Internal Governing Policies

#103 - Computing Equipment and Software Acquisition and Local Area Network

Approved: March 14, 1990

Nomenclature changes: December 13, 2001

Monitor: Vice President for Business Affairs

In accordance with the Board of Trustees' "Framework for Comprehensive Planning for the Application of Computers," the University has established the following policy to control the acquisition of microcomputers, office automation workstations, minicomputers and other intelligent workstations that have independent processing capability.

This policy and the Long Range Plan for Computing are intended to complement, but not replace, the University's budget planning and purchasing processes. All computer acquisitions should be documented in the Long Range Plan for Computing.

This policy applies to all computing equipment and software, regardless of fund source.

Software

Software requisitions must be approved by the Associate Vice President for Information Technology Services (ITS), or designee, to assure that educational discounts or site license agreements are used if available. Business applications software requires a more extensive review to assure that the software will meet the objectives of the customer.

Microcomputers Approved for All Applications Including Office Use and Desktop Publishing (General Use Machines)

All microcomputers planned for office use (including desktop publishing use) must be IBM personal computers, IBM compatible Zenith computers, IBM compatible computers (this vendor will be selected by a committee appointed by the Associate Vice President for Academic Affairs and will be tested by ITS for compatibility with the IBM Token Ring), Macintosh SE, Macintosh SE30, Macintosh II, Macintosh IIci, Macintosh IIcx, Macintosh IIx, and subsequent Macintosh models affording similar capabilities. These units will be supported under the ITS maintenance agreement and supported when connected to the Eastern Illinois University Uniform Campus-wide Area Network (UCAN) according to the current chargeback policy that is reflected in the

annual budget instructions. Note that remaining models of Apple computers are also covered under the ITS maintenance agreement. A list of computer models that are approved for this category will be maintained by the Associate Vice President for ITS and will be on file in the Purchasing Office. These computer requisitions will not require the signature of a designee for ITS. Purchasing will send a copy of each requisition to ITS so that the equipment can be recorded in the inventory for maintenance support and Five Year Plan reporting.

Additional Provisions for Research, Instruction, Laboratory and Education Special Use Computers not Connected to UCAN (Special Purpose Machines)

Research, instruction, laboratory equipment, interface equipment, and special use applications of computers sometimes require hardware capabilities that are not met by the computers listed as general use machines. These computers will be approved by a designee of the Associate Vice President for ITS if the following additional conditions are met.

Since this equipment will not be supported under the ITS maintenance agreement, the requisition will be forwarded to ITS with one of the following two documents attached:

1. A maintenance agreement from an authorized service company for the brand and model of equipment purchased, or
2. A signed statement from the Dean who has budgetary authority for the purchase that identifies the equipment technician within the College who will repair the equipment and that specifies that a budget for replacement parts is available.

The arrangements for repair services within a College and the continued administration of maintenance agreements will be the responsibility of the Dean who has ultimate budgetary authority over the account from which the equipment is ordered. The adherence to this provision of the policy will be monitored by the Office of the Vice President for Academic Affairs.

Connection to the Uniform Campus-wide Area Network may be approved by a designee of the Associate Vice President for ITS as an exception to this general statement when all compatibility concerns are met.

Local Area Networks

The uniformity of the EIU network solution is a critical concern since the goal is to provide a broad variety of network services while minimizing complexity, ongoing support costs, and design costs. The UCAN solution was selected with the goal of minimizing cost and complexity. However, Appletalk networks or approved and equivalent substitutes may be installed by departments within Academic Affairs. Such installations must be within individual office areas such that in-wall and through-wall cabling is not required.

The purpose of this exception is to allow the connection of Macintosh Plus machines to a Macintosh II which will connect and be supported on the UCAN system via a Tokentalk NB circuit card from Apple Corporation. ITS will not provide support services or funds for the installation, cabling, or components for the Appletalk side of the Macintosh II. The academic

unit will be responsible for funding, supporting, and maintaining these networks. ITS will repair the Macintosh Plus machines as though they were stand-alone units.

Additional Instructional Computing Facilities

All instructional computing facilities, either open labs or scheduled classrooms, shall be requested through the Dean or Director and the Vice President for Academic Affairs and reviewed by the President's Council. An instructional computing facility is defined as any room or area containing two or more computers or computer workstations, used as a demonstration center, an open laboratory for student use, or a scheduled classroom for student use.

The following procedure shall be followed in requesting additional facilities:

1. The requestor shall prepare the appropriate request with documentation and justification which shall include:

   a. the total number of students to be served each semester,

   b. the total number of required workstations over the next five years,

   c. the instructional goals for the facility, and

   d. the reasons that existing facilities are inadequate for the stated usage.

   If the workstation hardware differs from the general campus standard, a justification must also be documented.
2. The request and documentation shall be submitted to the Dean with copies to the Vice President for Academic Affairs, the Associate Vice President for Information Technology Services, and the Committee on Academic Computing.
3. The requestor and the Dean shall meet with the Committee on Academic Computing to review the request.
4. If the Committee on Academic Computing approves the request, the request shall be forwarded to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs shall submit the request to the President's Council for review.
6. If approved by the President's Council, the Associate Vice President for Information Technology Services shall be asked to add the facility to the Long Range Plan for Computing.
7. The request for funding for the new facility shall be prepared by the Vice President for Academic Affairs through the usual budget process.

Since approval is required for purchases that exceed $15,000, all equipment requisitioned for instructional facilities must be documented in the Long Range Plan for Computing for the appropriate fiscal year and must have the approval of the Associate Vice President for Information Technology Services, or designee, before the purchase order is placed. Board of Trustees Regulations require that such purchases be documented in the Long Range Plan.

Maintenance Assistance

Maintenance assistance is provided for the hardware identified as general use machines above. A service fee is charged to departments and offices for each such microcomputer model used by the department. (See the annual budget instructions for specifics about maintenance assistance.)

Copying Computer Software

Vendor software should not be copied for any reason other than backup unless an additional license has been ordered or a site license has been purchased by the University. Software from a private source should not be copied unless written permission from the author has been granted. The copyright law for software is clear and must not be violated.