

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 9	DIRECTIVE NO. B7
	ORIGINATOR Chair, College Information Technology Management Committee	
	APPROVED BY President's Executive Committee	
TITLE Evergreening Policy	EFFECTIVE DATE 2006.02.01	REPLACES New

PREAMBLE

1. College computers, eclassrooms, and network equipment are valuable resources in high demand. The College Technology Committee (CTC) has the mandate to recommend standards for and the allocation of these resources

2. Subject to the annual budget allocation, the goal of Evergreening is to replace existing student and staff workstations, faculty laptops, network equipment and eclassroom equipment with newer equipment and associated software. Evergreening of desktop computers and eclassroom equipment will be based on a four year lifecycle, while laptops will follow a three year lifecycle. The Instructor console computers in eclassrooms will be Evergreened on a two year cycle. The annual College software site license fees (for software that is not program specific) is also be included under the Evergreening Policy at the discretion of CTC.

3. This policy provides guidelines for the following reasons:
 - 3.1 To provide overall control of College computer and eclassroom equipment and the licensing of software used by the entire College community;

 - 3.2 To achieve an optimal allocation of equipment among users based on need and use;

 - 3.3 To ensure compatibility and consistency as much as possible among equipment types purchased;

 - 3.4 To provide purchasing at cost effective bulk prices;

- 3.5 To ensure the College remains in compliance with Government and Contractual obligations;
- 3.6 To provide a focus for expertise on equipment selection and evaluation in the College;
- 3.7 To ensure that the quality of the teaching, learning and working environments is in keeping with the goals of the College Strategic Plan through the appropriate Evergreening of the networking structure.

POLICY

1. On an annual basis, CTC will make a recommendation to the College Budget Committee regarding the budget for the Evergreening Process. The College Budget Committee and the President's Executive Committee will, as part of the budget process, determine the budget allocation to CTC for Evergreening (and other IT projects). CTC will ensure the allocated budget is spent based on the policies and procedures included in this Directive.
2. At a minimum, it is expected that all 4 year old workstations will be replaced with new workstations or newer but used equipment which is cascaded from other areas in the College.
3. Also at a minimum, it is expected that staff laptops older than 3 years will be replaced with new laptops or newer but used equipment which is cascaded from other areas in the College.
4. Standards for workstations and laptops will be established annually and all Evergreening purchases will be made using the established standards. It is expected that new workstations and laptops will be purchased and installed between May and July of each year.
5. At a minimum, it is expected that all 4 year old data projectors and 2 year old computers in classrooms will be replaced with new or newer equipment. Other audiovisual equipment within classrooms will be replaced as required.
6. Departments requiring more than the standard workstation or laptop configuration will be responsible for paying for the upgrades from departmental budgets.
7. The Evergreening Policy applies only to existing workstations as identified on the College Fixed Asset System and no workstations purchased or displaced during the Evergreening process shall be used to create new labs or staff workstations except with the approval of CTC.

8. In order to ensure that these resources are available for the intended use, they will not be moved from their current locations (with the obvious exception of laptops) without the approval of CTC or a person designated by CTC. When a workstation is approved to be moved, the Finance Department must be notified by the person(s) responsible for the move.
9. The Evergreening Policy applies to the annual license costs associated with general use operating system software and office software, the learning management software and other software site-licenses as are approved by CTC but is not intended to fund upgrades to program-specific software.
10. As a general rule staff will be provided with either a laptop computer (based on the teaching requirements) or a desktop computer but not both. While exceptions to this rule may apply, staff in possession of a laptop issued by their department will not be eligible to have their desktop computer Evergreened should they have one.
11. The Evergreening process is not intended to refurbish equipment used in non-funded activities which includes ancillaries and labs dedicated to off-audit activities. Evergreening of computer equipment in those areas is the responsibility of the specific sector/school.
12. Networking equipment will be prioritized for Evergreening based on the network Evergreening table located at the end of this document.

The Evergreening Process

In making the recommendation for the purchase of new IT equipment along with the cascading of existing equipment, as well as the renewal of software licenses, CTC will allocate funding in the five categories listed below. The purchase of new or newer equipment within each category will be based on the following priorities. Major changes in College approved standard software or hardware technology may require the priority list to be modified in any given year.

1. **Desktop Computers** (On a 4 year lifecycle)
 - a. Non-scheduled workstations as required in the IT fee agreement with the Algonquin Students' Association.
 - b. Computer Labs - scheduled, general purpose with open access.
 - c. Computer Labs - scheduled, general purpose with dedicated access.
 - d. Other labs and learning environments accessible by students.
 - i. Computer Labs - scheduled, special purpose with dedicated access;
 - ii. Computer Labs -unscheduled, general purpose with dedicated access*;
 - iii. Non-computer labs/learning environments with computers.

- e. Desktops for faculty requiring upgrades due to curriculum (software) changes.
 - f. Other Staff.
 - g. Academic Programs requiring parts.
- 2. Eclassrooms and Audiovisual equipment**
 - a. 4 year old Data projectors in Eclassrooms.
 - b. 2 year old instructor console computers in Eclassrooms.
 - c. 5 year old data projectors in AV circulation area.
 - 3. Software**
 - a. General purpose operating system, Courseware Management system and office software**.
 - 4. Laptops** (on a 3 year lifecycle plan)
 - a. Laptops for faculty teaching in laptop programs.
 - b. Laptops for faculty in non-laptop programs but who are involved in E-Delivery.
 - c. Laptops used in AV and Online Learning Centre circulation areas.
 - d. Other staff laptops.
 - 5. Network equipment**
 - a. Networking equipment replacement will be prioritized based on the life expectancy tables included at the end of this document.

All surplus equipment will be marked for pick up and sold in the College Garage Sale. Used networking equipment and infrastructure may be disposed of through mechanisms as appropriate.

* *The definition of non-scheduled workstations in the first category includes:*

- *Access Centres*
- *Resource Centres*

** *Major College approved software upgrades such as the change in Operating Systems, or Office software may require hardware upgrades to existing College equipment or acceleration on the lifecycle timelines in order to ensure that computers are capable of running the software.*

PROCEDURES AND RESPONSIBILITIES

CTC Responsibilities

- As required, CTC will make recommendations to the President's Executive Committee regarding changes to the Evergreening Policy.

- On an annual basis, CTC will make a recommendation to the College Budget Committee/President's Executive Committee regarding a proposed budget for the Evergreening process.
- On an annual basis, CTC will approve the plan that defines the list of computers and network equipment to be Evergreened including the impact of any cascading.
- On an annual basis, CTC will appoint a Project Coordinator for the Evergreening project. It is expected that the Project Coordinator will provide monthly progress reports to CTC for review and corrective action where required.

CTC Academic Priorities Sub-Committee Responsibilities

- On an annual basis, CTC Academic Priorities, in conjunction with ITS and the Purchasing Department will recommend the standard configuration for workstations and laptops to CTC.
- On an annual basis, CTC Academic Priorities, in conjunction with the Financial Services Department, will determine the locations (computer labs, other labs and learning environments accessible to students) requiring replacement of workstations either through the purchase of new computers or through the cascade of used computers.
- On an annual basis, CTC Academic Priorities, in conjunction with the Financial Services Department, will provide a list of faculty in mandatory laptop programs that have laptops which will be older than 3 years at the start of classes for the following Fall term.
- On an annual basis, CTC Academic Priorities, in conjunction with the Financial Services Department and the Schools, will provide a list of faculty requiring laptop Evergreening.
- On an annual basis, CTC Academic Priorities, in conjunction with the Financial Services Department and the Schools, will provide a list of faculty without laptops that have desktops which will need to be upgraded to ensure they are similar in capabilities to computer labs in which the faculty will be teaching at the start of classes for the following Fall term.
- That no later than the February prior to the Evergreening cycle, CTC Academic Priorities will provide a list of scheduled labs requiring upgrades due to curriculum (software) changes planned for the next Fall term.

- On an annual basis, CTC Academic Priorities will report to CTC the number of computers to be provided to faculty from off-audit labs.
- On an annual basis, Academic Priorities will report the requirements of Academic Programs requiring parts and the number of computers requested.

CTC Corporate Needs Sub-Committee Responsibilities

- On an annual basis CTC Corporate Needs will recommend to CTC the Evergreen priorities for College network infrastructure.
- On an annual basis, Corporate Needs, with the assistance of the Financial Services Department, will determine staff requiring replacement of computers through the cascade of used computers.

Information Technology Services (ITS)

- On an annual basis, ITS, in conjunction with the Purchasing Department, will recommend the standard configuration for workstations and laptops to Academic Priorities.
- On an annual basis, ITS will provide CTC Corporate Needs with a complete list of network equipment requiring Evergreening (based on the appended table) and a replacement cost estimate.
- ITS will install connections and hardware and perform the necessary project management to Evergreen the various infrastructure components.
- On a per term basis, ITS will provide status updates on network Evergreening progress to CTC and its sub committees.
- On an annual basis, ITS will assist the Purchasing Department with the tendering process for the purchase of the computers for the Evergreening process.
- On an annual basis, ITS will assist the Purchasing Department with the selection of the supplier for the computers purchased through the Evergreening process.
- ITS will install and test the hardware, connections and software on Evergreened computers once they have been moved to their locations. Where applicable, ITS will work with the School Technologist during this process.

- ITS will coordinate the Evergreening of laptop computers based on the list provided by CTC Academic Priorities.
- ITS will remove software (if necessary) and disconnect computers to be moved within the college due to the Evergreening process.
- On an annual basis, ITS will provide a coordinator for the Evergreening process.
- The coordinator provided by ITS will provide monthly updates of the status of the Evergreening process to CTC and its sub-committees.

School Technicians

For schools that maintain their own dedicated labs, the technicians assigned to the lab receiving Evergreened computers will be responsible for:

- Install and test the hardware, connections and software on Evergreened computers once they have been moved to their locations.
- Remove software (if necessary) and disconnect computers to be moved within the college due to the Evergreening process.
- Report the status of Evergreening to the ITS coordinator.

Financial Services Responsibilities

- On an annual basis, the Financial Services Department will provide CTC Corporate Needs a list of staff computers which according to the Fixed Asset records are eligible to be replaced through the Evergreening process (are at least 4 years old).
- On an annual basis, the Financial Services Department will provide CTC Academic Priorities a list of lab computers which according to the Fixed Asset records are eligible to be Evergreened.
- The Financial Services Department will assist Receiving & Mail Services with the receiving of computers, labeling with fixed asset numbers and coordinating the movement of computers during the Evergreening Process.

- The Financial Services department with the assistance of ITS will provide CTC with the list of one and two year old laptops from laptop programs available for redistribution.
- The Financial Services Department will update the Fixed Asset System for any movement or purchase of computers throughout the Evergreening process. These updates include additions, deletions, and changes to cost centre ownership and locations of computers.
- The Financial Services Department will hold periodic sales to sell the surplus computers as per the fixed asset disposal policy.
- The Financial Services Department will prepare the purchase orders on a lab by lab basis (i.e. one purchase order number must be associated with one lab) for the approval by the Chair of CTC.

Purchasing Department

- On an annual basis, the Purchasing Department, in conjunction with ITS and CTC Academic Priorities, will recommend the standard configuration for workstations and laptops to CTC.
- On an annual basis, the Purchasing Department will oversee the tendering process with the assistance of ITS.
- On an annual basis, the Purchasing Department will select the supplier with the assistance of ITS.

Receiving & Mail Services Responsibilities

- On an annual basis, Receiving & Mail Services will determine if any of the planned construction projects that are to occur over the summer months will impede the movement of the computers on the campuses.
- Receiving & Mail Services will receive computers and label with fixed asset numbers with the assistance of the Financial Services Department.
- Receiving & Mail Services will move the computers (old and new) within the college as per instructions from Financial Services.

(original signed by)

President

Network Evergreening Guidelines

Area	Type		Evergreening	Cascade
Infrastructure	Structured Cabling		Primarily through renovation	
		Fibre	30 years	
		Copper	20 years	
	Telecom Closets		25 years	
	Small UPS Systems		5 years	
	Large UPS Systems	Chassis	7 years	
		Batteries	4 years	
Servers	Servers	Intel	3 years Maintenance Expires - Maintain through sparing	5 years – dispose of.
		Other	5 years	
Networks	Access Switches		7 years	
	Building Switches	Chassis	7 years	
		Controller	4 years	
	Core Network Switches	Chassis	7 years	
		Controller	4 years	
		Interface cards	7 years	
	Wireless	Access Points	4 years	
	Routers		4 years	
	Gateways		6 years	
	Firewalls		3 years	
End-Use Devices	Phones		10 years	