Meeting Summary
Print Management Policy Development Team
August 19, 2008
SEM II A2107

Attendees: RIP Hemingway, Ken Tabbutt, Bill Gilbreath, Collin Orr, Steve Trotter, Mindy Muzatko, Rob Rensel, John Pumilio

Meeting Purpose: This was the first meeting for the Print Management Policy Development Team. The purpose of this meeting was to get the group together and begin working towards the goal of writing a new policy for Evergreen’s newly conceived campus-wide print management system. This new policy should clearly specify what the policy is and how it will be implemented.

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

- John Pumilio explained his role as a meeting facilitator and not a primary decision-maker.
- Steve Trotter provided an overview of the three goals (Sustainability Goal, Cost Effective Goal, Equipment and Placement Efficiency Goals) that the policy group should work towards.
- Collin Orr explained the necessity to move forward with a new backup print management system for the copy center and satellite copiers and printers. Bill Gilbreath, Collin Orr, and John Pumilio visited Copiers Northwest prior to this meeting. They have the software that can meet Bill’s immediate needs and Bill will be making a proposal to implement the new system. This will take place ahead of whatever campus-wide system is selected but will not obstruct the rollout of a new campus-wide system.
- The majority of our conversation focused on further clarifying the main objectives of the new system. For example, waste is referring to paper or printing cartridges, machines, human resources, etc… **Right-sizing** may not be limited to the size of the machine but could also include right-sizing for location, ink use, cost of machine, cost of maintenance, waste produced, etc… **Campus-wide** refers specifically to student areas or will this include administration and staff members?
- Timeline: discussion came up as to whether the timeline was unrealistic. Do we want to move forward at a quick pace or take a more deliberate and thorough approach? A lot depends on the urgency of behind the need for a new system.

Outcomes:

- The goal of the new print management system is greater than paper management. It includes electronic waste, printer cartridges, human resources and maintenance, finances, etc…
- Get leadership team back together before next policy team meeting in order to further clarify and define main goals.
- All meetings will be handout-free meetings.