

Colorado School of Mines

# USED TECH FEE COMPUTER EQUIPMENT POLICY

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## POLICY OVERVIEW

The Colorado School of Mines Used Tech Fee Computer Equipment policy outlines the procedure for handling obsolete equipment that was originally purchased with student tech fee funds.

### Policy Drivers

Considerations that led to the creation of this policy are as follows:

- Some obsolete equipment is salvageable. This policy describes the criteria for determining whether a piece of equipment is to be salvaged or disposed of.
- Equipment purchased with tech fee funds is primarily intended for use by Mines students whether or not that equipment is obsolete. This policy establishes a distribution hierarchy for equipment that has been refurbished or repaired.

### Parties Affected By This Policy

Students, faculty, and staff who work with equipment purchased with tech fee funds.

### Web Site Address

<http://techfee.mines.edu>

### Related Documents

Documents related to this policy are as follows:

- [Mines Technology Fee web site](#)

### Policy Contacts

Questions about this policy should be directed to the following parties:

Subject	Contact	Telephone	Email
Policy clarification	Jane Rosenthal	303.384.2236	<a href="mailto:janerose@mines.edu">janerose@mines.edu</a>
Classroom Computing	Sara Schwarz	303.273.3604	<a href="mailto:sschwarz@mines.edu">sschwarz@mines.edu</a>
Tech Fee Committee	Michael Erickson	303.273.3433	<a href="mailto:erickson@mines.edu">erickson@mines.edu</a>

## Definitions

These definitions apply to these terms as they are used in this policy.

Term	Definition
surplus equipment	For the purposes of this policy, surplus equipment describes tech fee funded equipment that has been removed from its originally awarded purpose.
tech fee equipment	Equipment on the Mines campus purchased with funds managed by the Technology Fee Committee.

# POLICY STATEMENT

## Introduction

Lab computer equipment on the Mines campus is typically replaced every three to four years with funds from the student technology fee. Once replaced, this equipment needs to be either redeployed or disposed of according to the criteria outlined below.

## Disposal vs. Redeployment

Surplus equipment greater than five years old will, in most cases, be destroyed. This equipment is out of warranty, replacement parts are often difficult to obtain, and such systems are generally underpowered for current applications and operating systems.

Surplus equipment that is less than four years old will:

- Be assessed by a qualified IT professional as to its feasibility for redeployment. Warranty issues, parts availability and overall system power will be considered.
- Be repaired as needed if parts are available.

Functional equipment will be redeployed to various campus locations as appropriate. The order of preference for equipment redeployment is described below.

### **Redeployment Priorities**

Functional tech fee equipment that has been replaced and deemed fit for redeployment will be disseminated to campus locations on an as-needed basis in this order:

1. Study labs and workrooms
2. Laboratories or classrooms as appropriate
3. Unfunded or underfunded graduate students
4. Break-out rooms
5. Lecturers and instructors that have no other means of obtaining computer equipment.
6. Non-academic locations

CCIT employees may identify potential redeployment opportunities by virtue of their ongoing role in maintaining campus equipment. Alternately, members of the Mines community may request equipment

slated for redeployment by submitting the Redeployment Equipment request form. This form is also available at [http://techfee.mines.edu/surplus\\_computer\\_request\\_form.pdf](http://techfee.mines.edu/surplus_computer_request_form.pdf).

## ROLES & RESPONSIBILITIES

This section describes the roles and responsibilities associated with the Mines Used Tech Fee Computer Equipment policy. Roles and responsibilities discussed in this section are:

- IT professionals
- Technology Fee Committee

### IT Professionals

The IT professionals employed by Mines are responsible for maintaining campus equipment purchased with tech fee funds. In terms of this policy, they are also responsible for determining whether obsolete equipment can be refurbished in a cost effective manner.

### Technology Fee Committee

The Technology Fee Committee allocates student tech fee funds.

## PROCEDURES & BEST PRACTICES

This section describes procedures associated with this policy. The following procedures are discussed:

- Requesting a surplus computer

### Requesting a Surplus Computer

Students, staff, and faculty may request that a surplus computer be redeployed to a specific area by completing a Surplus Computer Request form and returning it to CCIT in CT244.

After the form is received, CCIT staff reviews the request and redeploys machines based on need, and according to the redeployment preference discussed above.