

Seattle Pacific University Computer and Information Systems Policies, Procedures, Plans and Standards

Network/Telecommunications Chargeback Policy

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1.0 Purpose/Introduction

Computer and Information Systems is responsible for the ongoing maintenance and health of network and telephony services throughout campus. Some needs however, compromise an expansion of service, and in such instances warrant additional funding on the part of the sponsoring department. The purpose of this document is to clarify those rates and services that comprise an expansion or modification of service. Activities that are not itemized below are considered part of normal maintenance activity and do not involve chargeback to the affected department.

2.0 Chargeback Rates

The following chargeback rates pertain to expansions and modifications of networking or telecommunications equipment and infrastructure. Note that any costs incurred by a department for network services or equipment do not imply that the department maintains ownership of the specific resource. All active electronics that extend the physical or logical provision of network and telephony service fall under the responsibility and 'ownership' of CIS. In this context, *chargeback* is more akin to an "activation fee" for which the funding department becomes entitled to CIS support, service and maintenance.

- A. New telephone service**
 - DID extension: \$400
 - Digital (Harris) telephone: \$400
 - Analog telephone: \$200

Buy-back provisions: In the event a department chooses to no longer use a DID or telephone, CIS will provide a buy-back reimbursement at 25% of the current equipment cost.
- B. New network service**

There is no specific charge per network port or connection, however materials (non-electronic) may be billed at the discretion of CIS (see wiring modifications below).
- C. Wiring modifications**

At the discretion of CIS, limited work may be conducted in-house without chargeback to the department.
Minor relocations and renovations that involved contract work shall be paid by the department at cost.
Major renovations are conducted as part of Facility Operations capital improvement projects.

All wiring installations and modifications are to be done in accordance with the "SPU NetTel Design and Construction Standards" policy manual.
- D. Wireless Access Points**

The campus standard is the Aruba AP65 tri-mode, dual radio access point.

CIS regularly monitors the use of wireless across campus, and seeks to expand coverage in areas of high use or unmet demand. Departments wishing to have wireless coverage expansion should contact CIS to schedule and assessment of needs/requirements. Recommendations for expansion will be balance against other operational demands within CIS.

In the event that a department wishes to expand wireless coverage in advance of the scheduled/planned CIS timeframe, appropriate chargeback rates will apply. In such instances, the department shall bear full cost for equipment and installation.

All wireless access point installations are to be performed and managed by CIS or its designee in accordance with the "SPU NetTel Design and Construction Standards".

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