

TCC Workgroup for the Responsible Printing Policy

Meeting Minutes

April 22, 2014, 1:00pm - 2:00pm

In attendance

J. Bauer (ITS), J. Spiewak (Planning & Finance), M. Myers (SACC & Learning Labs), J. Rossi (Library), F. Lukacik (Allied Health), C. Nelson (Computer Technologies), E. Adolphus (SACC), J. Thomas (SACC), E. Agbada (Library)

Background information & current printing conditions

J. Bauer and J. Spiewak provided some background information on the GoPrint system. The College has a pay-to-print system (GoPrint) but is currently only running this as a pilot program in the Library at Main Campus. The full implementation of this system was frozen because the sub-committee tasked with deciding on a reasonable allotment for our students was unable to make a final determination on the print quota.

Discussion ensued regarding various printing issues around the College. Examples:

1. Differing page printout limits:
 - a. SACC labs only allow students to print 30 pages per day
 - b. Library allows for unlimited printouts per day (30 pages maximum per print job).
 - c. Printers in computer classrooms offer unlimited printing
2. Free-standing PCs with attached printers and printers in computer classrooms are difficult to effectively monitor and maintain.

Scope & Tasks

This Responsible Printing Workgroup is not responsible for implementing the GoPrint system. We will focus on creating a policy (or set of guidelines) to assist the College community use our printing resources in a more environmentally-friendly and cost-efficient manner.

Suggested Action Items

1. Create Printing Guidelines for Students. Examples:
 - How to print double-sided handouts
 - How to print multiple powerpoint slides on one page
2. Create Printing Guidelines for Faculty. Examples:
 - How to create printer-friendly powerpoint presentations
 - How to limit printing for PDF files
 - How to use fonts that use less printer toner

Other considerations

J. Bauer announced that with the Fall 2014 semester, all students will be transitioned fully to AD and OWA. This will mean that they will use their AD credentials to login to all College PC's. Since they are logging in with their individual credentials, we will be able to start tracking statistics for printouts. Once we have a clearer picture of the actual printing patterns and usage numbers for our Students, we can make recommendations on a reasonable print allotment. Hopefully, this data will allow the College to move forward with the full implementation of GoPrint.

For next meeting (date and location TBA)

1. Draft responsible printing guidelines for students and faculty

Submitted by: E. Agbada