



Wharton County Junior College

Proposed Agenda Item Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: September 20, 2016

Date of This Proposal: September 8, 2016

SUBJECT:

Reaffirm lease agreement and payments for college copiers.

RECOMMENDATION:

Approve the final fifth year of lease payments with RICOH copiers issued through the Texas Department of Information Resources Purchasing Program for copiers located in various buildings on the Wharton, Sugar Land, Richmond, and Bay City campuses.

BACKGROUND/RATIONALE:

The College Board approved this five year lease agreement with RICOH for copiers and their document management system in November, 2012. The College Board reaffirms the payments and our agreement each year. There are 41 copiers that service different areas of the college. The cost of these machines is charged to the various departments based on their usage. Maintenance is based on the number of copies made so the total cost is an estimate based on past usage history.

Estimated Cost & Budgetary Support (how will this be paid for?): Estimated \$84,000.00 a year.
Current Unrestricted Operating Budget for 2016 – 2017.

RESOURCE PERSON(S) [name(s) and title(s)]:

Bryce Kocian, Vice President of Administrative Services
Gus Wessels, Dean of Business Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

9-8-16

Date

Cabinet-Level Supervisor

9-8-16

Date

PRESIDENT'S APPROVAL:

9-12-16

Date