

April 27, 2005

Mr. Daniel E. Skendzel
Director of Administrative Services
Department of Business Operations
415 Main Building
Notre Dame, IN 46556

Dear Mr. Skendzel,

Thank you very much for meeting with Matthew Walsh, Chair of the University Affairs Committee within the Student Senate, this past Monday. He reported that you were extremely genuine in addressing the needs of the student body with regards to the copy centers around campus. We are very appreciative for this.

As the committee formed within your department to handle copy shop issues around campus discusses these matters in the coming weeks and months, we would like to stress to you the importance of considering student needs and concerns when making any final decision. In particular, we would like you to strongly keep in mind the following four areas of importance with regards to copy services here on campus:

- **Convenience, hours of operation, and location.** Having a location available to students ~~in a convenient location~~ ^{convenient} with wide hours of operation.
- **Technology and networking capabilities.** Any new operation should be able to maintain the current technology and networking capabilities available to students at any copy shop location around campus. Ideally, this current capability should be expanded upon, including the possibility of using student ID cards to pay for copy and print services.
- **Prices.** Any new operation should have the lowest prices possible while maintaining a very high level of quality. Price discounts for student clubs, organizations, and residence halls should also be considered important.
- **Outreach to students and to student groups.** Any new operation should have a strong focus on advertising to students and to student clubs, organizations, and residence halls.

Thank you very much for your ~~effort in including~~ ^{efforts to include} the concerns of the student body in this process. We greatly appreciate your offer to allow a member of Student Government to sit on this committee, and we are very much interested in taking you up on this offer. The University Affairs Committee will be keeping in touch with you on a regular basis as the process of reviewing proposals unfolds.

Sincerely,

The Members of the Student Senate