Policy Proposal & Impact Statement (PPIS)

New Policy / Revision / Elimination

Request to:

- ☐ Develop a new policy.
- ☐ Develop a new policy to replace an existing policy.
- ☑ Revisions to an existing policy.
- ☐ Eliminate an existing policy.

Existing Title and Policy number (if applicable): CWU 204-08: Computer Equipment Replacement and Disposal

Policy(ies) replacing (If Applicable):

Submission information:

Date: 12/4/25 Policy Writer's Name: Virginia Tomlinson

Responsible Office / Unit: Information Services and Security

Responsible Policy Executive Chief of Staff

New Policy Title (If Applicable)

Reason(s) for New Policy / Change to Policy / Elimination of Policy:

Updates to include new practices in allocating computing resources.

Policy Statement (what does this policy do? Provide overview of content, major changes or impact)

This policy outlines the allocation and life cycle of computing resources. Updating to include primary computer standard will be set to a laptop, that employees will be allocated one system in a replacement life cycle and that ISS will reallocated across the university as needed.

Fiscal Impact (What resources are needed to implement this policy / Any cost savings?).

The policy changes are intended to minimize the number of computing assets assigned to employees and create efficiencies in the allocation of resources across the university, which may lead to savings.

Equity Impact (What is the potential impact on the CWU community, particularly historical under-served and marginalized individuals or groups. If any impact on DEI, identify the equity impact and the plan to eliminate barriers and/or impact).

No impact.

Routing Instructions:

Policy Writer – After completing form, please submit to Policy Executive.

Policy Executive – After reviewing, please submit to University Policy Administrator.

University Policy Administrator – Will review and present Policy Proposal & Impact Statement (PPIS) to Executive Leadership Team and President prior to any further action.

Policy Executive Approval:

Name Dania Cochran Signature  Date 12.11.25

Return PPIS to University Policy Administrator

President Approval

☑ Approve Policy Proposal & Impact Statement

☐ Remand to Policy Writer

☐ Reject PPIS – *(provide explanation)*

Signature 

Date 12/17/2025

Notes or Explanation:

Submit to University Policy Administrator via email at thomas.pedersen2@cwu.edu