Information Technology Services

Cuyahoga Community College

College Owned/Managed Technology Hardware Assignment
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It is the responsibility of the Information Technology Services Department to provide access to computer and other technology in order for faculty, staff and students to perform in accordance with their job descriptions and/or course work. In order to maintain fiscal stability in the area of technology, the following procedures for the assignment/issuance of College managed computer devices will be adhered to when assigning College owned devices.

1. One (1) device per employee.
2. ***New Employee (where existing device exists)*** – New employee will utilize existing workstation device until scheduled refresh.
3. ***New Employee (where no existing device exists)*** ITS will stage a suitable standard workstation from existing inventory when possible otherwise an allowance of $1,000.00 per FTE for the purchase of hardware (PC, Laptop, Tablet, monitor(s), keyboard, mouse, etc.). Requests which exceed the $1,000.00 allocation will be the responsibility of the department cost center to pay the difference. *When considering a laptop or Surface Pro, the cost is approximately $1,300.00.*
4. ***Replacement Assignment*** – Upon scheduled replacement, department head may select from the approved equipment schedule below. Requests which exceed the $1,000.00 allocation will be the responsibility of the department cost center to pay the difference.
5. Standard desktop configuration unless job description warrants otherwise.
6. College Standard will be followed according to the then current hardware (i.e. brand, storage, RAM, etc.).
7. No department funds may be used to purchase additional devices unless specified in the approved grant document.
8. Grant Funds may only be used for student facing initiatives (College Standard followed).

General guidelines for the assignment/issuance of College managed computer devices.

Board of Trustees	Trustees	iPad – College issued and supported
Executive Leadership	President, EVP, CP	Desktop or Laptop + Tablet (Std. Configuration), Docking Station for Laptop
Management	VP, ED, Director, Dean, Asst. Dean, Assoc. Dean, Supervisor, Manager	Desktop or Laptop, (Std. Configuration), Docking Station for Laptop
Full Time Faculty/Staff	Instructor, Administrative Staff	Desktop or Laptop, (Std. Configuration), Docking Station for Laptop.
Adjunct/ Part-Time Staff	PT Instructor, Administrative Staff	Standard Thin Client/Desktop at hoteling station
Consultants	Part-Time, Consultant	Standard Thin Client/Desktop at hoteling station
Academic	Students	Students have access to Classroom, Lab, TLC and Mobile Thin-Client Loaners
Shared Department Laptop or Tablet	Based on Need – Department Tablets may be requested as a shared device among 2 or more staff	Department Funds – No Grant Funds
Hoteling Spaces/Conference Rooms	ITS Discretion	Varies
Grant/Mini-Grant Requests	All	Confer with Executive Director, ITS (EIS) during grant preparation process
Bring Your Own Device (Tablet or other Computing Device)		Call ITS For Details

Assignment of College Managed hardware and software is subject to acceptance of Use Agreement Terms and Conditions.

Desktop: Standard Desktop with administrative image.
Laptop: Administrative laptop with administrative image and docking station (ITS Std. laptop or Microsoft Surface Pro + std. monitor)
Tablet: Currently the College supports Apple iPad or equivalent Android device. Requires Executive Leadership approval and department funding.
Laptop Loaner: Laptop with student image for short loan periods.
Monitor: Additional monitors will be the responsibility of the department cost center.

Standard hardware configuration: solid-state hard drive, one full size monitor, one keyboard and one mouse. Non-covered warranty repairs (spills, damage, etc.) will be the responsibility of the department. ITS may provide a loaner device (if available) during a repair period.

In support of the College's Sustainability Program, Tri-C does not purchase nor supports the use of standalone personal printers and encourages all employees to adhere to the use of Network Multi-Function devices.