

LIFECYCLE REPLACEMENT OF HARDWARE SYSTEMS

TMCC attempts to replace academic computer and multimedia systems and administrative computer systems every four (4) years depending on funding availability. However, the lifecycle replacement process for academic and administrative systems are different and are outlined below.

Lifecycle replacement of academic computer and multimedia systems

Information technology operations (ITO) tracks the age of computers installed in academic labs, kiosks, or library locations. All computers that will reach four years of age by July of the next fiscal year are identified and programmed for replacement through the use of student technology fee funds. A recommendation is forwarded to the academic technology committee on the total number that should be replaced. The academic technology committee endorses or modifies that recommendation and sends it forward to the president's cabinet for final approval. Once final approval is received, information technology operations works with BCN Purchasing to process paperwork for a four-year lease agreement with the preferred vendor. Lifecycle replacement equipment normally arrives in July and is installed prior to the beginning of the academic fall semester. Systems that are replaced are governed by the Rotation of Old Academic Equipment Systems procedure.

Rotation of Old Academic Equipment Systems

Computer or multimedia equipment that is being rotated out of academic labs can be requested for use to create new computer labs or smart classrooms. Rotated multimedia equipment may be requested to augment existing computer labs or smart classrooms if deemed serviceable by the media services department.

Unless a student technology fee request is recommended for approval by the academic technology committee and approved and funded by the president's cabinet, the old computers or multimedia equipment will:

- Not be supported for maintenance by the information technology departments (this is due to the fact the information technology departments only have the wherewithal to support equipment four years or newer)
- Not be placed on life-cycle replacement until four years have elapsed from the time the equipment was relocated for use in another academic area. The department would have to pay for any necessary drops.
- Have current security software and hardware installed by the department requesting the equipment if the computers will be connected to the TMCC network. ITO will determine the type of security software and hardware required. The department using the old equipment is responsible for any additional costs associated with acquiring security software and hardware.
- Have legally licensed software. The department requesting the equipment is responsible for any additional costs for ensuring legal licenses.

At any point at which the older equipment is upgraded or replaced to meet existing technology standards for computer or multimedia equipment, then the information technology departments will provide technical support. Departments are required to purchase security software and hardware for any older equipment that is upgraded or replaced. Information technology operations will ensure data on the hard drives are removed before salvage or redistribution to another agency occurs.

Lifecycle Replacement of Administrative Computer Systems

At the beginning of each year, when available, funds are placed in computer replacement accounts based on function (e.g., academic, student services, etc.). These funds are managed by ITO and are leveraged to purchase replacement administrative computer systems for the college using a standard Windows-based configuration. The baseline price for the computer system replacement is based on the standard Windows-based configuration since that is the configuration used by 97% of the college. If there are deviations to this configuration or if the replacement system is a Macintosh-based configuration, the department for whom the replacement is being purchased must provide any additional funds required to pay for the replacement.

ITO scans all computers connected to and actively logged on to the network. Every February, a scan will be conducted to determine the current age of administrative computers for full-time staff. Based on that scan and dependent on available funding, a list of computers for full-time staff approximately four years of age or older will be compiled and submitted to the president's cabinet for review and approval. Cabinet members will submit modifications to the initial list back to ITO which will then notify cabinet members, deans and directors of the computers to be replaced.

Prior to actual replacement of administrative computer systems, ITO will:

- Notify the primary user of the system that will be replaced of the target date(s) for replacement
- Determine if any specialized hardware or software will be installed
- Assist the user with file backups.

Any computers that are replaced but are still serviceable will be "trickled-down" to part-time or student employees where needed, based on the age of their existing computer systems.

ITO will salvage any computers that are replaced and determined not to have a useful service life in coordination with central services. ITO will ensure data on the hard drives are removed before salvage or redistribution to another agency occurs.