



Dear Faculty and Staff,

We are pleased to announce Monroe Community College will be implementing the SUNY Managed Print Initiative that has been mandated across all SUNY campuses. In March 2021, SUNY enacted a system-wide policy to reduce cost, waste, and paper, simplify and regulate the printer fleet, and secure and enhance the print environment no later than August 2024.

SUNY assessed the system-wide print carbon footprint (print devices, print volume and type, and existing campus-managed print contracts), revealing unjustifiable statistics, with 40,000 devices, 50 percent being desktop printers. An analysis conducted by Pharos, an independent print consultant, revealed that SUNY spends about \$50 million per year on printing, with color printing accounting for more than 50 percent of the cost.

In order to comply with SUNY policy, per the analysis and inventory conducted here at MCC, it has been recommended that we reduce the total number of print devices on campus from 780+ to approximately 125. The vast majority of single-function and desktop printers will be removed with the implementation of this program. New multi-function devices that print, copy, and scan, will be installed throughout the Brighton & Downtown campuses, and at the Applied Technologies Center. These new devices will be strategically placed in centralized locations, in order to be shared by any number of faculty and staff. In almost all cases, these new devices will be black and white only. The new machines will also be paid for by a new centralized print budget, not by individual department budgets.

Please note – there is no plan to remove any print devices from classrooms or Learning Centers at this time. Our initial implementation efforts will focus on the removal of single function printers from staff areas and faculty departments.

New multi-function devices have already been installed in the Executive Suites on the third floor of the Peter A. Spina Administration Building, in both the North and South Faculty Towers, and at the Applied Technologies Center.

Removal of desktop printers will begin with the third floor of building 1, in the Executive Suites. (see page 4 for a Tentative Removal Schedule for the third floor)

Once the third-floor removals have been completed, we will begin removals in the Faculty Towers, slated to start no earlier than **Tuesday, January 16th, 2024**. A detailed removal schedule for the Towers will be forwarded at a later date.

If you are in the Executive Suites or in either of the Faculty Towers - What does this mean for you?

- Desktop printers will no longer be supported.
- Departmental purchases of ink or toner will not be approved.
- There will be a solution for providing very limited-volume color printing within the Towers.

You can actively assist with this program by taking the following steps:

- Decrease printing overall, by saving and distributing documents in a digital format.
- If you do need to print, please print your documents double-sided.
- Send any large volume color print jobs to the Print Shop.

For the rest of the Campus:

After completing our work on the Third floor of Building One and in the Towers, the Managed Print team will address work areas and offices, initially in the following order:

1. Complete work in Building One
2. Building Three
3. Building Six

Beyond that, we are still in the planning stages.

Our Approach to your work area will include the following:

- Our team will assess the space, security level/access of users, and best location(s) for a shared device
- A shared device will be installed and set-up before any other print devices are removed.
- Computing and Technology Services will contact those who have desktop printers to schedule their removal – timeframes will include ample lead time.
- Computing and Technology Services will work with Maven Technologies to recycle printers.
- Purchasing will continue to review the acquisition of any new equipment and applicable maintenance contracts and leases.

How can I ask a question and provide suggestions or feedback?

All questions, suggestions, and feedback related to the SUNY Print Program can be submitted to SUNYPrintProgram@monroecc.edu. (Please do not submit requests for help desk assistance to this email address).

Your cooperation is crucial to our overall success with this initiative. We appreciate your patience and assistance as we work to reduce our carbon footprint and achieve critically needed fiscal savings for MCC.

~ The Managed Print Team

Tentative Schedule for Printer Removals: Building 1—3rd Floor

Room	Location	Serial #	Brand	Model	Network Status	Tentative Removal Date (no earlier than)
1-300	Students Rights & Responsibilities	JPBDZ04823	HP	LaserJet Pro M402dn	Network	January 8
1-300B	Students Rights & Responsibilities	PHB5C40135	HP	LaserJet Pro M402dn	Network	January 8
1-300D	Assistant President	PHB5C48205	HP	LaserJet Pro M402dn	Network	January 8
1-300E	Students Rights & Responsibilities	PHBQB38285	HP	LaserJet Pro M402dn	Network	January 8
1-303	Office	CNDCG900F4	HP	M551	Local	January 9
1-308	Administrative Financial Office	JPBF958733	HP	LaserJet P2055dn	Local	January 9
1-308	Administrative Financial Office	USGNS40793	HP	LaserJet 4200	Network	January 9
1-308C	VP Administrative Services	CNB9N34670	HP	LaserJet P2055dn	Network	January 10
1-313	Administrative Services	USGNS17972	HP	LaserJet 4200	Local	January 10
1-313	Administrative Services	VND3N01689	HP	LaserJet Pro 400 M401dn	Network	January 10
1-313J	Asst. to Pres. Public Affairs	CNRXR18532	HP	LaserJet 4250	Network	January 10
1-321B	Office	VNBCC7C5PL	HP	LaserJet P3015	Network	January 11
1-309J	Academic Services /Facilities/Learning	CNWDF21172	HP	Color LaserJet 3600dn	Network	January 11
1-313J	Asst. to Pres. Public Affairs	PHB5D00512	HP	LaserJet Pro M402dn	Network	January 11