all out-of-cycle replacement purchases will be fully reimbursed to IITS in the fiscal year that the equipment is acquired.
- f. **PROGRAM DESIGNATED UNITS:** The Information Management Steering Committee (IMSC) shall designate public labs, academic/classroom labs, lectern computers, and research/lab computers locations covered under this program. Given the fiscal impact of adding or removing PDUs, all changes to PDU designations (additions/removals) require the approval of IMSC.
- g. **INVENTORY:** Annually, IITS shall provide an accounting of PDU equipment and program related to public labs, academic/classroom labs, lectern computers, and research/lab computers costs to IMSC for review and approval.

TRACK #3 – OTHER SUPPORTED SYSTEMS

- a. **WHO/WHAT IS COVERED:** Additional locations available for inclusion in the TRP include lecturer or other staff, special systems, conference rooms, and generally available computer equipment. The TRP only funds desktop computers and one monitor, all other associated equipment will be funded by the appropriate unit.
- b. **SCHEDULE:** Computers are deployed as appropriate per the recommendation of the Dean of IITS and are replaced every five years dependent upon available funding.
- c. **FUNDING:** A university allocation to IITS shall be provided to fund each PDU purchased in an amount not to exceed \$900. Additionally, IITS will receive operational funding for technical support staff, software licensing, and related operations equal to \$150 per PDU in either permanent or one-time/annually recurring funding allocations.
- d. **UPGRADES:** At the time of the scheduled purchase/refresh, departments, faculty, or staff may elect to have IITS purchase equipment for the location that is in excess of the university's PDU allocation. By selecting non-standard university equipment or computer upgrades, departments will be required to reimburse IITS for the cost differential in the fiscal year in which the equipment was purchased.
- e. **EARLY REFRESH:** This equipment does not qualify for early refresh and all out-of-cycle replacement purchases will be fully reimbursed to IITS in the fiscal year that the equipment is acquired.
- f. **PROGRAM DESIGNATED UNITS:** The Information Management Steering Committee (IMSC) shall designate public labs, academic/classroom labs, lectern computers, and research/lab computers locations covered under this program. Given the fiscal impact of adding or removing PDUs, all changes to PDU designations (additions/removals) require the approval of IMSC.
- g. **INVENTORY:** Annually, IITS shall provide an accounting of PDU equipment and program related to public labs, academic/classroom labs, lectern computers, and research/lab computers costs to IMSC for review and approval.

TRACK #4 – REIMBURSABLE COMPUTER EQUIPMENT

- a. **WHO/WHAT IS COVERED:** All computer equipment not covered under Tracks 1 through 3 are considered Reimbursable Computer Equipment (RCE). These systems are used in auxiliary, self-support, grant, and externally funded activities, as well as for student assistant, and additional faculty/staff/departmental computer equipment. These systems are not funded by this Program, but do have the option of being financed over a four-year (4) chargeback system. Depending upon the function, all RCE units used by the University and its affiliated units are to be replaced on a scheduled four-year cycle and leased through IITS via the TRP.
- b. **SCHEDULE:** Computers are deployed when requested by the appropriate unit representative. The computer will be scheduled for replacement every four years for faculty/staff and five years for all other functions. Computers are deployed as appropriate per the recommendation of the CIO/Dean of IITS.
- c. **FUNDING (AMORTIZATION):** The university may optionally fund a *Technology Bank* that would allow IITS to purchase equipment and recover the full costs of the leased systems through a chargeback model that spreads the costs over four-years. IITS will only amortize up to \$1,400 per unit. Additionally, IITS will receive operational funding for technical support staff, software licensing, and related operations equal to \$300 per RCE through an annually recurring charge.
- d. **UPGRADES:** At the time of the scheduled purchase the unit representative may elect to have IITS purchase equipment for the location that is in excess of the university's *industry standard computer (as defined above)*. By selecting non-standard university equipment or computer upgrades, units will be required to reimburse IITS for the cost differential above amortization funding available in the fiscal year in which the equipment was purchased.
- e. **EARLY REFRESH:** RCE can be replaced at any time after all outstanding purchase expenses are fully reimbursed to IITS in the fiscal year in which the new equipment is acquired.
- f. **REIMBURSABLE COMPUTER EQUIPMENT UNITS:** RCE computers are *leased* to university units and are not considered Program Designated Units. These computers remain the property of the University through IITS. The Information Management Steering Committee (IMSC) shall be advised of RCE inventory, outstanding purchase financing request, and the chargeback recovery schedule on an annual basis or as requested.
- g. **INVENTORY:** Annually, IITS shall provide an accounting of RCE equipment and program related costs for IMSC to review and approve.