

Prepared by V. P. for Administration
This is a NEW Executive Policy

UNIVERSITY OF HAWAI'I

EXECUTIVE POLICY - ADMINISTRATION

AUGUST 1983

P 1 of 2



E2.204 -- MICROCOMPUTER POLICY

I. INTRODUCTION

Microcomputers, also referred to as personal computers, represent a new opportunity for end users to obtain computing capabilities that will assist them with, and make them more effective in their jobs, at relatively low cost. However, to optimize the acquisition and use of microcomputers within the University as a whole, preliminary planning and consideration of future needs are required.

II. OBJECTIVES

The objectives of this policy are to:

1. To state the current University position on microcomputer acquisition.
2. To encourage Chancellors to consider the microcomputer needs of, and develop an acquisition and implementation plan for, their campus(es).

III. DEFINITION

A microcomputer is a low-cost computer system (relative to mini- or mainframe computers) which performs a variety of tasks. It usually has a video display screen, a keyboard, disk storage devices, and may have a printer. The term "microcomputer" refers to the personal computer (PC), home computer, small business computer, desktop computer, etc.

IV. POLICIES

1. Chancellors are responsible for, and encouraged to, establish standards for computer equipment procured by and/or for their campuses. The intent is to provide future compatibility between equipment, and to encourage users to carefully consider their own needs and the broader requirements of system integration, compatibility, and long-range effectiveness and evolution of microcomputer applications.

2. Within the framework of campus standards and plans, departments are to make their own determination of what best fits their needs.
3. Microcomputer purchases must be justified as would any other acquisition of similar dollar value, and, in addition, must be approved as directed in Administrative Procedure A8.250.3.
4. Microcomputers not initially justified for administrative use will not necessarily be supported for connection to University administrative computers, as equipment limitations may preclude compatibility. Such future uses should be considered when planning computer equipment acquisitions, and advice obtained from the operators of central computing facilities.
5.  To simplify acquisitions, bid lists will be established by the Procurement and Property Management Office for major microcomputers. The continuation of such lists will depend on the success of the bulk purchase endeavors and the demand for microcomputers.
6. Faculty/staff/student discounts must be arranged directly with the vendors, not through the University.

V. ADMINISTRATIVE PROCEDURE REFERENCES

1. Governor's Office Administrative Directive 2, September 15, 1977, Policy on Electronic Data Processing Services in the Hawai'i State Government
2. UH Business Affairs Circular 511, December 16, 1982, Guidelines for Acquisition of Word Processing Equipment
3. UH Administrative Procedure A8.250.3, Data Processing Equipment Acquisitions

