

# College Printing/Copying

1/9/2024

The College Technology Directors Council (CTDC) recognizes the need to be efficient without sacrificing effectiveness in mission-critical functions. [MISO survey results from 2023](#) show an upward trend in the usage and importance of printing services by faculty, staff, and undergraduate students. CTDC believes that printing and copying can be improved and streamlined across Academic Affairs, and potentially other VP divisions, by centralizing printing and copying services and focusing on enhanced efficiency, reduced costs, and improved overall user experience for faculty and staff. This proposal advocates for the establishment of:

- a single contract from a single vendor and to introduce consistency;
- an efficient, standard, and enforced request process like those for furniture or academic software that reduces the variety of Printers<sup>1</sup> and Copiers<sup>2</sup> while embracing exceptions for unique business cases.

## Scope:

- Printers<sup>1</sup> and Copiers<sup>2</sup> found in spaces primarily used by university employees. For example: departmental offices, shared workspaces, laboratory schools, and individual offices.

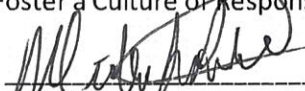
## Problem to solve:

- Decentralized contracts have led to inequality in pricing, equipment, and service levels
- Managing multiple vendors and disparate systems is time-consuming and resource-intensive
- Lack of standardization hinders cost control and troubleshooting
- IT is often not consulted or informed of decisions made

## The goals are to:

- potentially reduce direct costs: leverage bulk purchasing power;
- improve efficiency: consistency affords a reduction in training;
- improve equity: faculty/staff regardless of their department's budget would have equitable access to printing and copying services much like they have equitable access to other IT services like email and Wi-Fi;
- improve access: give faculty/staff access to secure printing and copying from anywhere on campus;
- enhance support: IT breadth of knowledge can be concentrated freeing IT to focus on other issues;
- improve data security: print release capability will avoid sensitive data sitting openly on Printers<sup>1</sup> and Copiers<sup>2</sup>;
- reduce duplicative infrastructure: implementing a single system will drastically reduce the number of servers and systems increasing security;
- simplify administration: manage one contract and vendor relationship decreasing time spent from staff in Depts/Schools, Purchasing Dept, Information Security Office, and Comptroller's office.

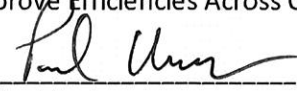
CTDC believes this proposal aligns with our values of Equity and Access and numerous strategic directions and affiliated Goals as describe in [the new strategic plan draft, Excellence by Design: 2024-2029](#), most directly strategic direction II: Foster a Culture of Responsible Stewardship; all three Objectives of GOAL A: Improve Efficiencies Across Campus.



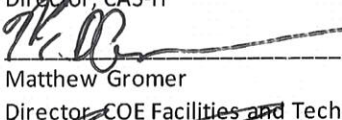
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## **Appendix**

### **Current known Copier agreements:**

- MLB-IT, and COB-IT manage the contracts with third-party service providers like Watts and Digital Copy Systems
  - MLB has two separate contracts with Watts
    1. Milner Library Contract – 9 MFP units total. Two for patron use with coin vending attachment, 7 for office/departmental bulk copying and printing.
    2. Teaching with Primary Source (grant-funded dept) – One MFP for departmental copying and printing.
  - COB has contacts with Digital Copy Systems for multiple devices. 10 MFP units that are used by departments and units. These range from small to high-speed units, 1 canon digital press. We also have support from Digital Copy Systems on a stack cutter. Units are purchased outright and vendor supplies maintenance and toner.
- MCN Dean's Office manages 5 MFP's, one for each floor in Edwards Hall, one in the Nursing Simulation Lab, and one in the Springfield site.
- In CAS and CAST, each Department/School/unit (32 in total) manages their own Copier contracts through a vendor of their choice.
- In WKCFA and COE, each Dept/School manages a Copier contract on their own and all use Watts as a vendor.
- Current Copier contracts are paid from different funding sources (GR, Agency, Grant, etc.).
- In addition to a central "department copier," many faculty, staff, and units have smaller desktop or workgroup Printers<sup>1</sup> of various makes, models, and consumable parts.

#### Definitions:

- Printers are typically smaller than a copier and used by one person or small groups of people. They might have the ability to copy or scan to email/network in addition to print but not always. They are typically purchased outright (no lease).
- Copiers are the multifunction devices that are typically classified as imaging devices and leased from vendors like Watts, Digital Copy Systems, and RK Dixon. These devices are typically large, often incur a per page print cost, and require ongoing maintenance contracts.

