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Q: What are the changes being made in desktop printing?

A: The strategy is to reduce the number of printers and fax machines within the NU system and redirect that print volume to the multi-function copiers offered through the Cost Per Copy programs (CPC) that are already operating on all four campuses.

Q: How will this provide a cost savings to the University?

A: Savings can be achieved through reductions in the following:

- Desktop printers and software
- Desktop printer/fax toner cartridges
- Desktop printer/fax maintenance fees
- Electricity to power these machines
- IT service time for installing, maintaining, and servicing desktop printers/faxes

Q: Does this affect all NU campuses?

A: Yes. In fact, UNMC has already started with implementation of this program. We'll be on their way to achieving greater campus efficiencies and savings, as well as being better able to maintain the security of their IT network.

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Q: What are the changes being made regarding office supplies?

A: The strategy is to provide the substitution of name brand products with private brand equivalent products on all four campuses.

Q: What is the timeline?

A: A schedule and process are being developed. We will consult with NU employees as appropriate and anticipate the process to be ready for implementation by January 2018.

Q: What is the process for substitution of 'name' brand products with 'private' branded products?

A: For example, procurement is planning to work with Office Depot to identify more economical choices of 'private' branded supplies based upon data analysis of spend and usage over the past year. There are currently over 15,000 catalog items available—and potentially over 2,000 items where a lower cost equivalent could be purchased, with no impact on its intended usage. These products will be evaluated for the best potential of use across the NU system.

Q: Does this affect all NU campuses?

A: Yes.

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STRATEGY OVERVIEW

NU plans to significantly reduce university-paid cell phone or data plan purchases and allowances/stipends for University employees.

Q: Does the university currently pay for cell phones or data plans for employees?

A: In some instances, yes. Like many employers, the university has paid for cell phones and data plans for certain employees, although some departments have ended that practice. This proposal would largely end that practice on a consistent basis across the university system through consolidation of multiple campus policies into a single university-wide policy on cell phone/data plan purchases and reimbursements.

Q: When does the change to reduce cell phones, data plans and Internet services paid for by the University become into effect?

A: Timing is yet to be determined. For Fall of 2017, we are in a planning and discovery phase of this strategy. Actual specifics regarding implementation and impact will be determined after the planning and discovery phase. There will be ample time for employees and departments to plan to transition.

Q: Does the University have a cellular/internet provider that can offer employees discounted plans?

A:

QI do not own a personal cell phone, but need one to do my job. Do I now have to purchase my own phone?

APart of the planning and discovery phase is to learn more about situations in which the university may need to pay for cellular phones, service and data plans, but we envision dramatically reducing this need.

QI've had a university-issued phone for years. Can I purchase it from the university?

AWe will determine if this is feasible over the course of the planning and discovery phase of our plan.

QCan I keep my university cell phone if it is paid for by grant money?

AWe will determine if this is feasible over the course of the planning and discovery phase, and will communicate that as soon as we have developed an answer in consultation with relevant members of the NU community.

QMost of the population owns a personal computer. Will the university also require me to provide my own computer for work?

AThis recommendation is in regard to cellular phones, data plans and internet service only. No plans are in place to require employees to provide a personal computer for work.

QWhat does the university system expect to save with this change?

ADepending on the implementation strategy, the university expects to recover significant savings. The target savings that were included in the BRT recommendation will be validated during the discovery phase.

QIf I use my personal cell phone for University business, can I deduct these expenses on my tax returns?

AIRS provisions do allow you to claim depreciation on your phone as an "unreimbursed business expense." You can deduct unreimbursed business expenses that amount to more than 2 percent of your adjusted gross income. You should consult with your tax adviser to see if these provisions apply to you.

Q Why is it important to look at reducing shipping costs at the University of Nebraska?

A. The University of Nebraska System receives deliveries of product daily without the cost of shipping being previously negotiated; otherwise known as prepay-and-add freight. Suppliers typically charge the University carrier list price for these deliveries, and are realizing a significant profit by marking up the shipping charges.

