<u>Faculty Guide to IFA Purchasing of Technology at Claremont McKenna College</u>

<u>Standard workstations and equipment</u>: If the item is standard, ITS will identify specifications, order, and fully support the technology. However, there is no promise of a four year replacement for machines bought outside of the standard primary workstation agreement. The value of the machine will be considered a taxable benefit to the faculty member should the person wish to take it with them; additionally, the faculty member will be responsible for removing all CMC licensed software from the machine**.** The taxable benefit would occur at the time the faculty member left the College and took the asset. The taxable benefit will be based on a depreciation rate of four years, calculated by a straight-line depreciation of the computers over four years. After four years the computer is deemed a zero dollar asset.

Advantages:
CMC licensed software will be installed and supported by ITS
ITS will provide support for hardware, software, and software installation
ITS will enable access to CMC's wired network enabling access to all customary network resources (printing, shared drives, u: drive)
ITS can perform hardware upgrades, troubleshooting, loaner provision if machine is being serviced or repaired
All machines purchased come with four full years of warranty at no additional cost to the faculty member and ITS will handle all warranty issues (replacement parts, recording of assets, negotiation and resolution with vendor)

NB: For those less interested in supporting their own technology, purchasing standard equipment is our recommended choice.

<u>Non-standard workstations and equipment</u>: If a faculty member prefers to purchase an asset that is outside of the standard, the faculty member must gain the Dean of Faculty's permission after consulting with the Director of ITCS (or the Director's delegate). There is no promise of a four year replacement. ITS will not support the machine, and it will not be connected to the CMC wired network. The value of the machine will be considered a taxable benefit to the faculty member should the person wish to take it with them; additionally, the faculty member will be responsible for removing all CMC licensed software from the machine. The taxable benefit would occur at the time the faculty member left the College and took the asset. The taxable benefit will be based on a depreciation rate of four years, calculated by a straight-line depreciation of the computers over four years. After four years the computer is deemed a zero dollar asset.

Advantages:
Greater autonomy and choice
Possibly pricing incentives

NB: For those who expect to use the technology on campus, this choice is not recommended because ITS does not support non-standard equipment over our networks.