



## Computer Assignment and Replacement

### University Procedure 701

#### Section 1. Purpose

This procedure is established to provide additional detail on the implementation of University Policy 7010.

#### Section 2. Definitions

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

#### Section 3. Procedure

##### Equipment

As listed in Policy 7010 and detailed here, newly issued computers include robust specifications that meet the vast majority of campus use cases. Each standard employee shall be notified when equipment is due for replacement and shall receive a bundle of equipment including:

- Laptop (choice of Microsoft Windows or Apple macOS for permanent employees)
  - 13 or 14-inch screen
  - 16 GB of memory
  - Current generation Intel i5 processor (or equivalent)
  - 250+ GB solid state drive
- Monitor
  - 24-inch screen
- Docking station and power supply
- Mobile power supply
- Keyboard and mouse

- Cabling and adapters for use with docking station, classrooms, and meeting rooms

Requests for custom specifications shall be evaluated for need and budget availability by a designee of the Vice President of Institutional Effectiveness/CIO. These requests must be submitted via the Service Portal at <https://services.metrostate.edu> and include the technical requirements of the hardware or software for the review. Examples include discrete graphics card, larger screen, larger or multiple monitors, larger storage drive, faster processor, extra accessories, etc.

In accordance with Policy 5200: Reasonable Accommodations in Employment and Minnesota State Board Procedure 1.B.0.1, requests for additional computer hardware and software as accommodations for faculty or staff with disabilities shall be based on appropriate prior documentation.

Allowable, non-routine equipment purchased with professional development funds (i.e., IFO contract, Article 19, Section B and Article 10, Section J; MSUAASF contract, Article 15, Sect A. Subd. 2) are also State of Minnesota property and are subject to the same policies and procedures.

### **Purchasing**

IET shall work with Minnesota State vendors for the procurement of equipment defined in this procedure, including, but not limited to, budgeting, quoting, negotiating, contracting, ordering, receiving, and invoicing. Users and departments shall contact IET before engaging in these activities.

### **Lost, Stolen, or Equipment Not Returned**

All equipment deployed by the University is State of Minnesota property. Equipment must be returned by the user to their supervisor before the end of their last day with the University. If equipment is not returned, is stolen, or lost, the user or user's supervisor must obtain a police report and submit to IET. This information is required for a number of reasons:

- Police will track the asset for recovery purposes.
- The police report is included with the State of Minnesota asset record to prove we, as the original purchaser, are no longer responsible for it. For example, in the event of improper disposal of electronic waste, we are not subject to fines and penalties by the Environmental Protection Agency.

Equipment purchased with 19B and 10J funds are also State of Minnesota property and are subject to the same policies and procedures.

### **Accessibility**

Metro State University and Institutional Effectiveness and Technology is dedicated to and responsible for ensuring that University email services are accessible to everyone provided with an email address. Individuals with email accessibility needs must contact Institutional Effectiveness and Technology for assistance.

### **Section 4. Authority**

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

## **Section 5. Effective Date**

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

## **Section 6. Responsibility**

Responsibility for implementation of this procedure is assigned to the Vice President of Institutional Effectiveness and Technology/CIO.

## **Section 7. Review**

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

## **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: