WELCOME TO THE CBOC MEETING!

April 19, 2024

To sign-in, please scan the QR code. We will begin shortly.
AGENDA ITEMS:

- Celonis Audit, Registration on Travel, Concur update, & Travel Cards -
  • Presented by Rosie (Accounts Payable)

- Copier Management Plan - Presented by Lidia & Melissa (Business Ops)

- Food Waiver – Brief announcement by Lidia & Melissa (Business Ops)
UHCL Copier Management Plan

Consolidating Equipment Based Upon Owner/Location and Cost Savings

Lidia Quiroga
Melissa A. Hernandez
April 2024
Audit Review Yields Cost Savings
Cost Savings

• Anticipated annual cost savings are ~ $4,893 by 11/30/2024
• Consolidating collocated, closely located copiers
• Moving duplicates with *existing* contracts to backfill expiring copier contracts impacts this many per building:
  • Arbor (1)
  • Bayou (5)
  • Delta (2)
  • PD (1)
  • Pearland (1)
  • TMC (1)
Review Process

• Physical inventory check
• Analysis of data
  • How many copiers are on campus? 88
  • How many “duplicates” – collocated, closely located, similar need/use? 11
  • How many can be moved to back-fill expiring contracts without incurring additional cost? 5 by 11/30/24
  • How many can be sunset? 12, ongoing evaluation of usage
    • One is expiring and we recommend the removal of this copier (low usage)
    • 11 duplicates with plans to back-fill expiring contracts
  • How many can be replaced with newer more efficient equipment? 3
• Calculation of estimated savings ~ $4,893 by 11/30/2024
Other Advantages

• Newer technology often provides greater throughput
  • Faster PPM
  • Increased capabilities

• A step toward campus-wide efficiency in printing and copying
  • Local printers for smaller jobs
  • Smart technology for next wave of replacements
  • Central print center for larger jobs [eventually]

• Elimination of waste
  • Not all existing copiers are fully used although lease costs are still incurred
Next Steps

• CBA/DBAs meet with Lidia and Melissa, as needed
• Provide feedback
• Finalize copier management plan
• Execute plan
• Budget for multi-year savings
Questions?

• Work with Lidia, Melissa and the Budget Office to calculate savings
• Effective FY24, good for years 2024 through 2028
• Lidia – x2153
• Melissa – x 2155
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CONCLUSION

• Next Meeting: Friday, May 17th at 9:30 am
• Thank you, Mark!
  ○ Best wishes on your next chapter at Pacific University!