

29549

RECEIVED AND PLACED ON FILE – BOARD OF
TRUSTEES COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 11, 2009

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

WYCC MONTHLY SUMMARY
EXPENSE INCURRED

THE CHANCELLOR

REPORTS the following Professional Services Agreement has been approved in accordance with District purchasing and contracting policies (Article V of the Board Rules) and pursuant to legal review:

CAMPUS/DEPT.	TYPE OF AGRMT	CONSULTANT	EXPENSE	TERM
WYCC	Professional	**Russell Norman	\$945.00	9/15/08-12/31/08
TOTAL EXPENSE			\$945.00	

June 11, 2009

Respectfully submitted,

Wayne D. Watson
Chancellor

**A detailed Scope of Services for the Professional Services Agreement is attached hereto.

SCOPE OF SERVICES

RUSSELL NORMAN

Under the direct supervision of WYCC personnel, the Consultant will provide the services of a Grip. This encompasses the following responsibilities:

- Work with the videographers and lighting designers to set up lights, camera equipment, and other rigging devices pertaining to the production;
- Assist in maintaining safety on the set while the rigging of the equipment is implemented;
- Responsible for directing other Grips involved with the production;
- Assist with other production needs during the set-up and striking of the set; and
- Assist in wrangling cables as well as coiling, if necessary.