To: Liz Baughman, Zachary Dodds, Suzanne Frantz, Stephanie Graham, Joyce Greene, Aileen Hoiles, Beverly Kelley, Daniel Pereira, Maggie Plunkett, Ariana Sandoval, Sue Lindley

From: Joseph Vaughan
cc: Cabinet
Re: Task Force on printing.

Thank you for agreeing to be part of the task force on printing. The goal of the task force is to review printing needs at Harvey Mudd College and to make recommendations to the Cabinet about how best to meet those needs.

We anticipate that the task force will examine at least the following questions, but we expect that you will encounter and examine other issues as you explore the topic.

1) What are the printing needs of the departments in your area or your department? Approximately how many pages are printed per month by each department within your area (if applicable)? Are there times of the year when there are bigger print jobs to be done? How big are those jobs and during which months do these bigger jobs occur? What kinds of finishing needs (sorting, stapling, binding...) are there?
2) What are the large format printing needs, some of which are being met by the Engineering and Math departments? What advice do those departments have regarding the demand for this kind of printing?
3) What are our needs with respect to public printing (eg. in computer labs). There is apparently a good deal of unintentional waste. One set of observations (from Tony Hutain '08) showed 800-1,000 pages per week being wasted on one of the public printers. What can we do about this? There are a number of students who have some good ideas about managing print queues. It would be good if the task force connected with them.
4) What print related services are currently provided by CIS? What are the limits and constraints on this service? What changes do you suggest?
5) What are the options for a centralized printing unit on campus?
6) What are the options for outsourcing large scale and/or large format printing jobs? For example, sending jobs to the Claremont copy center or finding a vendor that would run a print shop on campus. Under this rubric, please take a careful look at services such as those provided by *lulu.com*. Provide a clear account of the pros and cons of these options.
7) What are emerging trends in printer use? For example, are people seeing a need for more color printers, scanning or print job queuing? Or, as another example, is there a trend toward using desktop printers versus networked printers?
8) How do other small colleges, both within the Consortium and elsewhere, deal with these printing issues?
9) How can we take account of the College's strategic principles, and the concern for recycling and sustainability? What are the barriers to moving toward an almost paperless office?

It will probably be necessary for the task force to consult with a number of stakeholders, such as office managers and the people who run large scale printing. Please ensure that you consult widely in order to provide a well-informed report.

Please provide an interim report for discussion by June 30. After discussion and feedback, we anticipate that you will be able to provide a final report by August 15.