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DEC - 5 2003

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT No. 508
COUNTY OF COOK AND STATE OF ILLINOIS
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AND STATE OF ILLINOIS

Professional Services
Marketing and Public Relations
District Office

The Chancellor

Reports that CCC is in need of English and Spanish language brochures highlighting CCC Adult Education programs and posters promoting Spring 2004 registration.

that A Plus Media is a publishing and graphic design firm with the necessary talent and resources to provide creative services in the production of these CCC brochures and posters.

The total cost of A Plus Media creative and design services referenced above will not exceed \$8,000.00; and

The Chancellor

Recommends that the Board of Trustees (Board): (i) approve the negotiation of a professional services agreement with A Plus Media for the design and creative work needed to produce Adult Education brochures and general promotional posters supporting Spring 2004 enrollment; and (ii) authorize the Board Chairman to execute an agreement, as outlined herein.

Financial \$8,000 - Education Fund

Respectfully submitted:

Wayne D. Watson
Chancellor

December 5, 2003