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DEC - 5 2003

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

COUNTY OF COOK
AND STATE OF ILLINOIS

WYCC-TV Professional Services Agreement
Deborah J. Crable

THE CHANCELLOR

REPORTS

that there is a need to enter into an agreement with Deborah J. Crable, to provide professional services to WYCC in grants management and community outreach. Under this agreement the consultant will:

- Be responsible for planning, writing, directing and coordinating grant management activities at WYCC-TV20.
- Research grant opportunities through foundations and corporations and respond to grant opportunities through completing applications and writing proposals. Will work with program development personnel at station to match program ideas with potential funders.
- Ensure that monies granted are properly allocated and expended according to grant requirements after grants are awarded. Will create reports and summaries as required by granting organization. Will work with all related City Colleges of Chicago departments to ensure that grants are properly managed, expended, and reported. Will ensure that budget transfers, purchase order close outs and grant expenditure reports are processed accurately and on time.
- Develop relationships with national, regional, and local funding agencies which award grants and contracts. May arrange meetings and events among WYCC-TV20 employees, District Officers, grant officers, professional organization leaders and government officials for the purpose of proposing or presenting major grant initiatives.
- Serve as a member of the WYCC-TV Revenue Development Team, participating in the strategic planning for revenue growth.
- Oversee outreach efforts with Chicago-based community groups to increase the impact of WYCC-TV programming.
- Will act as on-air talent for local production when requested by WYCC-TV management.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorizes the Chairman to enter in an agreement with Deborah J. Crable, December 2003 through May 2004 at an hourly rate of \$25.50, not to exceed a total of \$26,500.

FINANCIAL

\$26,500 – 8075005 WYCC Operating Budget

Respectfully submitted:

Wayne D. Watson
Chancellor

December 5, 2003