



Computer Assignment and Replacement

University Policy 7010

1 **Section 1. Purpose**

2 This policy is established to define how computers are assigned to faculty and staff, and
3 to clarify the appropriate assignment of used computers.

4 **Section 2. Definitions**

- 5 1. IET: Institutional Effectiveness and Technology division of Metropolitan State
6 University.
- 7 2. Standard employee: Includes resident faculty, administrators, and staff, but does
8 not include community faculty, contractors, or short-term MSUAASF employees.
- 9 3. Used computer: A computer that is still within the replacement cycle of three
10 years, that has been returned to IET and, therefore, still has useful life and can
11 be reissued.
- 12 4. User: A person who is the primary person to whom a piece of equipment has
13 been assigned. That person is expected to be the primary user of that piece of
14 equipment.

15 **Section 3. Policy**

16 It is the policy of the university to provision new or replacement computer equipment to
17 resident faculty, standard staff, and departments to support the work of the university in
18 an efficient and effective manner.

19 **Equipment**

20 Newly issued computers include robust specifications that meet the vast majority of
21 campus use cases. Each standard employee will receive a bundle of equipment
22 described with more detail in Procedure 701, that will feature equitable functionality
23 regardless of the platform.

24 Requests for custom specifications must be evaluated for need and budget availability
25 by a designee of the Vice President of Institutional Effectiveness and Technology and
26 are covered in more detail in Procedure 701.

27 In accordance with Policy 5200: Reasonable Accommodations in Employment and
28 Minnesota State Board Procedure 1.B.0.1, requests for additional computer hardware
29 and software as accommodations for faculty or staff with disabilities will be based on
30 documentation provided and agreed upon as part of the interactive accommodations
31 process.

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33 **Three-year Replacement Cycle**

34 A three-year replacement cycle for computers will be maintained, unless a change in
35 the replacement cycle is identified during the budget development process for the
36 upcoming year that necessitates lengthening the replacement cycle. Accessory
37 equipment (i.e., monitor, docking station, etc.) may not be replaced on this cycle if it is
38 still in working condition, at the discretion of IET.

39 Specialized equipment fully funded by grant(s) or departmental funds are not
40 considered to be a user's primary computer and are not included in the replacement
41 cycle.

42 IET shall annually notify faculty and staff of the replacement schedule for computer
43 equipment or make this data available directly to individuals.

44 **Assignment of Used Computers**

45 Used computers may be deployed at the discretion of IET in the following scenarios:

- 46 1. As public workstations and for student workers
- 47 2. For repairs and replacements
- 48 3. As loaners
- 49 4. For non-standard employees
- 50 5. When budget availability does not meet the demand for new equipment

51 **Repairs and Replacement**

52 Replacement or repair due to negligence, compromised computer security remediation,
53 or damage to a university computer or related equipment shall be covered by the
54 University and reported to the user's supervisor and Human Resources for tracking and
55 potential corrective action for repeated incidents at the discretion of the supervisor.

56 Best efforts must be made to issue same or similar model replacements when items go
57 out for repair or need to be replaced. These used computers shall be the user's primary
58 device in order to save the time and resources of migrating to another if, or when, the
59 original is returned. When a user's computer has been replaced, the lifecycle
60 replacement schedule may change depending on when the replacement was purchased
61 to stay within the three-year replacement cycle. Unless there is no inventory of same or
62 like model computers, and the computer is not already due for lifecycle replacement,
63 new computers are not issued for repairs or replacements. In the event there is no
64 inventory of used computers, nor available budget for a new computer, a used computer
65 past the three-year replacement cycle may be used as a last resort loaner device until
66 one can be obtained.

67 **Inappropriate Use of State Equipment**

68 The rules of what is appropriate use of State-owned computer equipment are covered in
69 Minnesota State policy 5.22, Minnesota State policy 5.22.1, Minnesota Management
70 and Budget HR/LR Policy #1423, and Minnesota Statute 43A.38.

71 These policies and statute apply to all computer equipment issued by the Metropolitan
72 State University Division of IET.

73 **Return of Equipment**

74 All equipment deployed by the University is State of Minnesota property and must be
75 returned by an employee to their supervisor before the end of their last day with the
76 University.

77 **Section 4. Authority**

78 This policy is issued pursuant to authority granted to the President by the Minnesota
79 State Colleges and Universities System Board of Trustees.

80 **Section 5. Effective Date**

81 This policy shall become effective upon signature by the President and shall remain in
82 effect until modified or expressly revoked.

83 **Section 6. Responsibility**

84 Responsibility for implementation of this policy is assigned to the Vice President of
85 Institutional Effectiveness and Technology or designee.

86 **Section 7. Review**

87 This policy will be reviewed as needed, or at a minimum, every three years.

88 **Section 8. Signature**

Issued on this date: 09/20/2024

Virginia "Ginny" Arthur, JD
President

Date of Implementation: 09/20/2024

Date of Last Review: 09/20/2024

Date and Subject of Amendments:

Additional History and/or Revision Dates: