

Office of the Vice Provost for Faculty Affairs (MC 103)
2715 University Hall
601 South Morgan Street
Chicago, Illinois 60607

August 4, 2014

Dear Deans, Department Heads, Chairs, and Directors*:

Thank you for your continued efforts toward implementation of the faculty collective bargaining agreements. The Policy implementation team has been working with Chief Information Officer, Cynthia Herrera-Lindstrom, and the Academic Computing and Communications Center (ACCC), to plan and implement details of the following:

The University will provide each bargaining unit position a new computer not to exceed \$1,500 to be chosen from a set of available and supported configurations from the campus office of Academic Computing and Communications Center (ACCC). This program for provision of new computers will begin in the fall 2014 semester, and computers will be replaced if an existing computer is beyond four years old during the term of this initial Collective Bargaining Agreement. The University will provide hardware support during the time the computer is covered by warranty and is assigned to the original bargaining unit position.

This communication provides an overview of the PC Replacement Program and your responsibilities and expectations for coordination with ACCC to assure that we adhere to the obligations of the agreements.

ACCC Responsibilities:

- ACCC will obtain a list of eligible faculty and their associated home-department assignment from the human resources services center.
- ACCC will coordinate with the colleges to identify faculty bargaining-unit-member PCs that are older than four years. This will be done by providing software to designated departmental / college contacts to run on each eligible faculty member's machine and report results back to ACCC.
- ACCC will receive software scan results from departmental contacts, identify PCs that exceed the age of four years as of August 15, 2015, and provide findings to the faculty members' home-department contact (refer to College Responsibilities).
- ACCC will provide standard ACCC-supported pricing and configuration options to the colleges (defined as Tier I). Colleges with standard machine configurations that are different from the ones offered and supported by ACCC may elect to offer their own standard configurations to their faculty, in return for the college providing hardware and software support for the machines (defined as Tier II). It is assumed that those configurations are similar in functionality to those provided in Tier I.
- ACCC will communicate with eligible faculty, notify them of the program, and direct them to a website to view the offered configurations. Faculty will be advised to discuss their preferences with their home-department's designated contact.

- Once the number of systems requiring replacement is identified, ACCC will develop an implementation plan so the ordering, installation, and documentation of replacements may be completed by August 15, 2015 or sooner.
- For both Tier I and Tier II machines, ACCC will submit iBuy orders for replacement using college-provided CFOAPs. ACCC will coordinate installation as PCs are delivered.
- For Tier I machines, because the campus is recommending bundled security software that raises some of the recommended configurations slightly over \$1,500, the campus will provide the funding for the amount over \$1,500. In essence, the college/department will be responsible for an amount up to \$1,500.
- ACCC will provide details to designated departmental contacts on property information. This will include Serial Number/Make/Model/Description and responsible individual information for the department to assign Property Tags and update property accounting.
- For Tier I machines, ACCC will support equipment while under warranty, provided the college/department purchases one of four recommended configurations or a faculty-requested customization is agreed to by the ACCC before purchase.

College Responsibilities:

- The College will provide contact information of a single college-level contact, and departmental contacts for both IT and Business Property Management for each department to ACCC via web form provided at <http://acc.uic.edu/service/FaCT> by August 15, 2014.
- College IT support will run software on each PC of identified faculty and send scan files to ACCC by no later than October 17, 2014.
- For those faculty identified by ACCC as needing a replacement PC, colleges will work with the faculty member and/or department, as appropriate, to determine which PC configuration they choose from the available configurations no later than December 12, 2014. The sooner ACCC receives this information, the sooner they will purchase the PCs.
- Colleges will report the configuration selection information to ACCC along with the location of the faculty and accounting CFOAP authorized to charge for the PC replacement (one CFOAP per department, maximum).
- Colleges will pay an amount not to exceed \$1,500 for each PC. The Campus will pay any amount over \$1,500 but only for the four recommended base system configurations, found below. Any customization requested by a faculty member for individual needs must be agreed to by the college, the faculty member, and the ACCC (only for a Tier I machine), and paid for by the college.
- The Business/Property management individual identified to ACCC must promptly approve requisition requests submitted by ACCC via iBuy for the purchase of replacement machines.
- Colleges will assure that property accounting records (including assignment of Property Tags and locations) are updated for new machines before the close of Fiscal Year 2015, and surplus old machines as necessary.
- Colleges will inform ACCC promptly when a faculty member leaves and the machine is reassigned to another faculty member.
- For any new hire into a bargaining unit position that has not already had a machine assigned to it, the Colleges will promptly send ACCC information on the faculty member and their machine selection for ACCC to initiate the order process.

Although the deans of the Colleges of Medicine, Pharmacy and Dentistry are strongly encouraged to provide updated computer equipment to their faculty that are not subject to collective bargaining, ACCC will not be involved in facilitating the equipment replacement of those PCs.

Below is a listing of the four machine configurations and prices as of August 4, 2014 and are subject to change. If you have any questions about this program, please contact Cynthia Herrera-Lindstrom at 3-2495 or Anthony Marino at 5-0840. We appreciate your patience and look forward to our continued work together for a smooth implementation.

Respectfully Yours,



Renée Taylor
Vice Provost for Faculty Affairs

*This communication has been sent to administrators of collective bargaining faculty units.

cc: Academic Fiscal Officers, Office of Budget & Resource Planning, Office of Budget and Program Analysis

PC Replacement Program - Tier I Pricing Details

As of August 1, 2014

Total Cost per Device (including services and licensing – all devices delivered with Microsoft Office suite installed):

- Windows Desktop - \$1,266.92
 - a) Includes Lenovo M93z All-in-one, management software, comes with image preloaded and Computrace.
- Windows Laptop - \$1,622.52
 - a) Includes Lenovo T440, management software, comes with image preloaded and Computrace.
- Apple Desktop - \$1,568.00
 - a) Includes 21.5" iMac, management software and Computrace.
- Apple Laptop - \$1,540.00
 - a) Includes MacBook Pro 13", management software and Computrace.

Models and pricing are subject to change