
UW-River Falls Administrative Policy	Campus Computer Replacement
Policy ID: AP-05-103	
Effective: May 20, 2004	Maintained by: Division of Technology Services
Revision: January 10, 2013	Approved by: Chancellor
Review: Annual	Next Review Date: December 2015

Policy

This policy applies to all computers purchased with any University funding source (General Program Revenue (GPR), Program Revenue (PR), grants, etc.) The goal of this policy is to provide the best computing resources to campus within a campus budget dedicated to computer rotation.

All University-owned computers will have a rotation plan and future funding source for replacement identified and documented. The Division of Technology Services (DoTS) is responsible for creation and maintenance of this rotation plan in cooperation with Academic and Administrative units to coordinate purchasing and deployment of replacement computers.

Computer replacements for funded areas are paid for by a central University Computer Replacement account managed by the Vice Chancellor for Administration and Finance and DoTS. Computers paid for by other University funding sources (grants, program revenue, etc.) and are also subject to a rotation plan working with various PR areas across campus. New computers for employees supported by the GPR Central University Computer Rotation fund will be on a 5 year rotation. A per-device allowance will be given from the central pool (determined by budget allocations and Division of Technology Services) toward the cost of a replacement computer. State contract computer options provided by the Division of Technology Services will be provided to campus as options for computer replacements as computers come up for replacement.

The general assumptions of the campus computer rotation plan are as follows:

- The rotation plan and campus computer inventory and purchasing are the responsibility of DoTS.
- The goal of computer replacement planning for full time faculty and staff is that primary use computers should be less than five years old.
- The Division of Technology Services in accordance with state purchasing contracts and pricing will determine computer brands, models and recommend configurations from which to order. DoTS configures the standard models to meet the majority of campus computing needs. Any exceptions will need to be approved by a Department Chair or Unit Lead.
- When a computer is transferred from one individual to another due to job replacement or the computer is moved to a different location, the Division of Technology Services must be informed in order to update inventory accordingly.
- Part-time staff and student employees will receive computers that are used but have been upgraded and rebuilt with the best computing resources we have available across campus.
- New faculty and administrative staff should generally receive a new computer upon employment. The Division of Technology Services needs to receive as much advanced notice as possible to order and prepare computers for installation for new hires on their starting date of employment.

- No computer lab or instructional (TEC) computers are to be purchased with this Central University Computer Rotation Fund established for individual computer replacements.

Department/Unit Responsibilities

Department Chairs and Unit Directors are responsible for on-going adherence to the policy and for working cooperatively with the Division of Technology Services (DoTS) to bring their department into compliance with this policy. In consultation with Deans and Unit Heads, the Chief Information Officer will monitor the effectiveness of this policy.

Authority

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process. The Division of Technology Services is responsible for the administration of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Contact

Please direct questions about this policy to administrative-policy@uwrf.edu.

UW-River Falls Administrative Policy	Telecommunications Management
Policy ID: AP-05-105	
Effective: November 2, 1998	Maintained by: Division of Technology Services
Revision: January 10, 2013 (Reviewed)	Approved by: Chancellor
Review: Annual	Next Review Date: December 2015

Policy

The Division of Technology Services will provide telecommunications service and equipment to faculty, staff, students and campus visitors that enhance the efficiency and educational mission of the University.

Authority

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The Division of Technology Services is responsible for the administration of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Individual Responsibilities

Individuals shall comply with this policy and procedure, in doing so they will abide by the number of State contracts and as well will ensure the Division of Technology Services is able to best service their needs in a cost effective and efficient manner. Individuals shall not purchase or provide their own telecommunications equipment, as this leads to decreased efficiencies in the maintenance of telecommunications services over the long-haul.

University Responsibilities

The selection, installation, service and maintenance of telecommunications equipment is the responsibility of the Division of Technology Services as directed by the Chief Information Officer. The Division of Technology Services will direct the planning, design and engineering of telecommunication and wireless services for the entire University community. This will include all sites at which the University operates, such as the main campus, lab farms, Hudson Center, Pigeon Lake and when University employees and students are traveling domestically and abroad.

Department/Unit Responsibilities

Each telecommunications device (land line, cellular number, voicemail account, pager number, etc.) will be assessed a monthly surcharge to maintain service and installation. Service calls will be made without direct chargeback to individual departments. Parts and materials will be charged back to departments.

Equipment and Features

Labor for installation and/or moves will also be provided without direct chargeback.

Costs for the following equipment and features will be charged to the individual department:

- telephone sets
- key system units (KSU) a/k/a Panasonic Digital Hybrid Systems
- intercoms
- wireless/cellular telephones (smart phones)
- cordless telephones
- answering machines
- video conferencing
- facsimile (fax) devices
- voice messaging
- modems
- headsets
- public address
- speaker phones
- 2-way radio
- ISDN, DSL and other special circuits
- State Telephone System long distance
- other telecommunications or wireless equipment

The Division of Technology Services Department maintains an inventory of equipment itemized above. Only such approved equipment (much of which is available on state contract) will be installed and serviced by University staff. Purchasing and installation of other equipment is discouraged and may not prove compatible with existing or future CENTREX line features or University approved equipment.

The State Telephone System is a custom-designed direct dial communications system provided by Wisconsin Telephone to the State of Wisconsin. STS provides an economical means for the transmission of both data and voice messages to all dialable locations within the 48 contiguous states. The STS switching center is located in Eau Claire, Wisconsin. The State of Wisconsin is responsible for the management and control of the system. With approval by the State Communications Manager, this service is available to other governmental agencies within Wisconsin. The principal value of STS lies in the economics realized in its use. Savings on long distance charges range from 25 to 50 percent.

Related Documents

- State of Wisconsin – Department of Administration – Voice Services:
http://www.doa.state.wi.us/section_detail.asp?linkcatid=707&linkid=155&locid=155

Contact

Please direct questions about this policy to administrative-policy@uwrf.edu.