Dear Colleagues:

The divisions of Administration & Business Affairs, Information Resources & Technology, and Human Resources have been working together to develop initiatives with the greatest potential for cost-savings and productivity improvements across the University.

Recent assessments indicate that a more cohesive strategy may help us better manage the University’s office printer needs. However, before any determination is made, further analysis is needed to ascertain the needs of individual offices, and how we can maximize dollars while providing the best service to University departments and units.

To conduct the analysis, a team of surveyors will be in your area during the week of October 21-25, 2013 to discuss your printing, copying, scanning and faxing needs. As part of the initiative, you may be requested to participate in and/or support various data gathering activities, including the following:

- **Inventory, identification and volume tracking**: Xerox personnel will be visiting facilities to locate all print and copier devices, record serial numbers and obtain meter reads. Most employees will have few or no interruptions in their work.

- **A Needs Analysis Survey**: A five to seven-minute survey comprised of approximately 14 questions will provide an individual, as well as an enterprise, view of the needs and wants of our organizations.

We need your assistance to ensure a smooth and accurate process for those who will be collecting the data. The data will help identify our current requirements and assist in determining the proper blend of equipment and technologies needed to ensure successful outcomes.

Through this pilot project, we are seeking opportunities to save costs not only on equipment, but on energy, along with workflow advantages, service enhancements, and technology improvements.

Thank you in advance for your cooperation and support. If you have questions, please contact Doug Jackson at ext. 8-7705 or John Guion at ext. 8-5860.

Sincerely,

Larry Gilbert
Chief Information Officer

Ming-Tung “Mike” Lee
Vice President for Administration/CFO

Christine Lovely
Vice President, Human Resources