Meeting Summary
Print Management Leadership Team
September 8, 2008
President’s Conference Room (SEM I, Annex A)

Attendees: Aaron Powell, Ken Tabbutt, Collin Orr, Steve Trotter, John Pumilio

Meeting Purpose: After our August 19 Policy Development Team meeting, we needed to reexamine the overarching objectives of the print management system and the work of the policy development team.

Discussion/Outcomes: (Formal minutes were not taken during the meeting. These notes provide a quick overview.)

- The Leadership Team recognized that it is premature to write a policy when we are unclear as to how the goals might be implemented or even if they are technologically feasible to achieve. Furthermore, it is unrealistic to write a sound policy before we know what criteria are important and the process that we’ll take to evaluate those criteria.
- A better approach is to identify the key elements of Evergreen’s print management system and ask a Project Team to create a roadmap as to how we get there.
- The key elements of Evergreen’s print management system are:
  - All Printers/Copiers are Networked Devices: provide a strategic pathway that eventually leads to a fully integrated system where all printing/copying devices are networked. Eventually the new print management system will include the Copy Center, satellite copiers/printers, the main student areas (Library, CAL, C&C), and all work clusters and individual devices.
  - The New System has the Ability to be a Pay-for-Print System: provide a roadmap that eventually leads to a pay-for-print system for all faculty, staff, and students. Perhaps, a pay-for-print trial period begins with students and extends to all staff and faculty. The Pay-for-Print system should not only track individual and campus paper use but should then provide the user one final choice to print or not to print.
  - Technologically Efficient: the new system utilizes the best available technology (devices/accessories/software) that is both cost effective and technologically efficient for all printing/copying needs.
  - User-friendly Interface: the system should be easy-to-use and time sensitive from the perspective of the user.
- The key elements listed above should be implemented in a manor that accomplishes the three overarching goals of Evergreen’s print management system:
  1. Sustainability Goal: The new print management system evaluates multiple sustainability goals before implementing the new system. “Sustainability” includes:
     - reducing the quantity of printing and the amount of paper used to the lowest level possible while still meeting the educational and business needs of the college
     - reducing the amount of time and money spent on maintenance, training, and management of the new system.
  2. Cost Effective Goal: Save the college operating and capital dollars by reducing consumption to sustainability levels (specified above) and to ‘right-size’ the quantity and types of high speed printing equipment and supplies.
  3. Equipment and Placement Efficiency Goals: Improve the overall efficiency of work units/groups by appropriately placing and most efficient number, type, and size of printing/copying devices to ensure that the above sustainability goals are met while meeting essential educational and business needs.

- Put the Policy Development Team on Hold and Initiate a Project Development Team: the goal of the Project Development Team is to provide a roadmap as to how the key elements of the
new print management system can be implemented to meet the three overarching goals of the new system. Project Development Team includes:
  - Bill Gilbreath
  - Rob Rensel
  - Mindy Muzatko
  - John Pumilio
  - Ken Tabbutt
  - Rip Heminway
  - Noel McHugh

Next Steps:
- **Timeframe**: reevaluate the timeline now that we have formed a Project Development Team. The timeframe will be discussed during our next joint meeting between the Leadership Team and Project Development Team.
- Schedule joint meeting between the Leadership Team and Project Development Team to develop a work agenda that will keep this important initiative moving forward.

**NEXT MEETING:**
TBD