Joint Planning and Budget Committee
Meeting Minutes
Thursday, November 14, 2019
8:30 – 10:30 a.m., 220 Seymour

ATTENDEES:

Voting Members	Non-Voting Members	Guests
Sondra Aman	Denise Copelton: Co-Chair	Lynda Cochran
Mike Andriatch	Crystal Hallenbeck	Bob Cushman
James Cordeiro	Cathy Houston-Wilson	Michael Harrison
Frances Dearing	Karen Riotto	
Kandie Gay	Jim Wall: Co-Chair	
Scott Haines	Melissa Wight	
Thomas Hernandez		
Katy Heyning		
Sara Kelly		
Jose Maliekal		
Pat Maxwell		
Dave Mihalyov		
Kathy Peterson		
Summer Reiner		
Ed Ryan		
Susan Stites-Doe		
Katy Wilson		
Jim Zollweg		

REGRETS:

Voting Members	Non-Voting Members
Meaghan Irving	President Macpherson
Craig Ross	
Elliot Weininger	

The meeting was called to order at 8:33 a.m.

Approval of the Minutes

Dr. Copelton announced that the minutes from the November 7, 2019 meeting would be available for discussion and approval at the December 12, 2019 meeting.

Announcements

None at this time.

Productivity Projects & Managed Print Services – *presented by Jim Wall, Vice President of Administration and Finance*
(Note: Materials are available on Blackboard)

Mr. Wall presented an update on the productivity projects and managed print services. The following is a summary of the discussion regarding Managed Print Services:

- Educate faculty and staff:
  - During this transition, so that they can be assured that they will have the right tool in order to do the tasks they completed with their desktop printer.
  - On the reason behind this is to reduce costs in light of the low enrollment numbers, there will be more buy-in.
  - About utilizing the Print Shop and understand that the cost of having your printer and printing does not have an invisible cost.
- Educate faculty on:
  - Other ways to utilize materials so students are not using most of their printing allowance for a document that it is used only one time.
  - Functions in Blackboard to eliminate the need of printing certain materials. This would require the support of IT and CELT with attending departmental meetings to ensure all faculty are educated on these functions.
- Back-up printers need to be designated when switching to centralized printing so that when a machine is out of order, a department can continue to do their job.
- Be mindful that some individuals learn better on paper than on the computer, so tracking and scrutinizing certain individuals because of their printing patterns could be harmful.
- Workflow practices should be reviewed and may be adjusted to eliminate certain levels of printing.
- Creating digital signage to promote the information regarding Managed Print Services.
- Explore exam software that can be utilized to reduce test printing.
- Maybe creating a Papercut icon similar to the one that pops up in the computer labs for faculty and staff so they are more mindful about printing.
- Ensuring individuals have the right tools to do their job in terms that if the expectation is to bring electronic meeting documents, than laptops need to be supplied and access to batteries when needed. Making departments responsible to replace batteries may not be fiscally sustainable.
- Be mindful that when we offset costs in one area, we could be creating greater costs in another. For example, sending more printing jobs to the Print Shop could entail needing to hire more staff and therefore increasing the staffing costs.
- The print policy needs to be done in conjunction with other IT policies.
- Dr. Peterson, Dr. Zollweg, and Mr. Andriatch volunteered to be a part of the Managed Print Services Task Force.

Other Items from the Committee

Dr. Copelton stated that our next meeting agenda would include an update from Dr. Copelton on the Investment Funds assessment and completion reports and we will review and discuss the Call Letters for the BSG, BASC and Residential Life budget presentations.

The meeting was adjourned at 9:34 a.m.

Next Meeting: December 12, 2019; 8:30-10:30 a.m.

DC/JW/mw