Michigan Education Association

East Lansing, Michigan

Headquartered in East Lansing, Michigan, The Michigan Education Association (MEA) is a labor union representing more than 157,000 teachers, faculty and education support staff throughout the state. MEA was founded in 1852 as the Michigan State Teachers Association. Today it is the largest public employee union in the state and the third largest education association in the United States.

Usually referred to as a "teachers' union" its membership also includes college faculty, public school custodians and bus drivers among others. It represents people working in neighborhood public schools as well as school employees working for private companies.

While MEA works to serve its members' employment goals, it also promotes public education. It sees these goals as closely related. Its mission statement states: "The mission of the MEA is to ensure that the education of our students and the working environments of our members are of the highest quality."

We spoke with Gus Schowengerdt, Manager of Creative Projects at MEA. Gus is originally from Ohio and has a diverse background. He graduated from Ohio State University with a degree in Sociology. He worked as a Manager in a live music night club and then transitioned into print by working pre-press and eventually as an Art Director in the commercial market. Gus earned himself a position as Art Director and Manager of Creative Services with the American Cancer Society, and worked there for 10 years. He decided to relocate his family to Michigan when a position with MEA became available. He felt like it was the perfect fit. Gus has been with MEA since October of 2015. He is responsible for managing a staff of 7 which includes, 2 graphic designers, 1 social media and web specialist, 1 person

that runs the duplicators, 1 bindery coordinator, 1 data coordinator and 1 creative project team assistant who also runs the mailroom.

Left to Right: Rob Vitu, Dan Hunt, Kris Enright, Rachel Beyer, Dave Bender, Miriam Garcia, Shantell Coats, Gus Schowengerdt.

The print shop at MEA processes approximately 3,000 jobs per year totaling more than 5 million impressions annually. All of the jobs are processed using Print Shop Pro®. When asked about his customers Gus shared, "We (MEA Creative Projects Team) support about 100,000 union members, teachers and education support professionals in the state of Michigan. Our customers are also MEA headquarters, departments, field offices and local coordinating councils."

The shops equipment consists of Xerox Printers and Copiers including one XC1000, one Nuvera 144 and one C60, one 30" Challenge Cutter, one Horizon 200A stitcher/folder with feeder and trimmer, an MBO P20 folder, a Rosback scorer/perforator, a Challenge drill, a Bostitch M19 stitcher, a Powis Fastback tape binder, two Pitney-Bowes Connect+ 3000 postage meters, a Pitney-Bowes DA70s addressing machine and a Bell+Howell 1000 6-pocket inserter. In describing their equipment Gus shared, "We purchase as much US manufactured or Michigan manufactured equipment as possible to support the national and local economy."

Most of the jobs the print shop is responsible for printing include contracts and member handbooks. These documents are used by members to guide them through their union experience.

The MEA faced a major challenge in March of 2013 when the state passed legislature making Michigan a "Right to Work State." This decision allows workers in the state to leverage the collective bargaining power of labor unions and associations such as MEA, without being a member or paying union dues. "This was a big hit to many labor unions in Michigan and around the country," shared Gus. He continued, "To deal with the impact of this change, we've focused on making our print projects more efficient and economical. We also don't charge our internal customers for labor and they only pay us for materials, click charges and shipping/postage. This provides significant savings to our customers' tight budgets. And, compared to going to an outside printer, we can be very economical while still providing materials that have a lot of flair."

Suzanne Dietel, Gus' predecessor selected PSP. She worked diligently to have the system up and running before her departure, which was a huge benefit to the department and to Gus as he stepped into his new role. The workflow automation tools and online ordering features PSP provides made taking on the position much less difficult. When asked his favorite feature in PSP, Gus responded, "I probably benefit the most from the cloning feature in PSP. This makes job submission easy for our customers and makes the fulfillment a breeze for our print shop staff. I really like this feature because we don't have to reinvent the wheel every time a job is submitted. Once we have tweaked an order the

customer can easily re-order and our turnaround time is faster. I'm still learning a lot. I've learned a lot through trial and error and I'm constantly discovering new things."

We were pleased to have Gus join us for our 2017 PSP User Group Meeting. He shared, "I felt the PSP Annual User Group Meeting was very beneficial. I am excited about going back and doing it again. I enjoyed meeting with fellow PSP Users and discussing our challenges and sharing our successes."

Outside of printing, Gus enjoys jogging. He says, "I've had a good life. My top priority in life now is making my wife and 4 year old daughter laugh. Spending time with them is what I enjoy most."

Users can locate information on Gus' favorite feature by accessing the PSP online Knowledge Base.

by: Leeann Raymond

Have you ever received a 'love letter' in regard to Print Shop Pro®?

"Well, if not, let this be the first….

… As you know I am not the only one ordering (print services). I absolutely LOVE the fact that when printed materials are delivered here, I can go in, see who requested the print job, and then see the cost.

I am able to easily prepare monthly expense reports without having to call you and ask how much was printed and how much it cost. And ordering is easy too! SO all around, I give it an A+."

Gayle Robinson at Tanner Health System received this note from one of her customers.

Print Shop Pro® Users can easily configure "Rush Orders" for Customers. Rush charges can be set in the Finish Size Defaults under Rush Settings. Here's how:

1. Go to **Website > Finish Sizes.**
2. Select an **Order Category**.
3. Select a **Finish Size** and click the adjacent link for **Defaults**.
4. Check the box next to **Ask Rush** to enable customers to request "Rush" for this order category finish size.
5. Include any notes or instructions you wish to be displayed to customers by populating the Field **Rush Instructions To User**.

6. To add changes to Rush Order check the box next to **Apply Special Handling Charge to Rush Orders** or create an add-on from the dropdown list next to **Addon Fee to Apply on Rush Orders** selected.

- If you choose the option to **Apply Special Handling Charge to Rush Orders**, make sure the **Special Handling Charge Percentage - enter as decimal (e.g. for 10%, enter .10)** field in pricing is populted with appropriate percentage.
- If you choose to create an addon select from the dropdown list next to **Addon Fee to Apply on Rush Orders** (make sure the addon you need is in the system, or you will need to create a new addon for this). Then enter in the **Quantity of Rush Addons to Apply on Rush Orders** that will apply to the rush charge (e.g. 1).

7. After you have selected an option, scroll down to the bottom and click **Update** to save.

Now, if the customer chooses "Rush" while placing an order in Webdesk, a rush charge will apply.

by: Chuck Bailey

Want to share your favorite tip with other PSP Users? Submit your tip by emailing info@edubusinesssolutions.com.

QUESTION:

How do I Clone a pre-existing Stock to Create a New Stock?

ANSWER:

The most convenient way to create a new stock is to clone from a similar pre-existing stock. Here's how:

1. Go to **Website > Stocks > Stocks**.
2. Select the stock to clone.
3. Click the button labeled **Clone This Stock**.
4. A popup will appear asking: "Are you sure?" Click **OK**.
5. Another popup will appear with the message saying: "NEW Stock Created." Click **OK**.

6. Another popup will appear with a message that reads: "This is a New Stock, cloned from Stock: (previous stock's name). Please change StockID." Click **OK**.
7. Change the **Stock ID (Limit to 20 Characters).**
8. Review stock details and make any necessary changes to the new stock.
9. Click **Update** to save.

by: Jeff Abrogena

CURRENT RELEASE VERSION - V14.0.2

Make sure you have the latest Print Shop Pro® Version. The release date is May 3, 2017.

To obtain this update and release notes to go http://printshopprosupport.com/kb/RequestSupport.aspx and simply enter "Send me the latest update."

Have you visited the Print Shop Pro® online Knowledge Base lately?

The Print Shop Pro® Knowledge Base is an on-line resource available to all PSP Users. It is chock full of helpful "How To" articles that help customers optimize their PSP system. The Knowledge Base grows as we respond to customer support requests. And, we make this information available to our entire customer base. We're continually expanding the Knowledge Base and we're proud of how the online library of articles has grown to include hundreds of helpful articles and usage tips. It is searchable by product, category or keyword. The next time you have a question, try accessing the online Knowledge Base for an immediate resolution.

Welcome Aboard!

We know how difficult and time consuming it is to evaluate sofware solutions to help manage your operation. Congratulations on successfully completing this intensive process. We want to say *Thank You* for choosing edu and *Welcome Aboard*. We look forward to helping you meet your ambitious goals and are at your service.

Amarillo College - Amarillo, TX
Finger Lakes Community College - Canandaigua, NY

Hawaii Pacific University - Honolulu, HI
Palomar College - San Marcos, CA

by: Corey Kucera

Upcoming Events:

Print 17
September 10-14, 2017
Chicago, IL

SUPDMC
October 15-19, 2017
Murfreesboro, TN

TACUP
October 16-19, 2017
San Marcos, TX

2018 Print Shop Pro® User Group Meeting
March 18-21, 2018
San Diego, CA

NCMPR
March 18-20, 2018
Las Vegas, NV