PURPOSE
To establish processes to upgrade technology and computing devices on a scheduled plan.

SCOPE
All College employees and students using college computing devices

DEFINITIONS
Evergreening  The practice of replacing technology and computing devices on a scheduled plan.

Break-Fix  The practice of using equipment until it breaks down at which time it is either repaired and returned or replaced (sometimes called a ‘3Rs’ model).

eClassroom  A classroom configuration set up to facilitate learning through computer technology. An eClassroom may be a lab, laptop or mobile learning classroom.

College-standard laptop  A laptop chosen by the College Technologies Committee (CTC) to be the standard model for a given use with specified features, configuration and vendor.

College-standard workstation  A computer system composed of a CPU tower, monitor, keyboard and mouse that meet the standards agreed to by the CTC for features, configuration and vendor.

POLICY
1. The College is committed to providing a stable and reliable technology infrastructure for its students and employees who require modern computing systems. College computers,
eclassrooms, and network equipment are valuable resources in support of the teaching learning process.

2. The College Technologies Committee (CTC) has the mandate to recommend standards for computing systems and computing devices and their allocation to stakeholders.

3. Subject to the annual budget allocation, the goal of evergreening is to replace existing student and employee workstations, professors’ laptop and workstations, network equipment and eclassroom equipment with newer equipment and associated software. Evergreening of workstations 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 to be included under the Evergreening Policy at the discretion of CTC.

4. Consolidating responsibility for acquisition and allocation of computing resources ensures that compatibility with college systems is maintained; purchasing power is maximized through volume buying; the College remains in compliance with Government purchasing; and access and fair use obligations are met.

5. 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 according to this policy.

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

7. Priorities for allocation of Evergreen funding can be found in Appendix 1 – Evergreen Funding Priorities. The rationale and objectives of the Evergreening process are further defined in Appendix 2 – Principles and Expectations of Evergreening.

### PROCEDURES

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<td>1</td>
<td><strong>CTC Responsibilities</strong></td>
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<tr>
<td>1.1</td>
<td>Make a recommendation annually to the College Budget Committee/President’s Executive Committee regarding a proposed budget for the Evergreening process.</td>
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<td>1.2</td>
<td>Approve annually the plan that defines the list of computers and network equipment to be evergreened including the impact of any cascading. The plan for evergreening will be tabled by ITS.</td>
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<td>1.3</td>
<td>Appoint a Project Coordinator to report monthly on progress against Evergreening priorities.</td>
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<td><strong>CTC Academic Responsibilities</strong></td>
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2.1 Recommend annually, in conjunction with ITS and the Purchasing Department, the standard configuration for workstations and laptops for use by and within the Academic area.  

2.2 Determine annually, in conjunction with the Financial Services, 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.  

2.3 Provide annually, in conjunction with the Financial Services, a list of:  
- Professors/instructors in mandatory laptop programs that have laptops which will be older than 3 years at the start of classes for the following Fall term;  
- Professors/instructors requiring laptop evergreening;  
- Professors/instructors without laptops that have workstations which will need to be upgraded to ensure they are similar in capabilities to computer labs in which the professors/instructors will be teaching at the start of classes for the following Fall term;  
- A list of scheduled labs requiring upgrades due to curriculum (software) changes planned for the next Fall term;  
- the number of computers to be provided to professors/instructors from off-audit lab; and  
- Requirements of academic programs requiring parts and the number of computers requested.  

2.4 Aggregate the input of CTC Academic into a College Evergreening Plan.  

3. **CTC Corporate**  
3.1 Determine annually, in conjunction with the Financial Services and ITS, employee requiring the replacement of computers through the purchase of new computers and/or the cascade of used computers.  

3.2 Determine annually, in conjunction with the Financial Services and ITS, the network equipment requiring evergreening.  

3.2 Aggregate the input of CTC Corporate into a College Evergreening plan.  

4. **Information Technology Services (ITS)**  
4.1 Recommend annually, in conjunction with the Purchasing Department, the standard configuration for workstations, laptops and network equipment to CTC.  

4.2 Assist the Purchasing Department with the tendering process for the purchase of computers, software and network hardware for use in the Evergreening programs.  

4.3 Order, manage and install hardware and software to evergreen systems based on the approved evergreen projects from CTC throughout the fiscal year.  

4.4 Update CTC monthly on progress against the evergreening projects.
4.5 Install and test the hardware, connections and software on evergreened computers once they have been moved to their locations. Where applicable, work with appropriate stakeholders and third parties (such as the School Technologists) during this process.

4.6 Coordinate the evergreening of laptop computers through the defined process.

4.7 Dispose of or re-use evergreened assets, following the standards set forth by Financial Services.

5. **Financial Services**

5.1 Provide annually to:

- CTC Corporate a list of staff computers which according to the Fixed Asset records are eligible to be replaced through the Evergreening process; and
- CTC Academic a list of lab computers which according to the Fixed Asset records are eligible to be Evergreened.

5.2 Assist Receiving and Mail Services with the receiving of computers, labeling with fixed asset numbers and coordinating the movement of computers during the Evergreening Process.

5.3 With ITS, 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 Fixed Asset System will be queried for available laptops and workstations available for redistribution according to policy.

5.4 Hold periodic sales to sell the surplus computers as per the fixed asset disposal policy.

6. **Purchasing Department**

6.1 Recommend annually, in conjunction with ITS and CTC Academic, the standard configuration for workstations and laptops to CTC.

6.2 Oversee annually the tendering process with the assistance of ITS.

6.3 Select annually the supplier with the assistance of ITS.

7. **Receiving and Mail Services**

7.1 Determine annually 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.

7.2 Receive computers and label with fixed asset numbers.

7.3 Move the computers (old and new) within the college as per instructions from Financial Services and ITS.

**SUPPORTING DOCUMENTATION**

None

**RELATED POLICIES**

IT 06 Deployment of Computing Devices

**RELATED MATERIALS**
Asset Management Policy – Finance and Administrative Services
EVERGREEN FUNDING PRIORITIES

In making the recommendation for the purchase of new IT equipment, with the cascading of existing equipment, and the renewal of software licenses, CTC will allocate funding in the five categories listed below. The distribution and allocation of 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 for any given year.

1. **Workstations** (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. Workstations for faculty requiring upgrades due to curriculum (software) changes.
   f. Other staff.
   g. Academic programs requiring parts.

2. **Eclassrooms and Audio-Visual 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, learning 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.
PRINCIPLES AND EXPECTATIONS OF EVERGREENING

The evergreening policy is guided by the following principles and expectations:

1. It is recommended 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.

2. It is recommended that employees 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.

3. Standards for workstations and laptops will be established annually under the guidance of CTC. All Evergreening purchases will be made using the established standards. It is expected that new workstations and laptops will be purchased and deployed between May and July of each year.

4. It is recommended that all 4 year old data projectors and 2 year old computers in eclassrooms will be replaced with new or newer equipment. Other audio-visual equipment within eclassrooms will be replaced as required.

5. Departments requiring more than the standard workstation or laptop configuration will be responsible for paying for the upgrades from departmental budgets.

6. 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.

7. In order to ensure that these resources are available for the intended use, workstations 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. Notification can take place through the fixed asset tracking system;

8. 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;

9. As a general rule, staff will be provided with either a laptop computer (based on the teaching requirements) or a workstation but not both. While exceptions to this rule may apply, employees in possession of a laptop issued by their department will not be eligible to have their workstation evergreened should they have one.