

## ***Los Medanos College***

### ***Desktop Plan, Fall 2005***

#### **Background**

Los Medanos College has funded desktop computers for faculty and staff for a number of years now. With over 200 computers (roughly 120 in instructional areas and the rest in student services and administrative areas) in the inventory for faculty and staff, the College is faced with the critical issue of regularly replacing these computers, given the changing needs of the faculty and staff as well as the changes in technology available in the marketplace. Desktop replacement, however, is strictly contingent upon budget availability and the continued support capacity of the IT department. Further, with the addition of over 400 computers in the new buildings (IRC, Math and Science), the IT support capacity will need to be examined

#### **Proposal**

We therefore propose that effective Fall 2005, the campus will adopt a tentative 4-year replacement cycle for all desktop computers for faculty and staff, subject to budget availability. It has to be noted that the 4-year replacement cycle means an average 4-year replacement process; some computer units will be replaced sooner, some later. Budget constraints may sometimes require the average replacement time frame to be stretched to 5 years or longer. In general, one quarter of the faculty and staff desktop computers will be replaced each year.

The following are general guidelines for this desktop replacement program:

1. The replacement of desktop computers will be based on inventory maintained by the IT&S department.
2. Standard configurations for desktop will be used in the replacement process. Any exceptions need to go through the exceptions process outlined in the LMC Desktop Computer Standards document.
3. The College will fund no more than one computer per faculty or staff member.
4. Printers, scanners and similar equipment are not covered under this procedure.
5. Equipment purchased or replaced by the replacement budget is the property of the institution, not of the department or individual, and may be reassigned as needed.

#### **Expansion/Additions**

1. The replacement proposal is intended to upgrade the quality of computers available to staff, and is not to be used to expand the College's computer inventory. Replacement will generally mean that the user/dept/program surrenders control of the replaced equipment
2. With the agreement of the program staff, the manager, and IT, there may be some "trickle down" machines made available for student employees, adjuncts, hourlies or other uses in faculty and staff offices. These older machines will not be considered as part of the 4-year replacement cycle and may not be fully supported by IT&S.
3. With new staff and new functions such as those performed by part-time instructors and hourly staff, the College will consider a bidding process for older, usable computers from the replacement pool.
4. The purchase of computers for employees using grants and/or other categorical funding sources needs to be fleshed out.