



Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

Date of Board Meeting: March 25, 2025

Subject:

Informational item to seek proposals for college bookstore services.

Recommendation:

Seek sealed proposals from college bookstore companies to manage and distribute class textbooks and study materials to students.

Background and Rationale:

The College has used Barnes & Noble College Booksellers for over 30 years. The last time the College solicited proposals for bookstore operations was 2020. In an effort to evaluate different delivery methods and operational processes, and to seek innovative ways to possibly deliver better service and value to our students, while also securing the best possible revenue stream for the College, we are requesting permission to publicly seek sealed proposals from providers. The estimated WCJC payments made to the bookstore are largely reimbursements for student financial aid and scholarships.

Cost and Budgetary Support: \$450,000.00
Unrestricted Operating Budget for 2025 - 2026

Strategic Priority Alignment:

☐ Student Success

☐ Community Impact

☒ Resource Optimization

☐ Institutional Excellence

Resource Person(s):

Cynthia Ward, AVP of Financial Operations/Controller
Clarissa Bueno, Director of Purchasing

Signatures:

Cynthia Ward Clarissa Bueno
Originator

3.17.25 03/11/25
Date

Cabinet-Level Supervisor

Date

President's Approval:

Betty Malachuk
President

3-12-25
Date