Department Computers and Printers
for summer 2017 replacement and future planning

This is a memorandum to academic department heads concerning computers and printers used by your department and/or members of your department.

Please contact us (computer-replacement@brynmawr.edu, x7447) with any questions, or to schedule a time to discuss the contents of this memo or the attached spreadsheets.

Attached to this email you should also see one or more spreadsheets. There will be one spreadsheet containing all of a department’s computers and printers (along with mobile devices and similar equipment if purchased via LITS). If there is equipment due to be replaced this year, a second spreadsheet will be attached indicating the department’s replacements; please pay special attention to this information as you and your department will need to make decisions concerning the replacement of some of these items. If you head more than one department, you will receive more than one set of spreadsheets.

Please report any inaccuracies as soon as you observe them. While we do our best to keep our records accurate, the occasional error does slip through.

The attached information indicates a “Funding Mode” for each asset. The sections below explain these and what they may mean to your department. Please let us know as soon as possible whether you or your department members intend to purchase or replace any Departmental computers or devices this summer, and if you’d like to discuss options. Orders placed later than mid-June are not guaranteed for delivery and installation before the start of the Fall semester.

Software also requires regular upgrades – estimate every 2 years. Depending on how these items were purchased, some may not be included in our inventory; it is up to your department how you choose to plan for their replacement. We are happy to answer questions about software costs and availability.

Departmental Computers
Departmental computers were usually originally funded by your department’s operational or reserve funds, or a faculty member’s grant or research fund. They do not include primary computers which are funded as part of the College’s main replacement cycle, nor the machines classed as Upgrade (see below). If these are to be replaced, the funds must come from departmental or individual equipment or research funds.

Please share this information with your department members; faculty members may choose to replace some items using research or grant funds.

We recommend replacing 4-year-old or older equipment (computers with a sticker of 14- or previous). We are unable to provide support or assistance for desktop computers older than 6 years, and laptops over 4 years. Equipment that has aged beyond the ability to run a current Operating System must be removed from the network. Please note that as of April 2014 Windows XP computers are not only unsupported, but no longer
permitted on the network. Mac OS X 10.10 and previous are no longer supported and will be removed from the network should a vulnerability be identified.

Support of other devices such as tablets; some ultralight laptops, convertibles, or splitables; and some mobile devices may vary, and it replacing these with greater frequency may be advised; please query as needed. We recommend that you plan on purchasing new equipment to upgrade research locations. You should also plan the regular replacement of items such as scanners, cameras, or other equipment your department may require.

Choosing Equipment
LITS maintains several standard models with negotiated pricing. It is often possible to choose alternate hardware which may still be supported by working with a LITS tech or purchaser.

For the purposes of planning, here are some standard models and their approximate prices for departmental purchase. Prices are not exact, and are negotiated annually based on bulk purchase; this year’s models are not yet finalized.

- Windows Desktop: $800 (no display)
- 23” display: $200
- 12” or 14” Dell laptop: $1200, docking station $125 additional
- Mac Mini: $1200 (w/KB/Mouse, no display)
- 13” MacBook Pro $1850 (2 USB-C, no Touch Bar/Touch ID)
- 15” MacBook Pro $2550

Please note that Apple has increased the cost of the models we purchase substantially this year.

Prices and availability of other items will vary.

Upgrade computers
Visiting and interim faculty, part time and temporary staff, student workers, etc. are assigned Upgrade computers. These are usually 3-4 years old and are replaced when they reach 6 years of age (sooner if stock is available). The department may choose to pay for a new computer for temporary faculty, staff, or student workers if the one provided does not meet that individual’s needs. Historically, we have provided Upgrade computers upon request and as available for use in research labs; while we are happy to do this, we can do so only after meeting our other obligations. Some years equipment is not available; departments should plan to fund new replacements for critical lab locations.

Grant-sponsored Post Docs and researchers may be provided new, grant-funded computers if grant funds permit. If no grant funds are available, grant-sponsored employees receive “upgrade” computers. In either case, these return to LITS for campus use after their departure.

---

1 LITS works with the Provost’s office on the office locations for visiting and interim professors and will remove computers when the office is not assigned. If the Provost has assigned shared office space, the computer will also be shared. These computers will typically not appear on a department’s asset list.
This year we are planning to replace those with a 12- or older sticker. These replacements typically occur in the later part of the summer and into the fall.

Computers in Departmental Teaching Labs
A list of these computers is provided to the applicable chairs and addressed separately with the chairs group.

Individual Computers
Models that are four years old, typically bearing an asset tag (green sticker) beginning with 14- are scheduled for replacement this summer. Faculty and staff members due for computer replacement on their primary computers will be contacted directly.

Selection of some models requires a differential cost to be paid by department, grant, or research funds. Individuals may contact department heads to request funds for upgrades to a standard computer model, peripherals for a laptop, or the FY18 differential cost for a Mac laptop (approximately $650 for 13”, $1350 for 15”, estimated). The Provost’s office allows a certain type of research funds to be requested in order to subsidize these differentials if needed, provided the faculty member has not already received those funds for other purposes; faculty should work directly with the Provost’s office to determine if funds are available. The replacement schedule is reflected in the attached data. Please note: the additional cost for Mac laptops is solely based on their purchase price relative to the other offered models.

- Only full-time permanent staff, tenure-track, tenured, and CNTT faculty are eligible to receive new computers.
- When a staff or faculty member departs the College, his or her primary computer (provided by the Computer Replacement program) returns to the College equipment pool regardless of departmental contribution, as does grant, start-up, or research fund equipment unless indicated by the Provost’s office. Department-purchased equipment remains with the department unless there is no use for it.
- Grant-sponsored fellows may be provided new, grant-funded computers if grant funds permit. If no grant funds are available, they will receive Upgrade computers. In either case, these return to LITS for campus use after their departure.

Computer Replacement computers (primary computers replaced by LITS) and Upgrade equipment are part of the College’s central pool. If a position is vacated, the computer returns to LITS for use elsewhere in the College.

Disposing of Unwanted Equipment
If your department is no longer using computers or related equipment, please call the Help Desk (help@brynmawr.edu, x7440) to arrange for pickup so the items may be properly disposed of (or reused around campus if applicable). This is required of all equipment in the College’s inventory so it may be properly retired.

For other equipment (such as a personal computer or device, TV, printer, etc.), whether College owned or personal, it is environmentally irresponsible and often illegal to throw these items in the regular trash. We are happy to arrange for the proper disposal of these items; contact the Help Desk (help@brynmawr.edu, x7440).

Do not place any items which may contain your data or any College files in a tech recycling box. Data should be properly removed before disposal. Tech recycling boxes around campus are not provided by LITS.