

# **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 17<sup>th</sup> at 9:30 am**
- **Thank you, Mark!**
  - **Best wishes on your next chapter at Pacific University!**