

Manatee County Schools Saves \$500,000 Through Centralized Print Management



In an effort to better manage printing costs, as well as improve teacher and staff productivity, the Manatee School District set out on a mission to gain control of its print environment.

The school started with an internal audit of its printing equipment and processes. Managed by Bob Gehle, the program administrator, the outcome yielded eye-opening information.

Not only did the audit reveal that the district had limited insight into what was being spent on printing, but it uncovered tedious, inefficient workflows that drained both teaching and accounting staff of its time.

For example, teachers were spending an average of two hours per week producing classroom materials. In an attempt to avoid long lines at the copiers, staff would often turn to low-quality inkjet printers, or even outsource jobs at their own expense.

Furthermore, the allocation of print costs proved to be ineffective. In order to charge individual schools or departments for printing costs, school administrators had to manually process carbon copy forms, resulting in frequent errors and delays in accounting.

Finally, because each school had authority to acquire their own equipment, Manatee's fleet of multifunction printers (MFPs) had various capabilities, which were not networked. There were no economies of scale for purchasing, and actual costs for copying and printing were virtually impossible to measure.

"We knew how many copiers we had, but we really didn't know what those copiers were costing us."

When measurements were able to be made, it was found that departments and schools were signing contracts for far more copies and prints than they needed.

School: The School District of Manatee County is one of the largest in the State of Florida, with 5,300 employees supporting 50 schools and 43,000 students.

Challenge: Printing and copying was decentralized, causing budgetary and IT administration issues. Teachers were wasting up to two hours per month producing their own jobs on less than optimal printing devices.

Application: Equitrac Express®

Results: By centralizing the procurement and management of the print fleet for all the schools, the district has saved an estimated \$500,000 per year in both hard costs and through productivity gains for its faculty.

Customer Comment: "To stand in front of the copier was not helping teachers plan for their school day. This project has provided teachers more time in their day to plan – more time with students."

Tim McGonegal
Superintendent of Schools

After the audit was complete, Gehle recognized that he had to implement a solution to automate the print accounting processes, and ultimately manage print costs across the entire district. The school implemented Equitrac Express®, which was integrated with the entire printing infrastructure, including all of the MFPs in each school, and seven devices at the centralized print shop. On the back end, Equitrac was integrated with JD Edwards, the district's accounting system.

continued on page 2

Today, Equitrac seamlessly monitors, measures and manages all documents that are produced.

Automated Reporting Saves Time

The accounting team across the district has realized significant time savings on a weekly basis as a result of Equitrac's reporting capabilities.

Automated, detailed reports that show costs broken out by teacher or department are now sent weekly to the accounting staff, allowing administrators to easily track expenses for budget purposes.

“What Equitrac brought to the table was a solid technology. We couldn't have done this project without the partnership we have.”

Bob Gehle
Program Administrator

Charlene Kaylor who is responsible for bookkeeping at Bayshore High School, said: “With Equitrac, I receive the reports via email and then forward them to my Principal – who can see a clear picture of our school's printing.”

The estimated cost savings alone from reducing the accounting time is approximately \$100,000 per year.

Convenience for Teachers

From a teaching perspective, the time savings has also been dramatic. An

“When we had a teacher standing in line for a copier, that was a hidden cost of printing that our students were bearing.”

Tim McGonegal
Superintendent of Schools

estimated two hours per teacher, per month – the equivalent of 5,000 teaching hours – has been saved. This is time that can now be spent to address the needs of students, instead of standing in front of a copier.

Economies of Scale

As a result of moving to centralized management of the print environment, the district has been able to gain a higher return on its infrastructure investment, and maintain a single program budget for all MFPs and related software.

In addition, the new contract includes a full-time onsite representative for support of the equipment and staff training.

The benefits of centralizing their print infrastructure has led to saved costs through maximizing buying power across the district, simplified administration through the use of a single-source vendor and reduced IT costs through a drop in helpdesk calls and a fully networked environment.

The overall result of this solution has been a new business model for printing



that the faculty and staff have embraced. The model delivers a lower cost of ownership and lower cost per print, while delivering a reliable, productive printing service that supports teachers and students.

“What Equitrac brought to the table was a solid technology. We couldn't have done this project without the partnership we have,” said Gehle.

