

26825

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

THEATRE AND AUDIO VISUAL CONSULTANT
MALCOLM X COLLEGE

THE CHANCELLOR

REPORTS

that there is a need to hire a qualified theatre contractor to facilitate theatre and audio visual operations at Malcolm X College; specifically, the college seeks to rehire an independent contractor, Ms. Regina Walton to provide day to day management, production coordination and operations of equipment for external and internal events and classroom activities housed in the Bruce K. Hayden Theatre and conference rooms throughout the college; the contractor will be required to perform the following tasks:

- Provide daily oversight for the operations and maintenance of the theater lighting and sound equipment booths, catwalk, storage, dressing rooms and rotunda areas. Assist in overall facilities coordination.
- Operates all lighting and sound equipment and audio visual equipment used throughout the college
- Provide basic technical training on lighting and sound equipment for workstudy students and theater students to support college productions.
- Complete and maintain a comprehensive inventory of theater and audio visual equipment, and the college's video archive. Develop an audit process for documenting and reporting weekly AV equipment inventory status
- Develop and implement a routine maintenance schedule for the theater facility, lighting and sound equipment and audiovisual.
- Maintain an automated master scheduling database system for management of college events and related activities including, tracking revenue generation and college community contributions.
- Assist in the edit, design, printing and distribution of a comprehensive facilities advertising campaign utilizing both print and electronic media..
- Assist in the management and distribution of audio visual equipment

that Ms. Walton is an experienced theatrical production manager, and has done theatre lighting and sound work at the college, and has also worked as a credit lecturer in theatre classes; staff recommends approval to utilize her services during the period of July 2005 through June 30, 2006, for 40 hours per week, for a total not- to- exceed the cost of \$3,200 per month or \$38,400 for the year.

that this purchase is exempt from the District's competitive bidding requirements and

that the Office of MWBE Contract Compliance has reviewed the above referenced consulting services agreement and has determined that since this is a continuation of a agreement and continuity is very important, this activity is outside of the Board approved Participation Plan policies and procedures.

THE CHANCELLOR

RECOMMENDS that the Board of Trustees authorizes the Chairman to enter into an agreement with Ms. Regina Walton to provide theatre and audiovisual consultant services for Malcolm X College for the period of July 2005 through June 30, 2006, for 40 hours per week, for a total not- to- exceed the cost of \$3,200 per month or \$38,400 for the year.

FINANCIAL \$38,400.00 – Enterprise Fund

Respectfully submitted:

Wayne D. Watson
Chancellor

July 14, 2005