

Draft Policies on Computing and Printing Equipment for Bemidji State University and Northwest Technical College employees

In order to ensure efficient use of College and University financial and human resources, Northwest Technical College and Bemidji State University propose the following policies regarding the purchase of computers and printers for employees.

Computer Policy

In general, the expectation is that employees who need a computer to complete work-related duties will be provided with one computer (typically a laptop).

Employees requesting a different computer, using any funds administered through the College, University, or Foundation, will be asked to return the original computer they have been issued. Exceptions to this policy will be made on a case-by-case basis by the Provost or area Vice President, in consultation with the CIO, based on an explanation from the employee of why they need more than one device.

These explanations will be evaluated by the Provost or area Vice President, in consultation with the CIO to determine if this resource allocation is appropriate. Criteria to be considered in this evaluation include, but are not limited to the following: specialized need to retain older hardware; anticipated maintenance of older hardware; whether a memory upgrade can fulfill the projected need for a new computer; increased security vulnerabilities of operating older hardware/software.

This policy does not apply to the purchase of a tablet (such as an iPad), which, for purposes of this policy, would not be considered a second computer. This policy does not prevent the purchase of a computer using grant funds (if the computer was specifically listed among the expenditures when the grant was approved) and funding provided to faculty or staff pursuant to any collective bargaining agreement.

Printer Policy

The College and University have an agreement with a vendor to provide printers, toner, and maintenance services. The intent of this agreement is to reduce our printing costs, thereby increasing the resources available for instruction.

Therefore, the College and University will provide each employee with access to a networked printer which is part of the vendor agreement, but will not fund the purchase of printers for individual offices. Individuals who currently have a printer in their offices may continue to use the printer until it needs repair. However, in order to maximize savings under the University “managed print” initiative, paper, toner or ink for these “grandfathered” individual printers must be ordered through purchasing services to take advantage of discounted pricing will no longer be authorized.