DATE: August 5, 2009

TO: Dr. Kennedy    Dr. Trumble    David Gerlach
    Daniel Sweeney    Linda Heilman    Linda Pellett
    David Wells    Ryan Deuel    Michael McCormick

FROM: Chris Gray

RE: NYS Office of Taxpayer Accountability

With the beginning of a new academic year, additional requirements are being received from Albany that will impact our campus. Governor Patterson recently created the NYS Office of Taxpayer Accountability to oversee and implement the Governor's "continuing commitment to reduce the costs of State operations". The Governor views the work of this Office to be crucial to making State Operations more efficient and to help with the current budget crisis.

This Office has created a number of task forces which will be issuing directives to State agencies and authorities to reduce costs. The first Directive is titled – "Holding Down Print Costs". According to the Office of Taxpayer Accountability "the focus of this first memorandum is to reduce State spending on paper, print supplies, maintenance and purchases of printing equipment, as well as to lower our power consumption -- goals which should be viewed as part of a broader effort to move toward a more paperless environment. In general, State staff is expected to use electronic mediums instead of paper whenever possible, and to seek new ways of doing business that support that approach."

The Office of Taxpayer Accountability has indicated that all printing is to be kept to a minimum or eliminated completely. Except under compelling circumstances, agencies are to implement the following procedures:

1. Set printers and copiers to print on both sides of a page, as the default setting.
2. Eliminate the printed distribution of documents (e.g., memos, brochures, monthly reports, annual reports, etc.) in favor of electronic or web-based distributions.
3. Reduce or eliminate paper mailings, in favor of e-mail. Plan for forms and mailings to capture e-mail addresses and encourage respondents to opt for future communications by e-mail.
4. Display presentations for meetings on a screen, rather than distributing printed copies. If desired, presentations may be distributed electronically to meeting participants.
5. Eliminate all specialty printing jobs using special paper or equipment, e.g. invitations or announcements.
6. Eliminate personal printers, except in those cases where an accommodation must be made for a person with a disability.

7. Replace multiple individual printers in adjacent offices with standardized, centralized networked copiers with lower power consumption and per page costs.

System Administration has responded to this request on behalf of the campuses as many cost savings actions related to printing have already been implemented. Campuses are being requested to make our best effort to implement these actions and other steps that can reduce printing costs. In the future, we will need to be prepared to not only identify our savings, but to also highlight our successful and continuing efforts. We will also be asked to monitor and report on the actual savings achieved.

As purchases for printers are considered during this academic year, please be mindful of this directive. If you have any questions or concerns, please contact Beth Martin, Purchasing Director, or me.