COMPUTER STANDARDIZATION

POLICY NUMBER: ADM-COMPSTANDARD
POLICY TYPE: ADMINISTRATIVE
RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT-ADMINISTRATION & FINANCE
RESPONSIBLE OFFICE: INFO. TECHNOLOGY (IT) / CHIEF INFORMATION OFFICER (CIO)
EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 12/12/2023
NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – 12/12/2027
SUPERSEDES POLICY DATED: N/A – NEW POLICY
BOARD OF REGENTS REPORTING (CHECK ONE):
☐ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)
☒ PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

The purpose of this Northern Kentucky University Computer Standardization policy is to support and enhance the missions and administrative functions of Northern Kentucky University (NKU). The objective of this policy is to achieve and maintain computing capabilities that provide a high level of productivity for the NKU workforce in a secure and cost-effective manner. Standardizing computer equipment at NKU:

- Provides employees with guidance in planning for future needs;

- Allows the University to negotiate the best possible pricing on select models;

- Makes the computer procurement process more efficient;

- Helps maintain technology compatibility across the organization;

- Brings a systematic approach to the acquisition and disposal of computer equipment;

- Standardizes equipment to minimize maintenance and support and to simplify regulatory compliance;

- Allows for more consistent security.

University computers must be purchased from NKU's Computer Standards List, which includes standard vendor models, hardware configurations, recommended lifecycles, and use cases. NKU's Computer Standards List and pre-negotiated pricing can be viewed on NKU's Technology Procurement Page.

II. EXCEPTIONS

Requests for exceptions must be submitted through NKU's procurement form for IT purchases. All computer equipment must be purchased with a warranty and /or support options suitable for the device and intended business use so that NKU reduces premature replacement costs.

III. ENTITIES AFFECTED

This policy applies to all employees, as well as all student and temporary workers and those given access to IT systems and services, at all access locations including on-site and remote/off-site locations.

IV. DEFINITIONS

Computers: Devices covered by this policy include all computer variations (desktop, laptop) owned by NKU that run an operating system and are used for the performance of job functions and/or business/ instructional purposes. Other computing devices, such as servers, phone devices, and tablets are not considered computers for the purpose of this policy.

V. RESPONSIBILITIES

The Office of Information Technology and Procurement Services will implement this policy.

VI. PROCEDURES

PROCUREMENT/ACQUISITION

Per purchasing guidelines ([page 13 of the Procurement Card Manual](#)) computer equipment must not be purchased utilizing a University procurement card (Pcard) and individual personal purchases of computer equipment are not reimbursable.

DELIVERY ADDRESS

For asset tagging and setup purposes, Procurement Services will send all NKU-owned computers to IT.

VII. REFERENCES AND RELATED MATERIALS

RELATED POLICIES

[Acceptable Use policy](#)

Computer Replacement policy (in process)

[Information Security policy](#)

[Information Technology (IT) Procurement policy](#)

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New policy	December 12, 2023

COMPUTER STANDARDIZATION

PRESIDENTIAL APPROVAL

PRESIDENT

Signature *Cady Short-Thompson*   Date   12/12/2023

Cady Short-Thompson

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

☒ This policy was forwarded to the Board of Regents on the *Presidential Report (information only)*.
Date of Board of Regents meeting at which this policy was reported: __1__ / __17__ / __24__.

☐ This policy was forwarded to the Board of Regents as a *Presidential Recommendation (consent agenda/voting item)*.

    ☐ The Board of Regents approved this policy on _____/_____/_____.
    (Attach a copy of Board of Regents meeting minutes showing approval of policy.)

    ☐ The Board of Regents rejected this policy on _____/_____/_____.
    (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

SECRETARY TO THE BOARD OF REGENTS

Signature *Tammy Knochelmann*   Date   1/18/24

Tammy Knochelmann