

EXECUTIVE SUMMARY

2011-12

Department Name: Duplicating Services

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Duplicating Services continued to provide quality, cost-effective, and efficient products to the University community in FY12. Duplicating Services has two units—the main production unit and the satellite copier unit.

The main production unit consists of three Canon 7105 copiers with finishing options and a Canon 6000 full color copier. There were 11.4 million black and white copies run on the three Canon copiers with a cost of \$.017 for an 8 ½ x11 black copy and 877,000 copies run on the Canon color copier with a cost of \$.15 for an 8 ½ x 11 full color copy. Duplicating Services has a wide format printer that prints up to 42" posters for a cost of \$.40 for a linear inch.

The satellite copier unit consists of 150 convenience copiers located in various locations on campus. There were 9.9 million copies run on the satellite copiers in FY12. An RFP was sent out to replace the existing RFP for the satellite copiers. Two vendors were chosen for a five year contract.

Duplicating Services has four full time employees, with an average of 26 years of service. The supervisor has 39 years of service and two employees have over 25 years of service. Duplicating Services employs one student during the fall and spring semesters.

Duplicating Services received \$ 102,930 in appropriated funding to cover salaries of three of the employees. All other expenditures, including one full-time employee, are included in a per copy rate charge to departments utilizing the services.

With the a new color copier there has been an increase in productivity where the copies are press quality and the costs to print a color copy are comparatively lower than printing prices which amounts to savings for the University.

Due the efficiency of the electronic job submission, Duplicating Services continues to produce professional quality black/white and full color finished documents quickly and easily. By having this technology, we have seen an increase in electronic jobs submitted.

In FY13 an RFP will be sent out to replace the existing RFP for the black copiers in the production area.

In order to serve the campus, Duplicating Services will be prepared to take the next step for future changes. This will be accomplished through ongoing training, acquisition of new equipment, and if necessary, an expanding work force. Continued use of advancement in technology provides more efficient services to the University community.