

UAR Number: 313.02
Title: Technology Acquisitions and Management

Originator: Office of Information Technology
Initial Adoption: 09/22/1993

Revision Dates: 09/10/2010

Purpose: To specify the terms, conditions, and procedures under which the University will acquire, maintain, and upgrade specific technological resources and, where applicable, to ensure compatibility, connectivity, and transportability of these resources as related to the University's telecommunications infrastructure.

Scope and Applicability (Who is covered by this UAR?): This regulation applies to all Morehead State University full-time and part-time faculty and staff, as well as vendors and other parties with a legitimate need to utilize MSU's telecommunications network. The following statements will function as the official guidelines of Morehead State University as it relates to the acquisition and use of specified technology resources acquired using University funds.

Purpose: To provide guidelines that ensure all University technology acquisitions are made as informed decisions concerning availability of service, support, compatibility, connectivity, and transportability as related to the University's telecommunications infrastructure.

Responsibility: The Office of Information Technology shall have consulting responsibility for acquisition¹, maintenance, and de-acquisition of specified technology resources². The Office of Information Technology will be the facilitator for the development and maintenance of appropriate guidelines and procedures by which the University will acquire, maintain, and dispose of specific technology resources. Appropriate academic and administrative user groups will assist in the development and maintenance of comprehensive technology support standards.

Objectives: To route all technology acquisitions through the Office of Information Technology 1) to ensure a pre-purchase consultation providing information on service/support levels that are available for the technology to be purchased; 2) to achieve economies in financial expenditures and support services; 3) to facilitate effective inventory tracking of all University technology assets; and 4) to ensure said acquisition will function within MSU's technology infrastructure.

Definitions: For the purpose of this document, the following definitions apply:

Technology types/categories: While the types/categories of technology which are to be reviewed will change over time, this refers to such technology as software, microcomputers, display terminals, printers, and facsimiles. A current list of types/categories will be maintained on file in the offices of Support Services and Information Technology and made available electronically to all University departments.

Preferred brands and models: Includes specific hardware models or software revision levels of technology supported by the Office of Information Technology. (e.g., the most recent microcomputers on the Microcomputer Acquisition Program {MAP}, HP Laserjet printers, the most recent installed version of Microsoft Office, etc). A complete list of preferred brands and models will be maintained on file in the offices of Support Services and Information Technology, as well as being made available electronically to all University departments.

Support: Includes the testing, installation, troubleshooting, service contract support, and/or training related to a particular technology. The extent of support will depend upon the technology and subject to University policy and contractual and/or warranty requirements. Service Contract Support specifically means providing alternatives for the repair and maintenance of technology equipment.

Telecommunications network: All equipment, software, transmission facilities, communications cabling and wireless access points owned or leased by the University which has as their primary purpose the transmission of electronic messages/signals.

General Information:

1. The Office of Information Technology, involving appropriate academic and administrative user groups and standing committees, shall define and maintain a list of technology types which fall under the requirement of purchasing and support procedures within this UAR. These types shall be maintained and on file in the offices of Support Services and Information Technology as well as being available for on-line viewing.
2. The Office of Information Technology, involving appropriate academic and administrative user groups and standing committees, shall define and maintain evaluation criteria and procedures from which an inventory of preferred brands and models will be identified. The list of preferred brands and models will represent those technologies supported by the Office of Information Technology. Accordingly, this listing shall be

periodically reviewed for completeness and appropriateness by the University academic and administrative user groups.

3. All University owned or leased equipment and software of the specified technology types shall be inventoried through the Office of Information Technology regardless of means of acquisition (including donations and grants). The inventory is required whether or not the technology is supported by the Office of Information Technology.

**Acquisition
and Service:**

1. All proposed acquisitions of specified technology types using University funds shall be reviewed by the Office of Information Technology during the requisition approval process. At that time, information will be provided on the availability of service and support for the proposed technology. It is encouraged and recommended that departments utilize the consulting services provided by the Office of Information Technology in product selection and support, prior to the electronic submission of a University Purchase Requisition.
2. In the acquisition process, consideration should be given to those preferred brands and models supported by the Office of Information Technology. Acquisition of technology not on the list of preferred brands and models will require approval by the respective Vice President (or designee).
3. Acquisition of technology not supported by the Office of Information Technology cannot be assured access to the University's Telecommunications Network. The department acquiring non-supported technology shall be responsible for installation, repairs, support, network communications, and ensuring the proper operation with the University's technology infrastructure. Support costs, incurred by the Office of Information Technology for technology equipment not on the preferred brands and models list, will be the responsibility of the user department.
4. Service Contract options for non-supported technology equipment will be determined at the point of acquisition. Charges (if there are such) for service contracts shall be assessed against the budget of the department purchasing the technology.
5. To be properly inventoried, all acquisitions for specified types of technology shall be shipped directly to the Office of Support Services.

6. Technology not on the preferred brands and models list will need to be installed by the vendor/contractor or the department acquiring the non-supported technology. If the Office of Information Technology is requested to install equipment and/or software not on the preferred brands and models list, accommodation will be dependent upon scheduling and may necessitate the recovery of costs to the receiving unit. There is no guarantee that the technology not on the preferred brands and models list can be made functional and installation of such technology does not imply future support by the Office of Information Technology.
7. The coordination of testing, delivery, installation and service contracts of technology on the preferred brands and model list will be completed and inventoried by Office of Information Technology.
8. The University may acquire similar technology equipment (and software) through methods other than the usual purchasing process, e.g. gifts or grants. Wiring standards and supported technologies shall be included in grant proposals where possible. Gifts to the University shall be coordinated with the MSU Office of Development. Technology equipment being acquired through gifts shall likewise be coordinated with the Office of Information Technology to ensure that licensing, support and compatibility issues are addressed.
9. (Re)location or disposition of specified technology type equipment and software shall be communicated to the Office of Support Services.
10. The University is not responsible for support, loss or damage to any personal equipment that may be utilized by faculty, staff or students to access resources via campus or Local Area Networks or utilized as a stand-alone or peripheral device.
11. The Office of Information Technology shall authorize the use of personal equipment to access University resources. Individuals may be held responsible for any damages made to University resources resulting from an unauthorized use of personal equipment.

Approved by: Wayne D. Andrews, President Date: 9/22/2010

¹ Acquisition may be accomplished via grants, donations, leases or purchases.

² Technology resources refer to computing and non-computing technology including microcomputers, display terminals, printers, televisions, VCRS, mobile radios, telephones, and facsimiles.