Meeting Summary
Print Management Group
October 29, 2008
SEM II A2107

Attendees: Bill Gilbreath, Rip Heminway, Noel McHugh, Mindy Muzatko, Collin Orr, Aaron Powell, John Pumilio, Rob Rensel, Ken Tabbutt, Steve Trotter,

Meeting Purpose: Bring the Project Development Team together for the first time and begin developing a roadmap as to how the key elements of a new print management system can be implemented to meet the three overarching goals of sustainability, cost effectiveness, and equipment and placement objectives.

Discussion: (Formal minutes were not taken during the meeting. These notes provide a quick overview.)
• We discussed the necessity of a project development team (as opposed to a policy development team) as the best approach to advance the college’s goal of implementing a new print management system.
• The goal of the Project Team is to create a roadmap for implementation including a timeline, criteria for purchasing decisions, staff training, and roll-out.
• Bill Gilbreath gave us an update on moving forward with a new system for the Copy Center. Currently, Bill is waiting on the vendor (Northwest Copiers) to provide him information on whether or not the license is proprietary or the annual fee. If there is an annual license fee then Bill will have to create an RFP and open the bidding which could delay purchase and implementation by several months.
• Rob Rensel provided the group with perspective on the relationships between leased equipment vs total ownership and multifunction devices vs task specific units (i.e. printers, copiers, etc.). Rob explained that there is a likely “sweet spot” where any particular decision makes the most sense. It is possible (perhaps likely) that a hybrid environment where a combination of leased and owned and multi-function and task specific units make the most sense.

Tasks:
• Drupal Site Setup: Rip will create an online site in Drupal so that we can share and store information, meeting minutes, and paper and equipment use data, etc… online. John will upload information he has been accumulating.

Next Steps:
1. Review and assess our current data set and obtain necessary information to fill in data gaps.
2. Begin researching existing technology and available print systems that could be used at Evergreen.
3. Develop a set of criteria and an evaluation system for determining which possible system is most appropriate for Evergreen considering our three overarching goals.
4. Develop a revised timeline for how and when we will decide on purchasing a new system, roll-out, staff training, policy writing, etc…

NEXT MEETING: TBD