OFFICE OF INFORMATION TECHNOLOGY (OIT)
Policies and Procedures Manual

4.3. Sub-Standard Computer Re-deployment Policy

4.3.2. Purpose

4.3.2.1.   To re-deploy, as low-end machines, computers identified as substandard and replaced in the Desktop Replacement Lifecycle process.

4.3.2.2.   Sub-standard computer re-deployment is problematic due to increased hardware and software problems as a machine ages and software application hardware requirements increase. In addition, it increases the University's annual software licensing costs. For these reasons, departments requesting re-deployment of substandard computers will have to take on financial responsibility for maintaining the hardware and software.

4.3.3. Policy

4.3.3.1.   The Office of Information Technology (OIT) shall, where feasible, make sub-standard computers available to departments requesting them.

4.3.3.2.   Departments shall be assessed a $200 refurbishment/installation fee and will be required to sign a waiver accepting financial responsibility for repair and maintenance of the computer. Since OIT does not have the staff necessary to maintain these problematic systems, maintenance will be outsourced and departments charged a then current hourly plus parts.

4.3.3.3.   OIT will not be responsible for software application problems caused by the sub-standard hardware. Software help calls attributed to hardware inadequacy will be assessed the fee outlined above. This fee may be retroactively applied due to the final root cause analysis.

4.3.4. Procedure

4.3.4.1.   Users desiring to deploy sub-standard computers in their area should contact the Unified Service Desk at 4130, or

help@laverne.edu with the number of computers they want and their budget number information.

4.3.4.2.   Prior to installation, users must obtain and sign the "Sub-Standard Computer Re-Deployment Waiver" signifying their acceptance of ongoing financial responsibility for the computer as stated in the policy section above.

4.3.1. Approval and adoption

4.3.1.1.   Approved by the Chief Information Officer and the Executive Vice President and adopted effective12/6/2002.

4.3.1.2.   Modified to increase the charge to recoup full personnel, maintenance, and software licensing costs in the re-deployment of substandard machines. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 11/3/2005.

4.3.1.3.   Updated naming of ULV to La Verne as well as formatting of document. Reviewed and approved by the Chief Information Officer and Vice President for Facilities & Technology Services and adopted effective 11/1/2017.

4.3.1.4.   Updated terminology and technologies and move approvals to the end of document. Reviewed by Senior Directors of Infrastructure and Enterprise Applications, and CIO and adopted effective 7/1/2020.

4.3.1.5.   Reviewed by AVPs of Infrastructure and Systems, Enterprise Applications, and CIO with no changes made as of 7/1/2023.