

4.11 Information Technology Equipment Replacement Policy

Last Revised: March 2024

Policy: Piedmont Community College (PCC) provides information technology resources at various College locations to support faculty and students.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedures for handling the College's information technology equipment.

Definition

Information Technology Services (ITS)—The acronym used to designate Information Technology Services.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Information Technology/CIO has monitoring authority for this policy.

Procedure:

Section 1: Reviewing Equipment Needs

- 1.1. The College recognizes that rapidly changing technology requires frequent upgrading and replacement of information technology equipment, electronic networks, and software.
- 1.2. The College has in place an annual process for reviewing the need for new instructional equipment and equipment upgrades for the campus.

Section 2: Purchasing Process

- 2.1. Employee requests for equipment are submitted to the supervisor who then submits an IT purchase request form to ITS. For more information about purchasing

technology, visit the College's [website](#) (Home → Information Technology → Technology Purchasing).

2.2. PCC plans to replace technology equipment on a schedule in keeping with the best practices of industry, currently every three to five years.

2.2.1. In cases of insufficient funding to address all of the identified needs, priorities will be established based on

2.2.1.1. number of computers available on site

2.2.1.2. usage

2.2.1.3. critical nature of work

2.3. Supplemental funds will be sought as necessary to address gaps in need.

Section 3: Equipment Reallocation

3.1. As existing information technology equipment is replaced, the designation will be appropriately downgraded and reallocated to less intensive use on campus.

3.1.1. Said reallocation(s) will remove the most outdated equipment from general staff and public use.

Legal Citation: N/A

History: Effective July 1999; Reviewed February 2011, August 2021, March 2024