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ADOPTED-BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
OCTOBER 5, 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 License and Professional Service Agreements have 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	Calvacade Communications Group, Inc.	\$6,300.00	8/17/09-6/30/10
WYCC	License	Megatrax Productions Music, Inc.	\$2,700.00	7/27/09-7/26/10
WYCC	Professional	Statmon Technologies Corp. ¹	\$2,500.00	1/1/09-12/31/09
WYCC	Professional	Wright Brothers, Inc.	\$6,500.00	8/17/09-6/30/10
WYCC	Professional	Bruce DuMont	\$5,000.00	8/14/09-6/30/10
WYCC	Professional	Sta'Phocused Productions Incorporated	\$5,500.00	8/17/09-6/30/10
WYCC	Professional	Delisa Lee	\$8,050.00	8/17/09-6/30/10
WYCC	Professional	Film 'N Video	\$9,300.00	8/17/09-6/30/10
WYCC	Professional	Juneteenth Productions NFP	\$6,500.00	8/17/09-6/30/10
WYCC	Professional	Phone Bank Systems, Inc.	\$8,999.00	9/1/09-6/30/10
TOTAL EXPENSE			\$61,349.00	

October 5, 2009

Respectfully submitted,

Deidra J. Lewis
Interim Chancellor

¹ The late submission of this contract was due to the fact that the broadcast equipment warranty had expired and it wasn't until repair services were performed that this became known.

*A detailed Scope of Services for each agreement is attached hereto.

SCOPE OF SERVICES

CALCAVADE COMMUNICATIONS GROUP, INC.

Under the direct supervision of WYCC personnel, Consultant will provide Production Services, including the following duties:

- Research, initiate, facilitate, and organize interviews for video packages.
- Assist in writing and developing content for various programs.
- Assist in ensuring that the program is produced on time, on budget, and with adherence to quality standards, copyright protection, and the federal guidelines for public television.
- Responsible for positioning Talent, Props, and other Set Elements so cameras are getting the best possible pictures and angles.
- Ensure Video Camera is set properly to record broadcast quality pictures and audio.
- Ensure that the creative vision of the director is realized through premise switcher control.
- Perform in-system transitions in a manner to compliment the production style.
- Assist in post-production editing.
- Provide other production services as needed.

SCOPE OF SERVICES

MEGATRAX PRODUCTIONS MUSIC, INC.

Megatrax is the owner and administrator of rights to sound recordings and compositions known as "Musical Works." WYCC will utilize this compilation of musical works that are a part of the Megatrax libraries to make copies of the recorded material and supplied by Megatrax as hard drive and digital downloads.

SCOPE OF SERVICES

STATMON TECHNOLOGIES CORP.

The Consultant will provide the following services:

- Maintenance of software required for monitoring and controlling the WYCC transmitter located at the John Hancock Center;
- Access to all hotfixes and major software updates to ensure that the latest software version is available;
- Customer access to emergency support 24/7 and standard support during normal business hours;
- Utilization of tools such as Web EX or VNC to access customer systems and to provide support on configuration changes and software upgrades when required.; and
- Customized Web Training via Web EX for engineering or operations staff at Consultant's facility.

SCOPE OF SERVICES

WRIGHT BROTHERS, INC.

The Consultant will serve as Lighting Director/Technician/Grip and perform the following duties:

- Select and position light sources in order to illuminate subjects and places in an accurate and non obtrusive manner;
- Design lighting to present particular moods and accentuate particular situations;
- Assist Photographers on WYCC shoots in getting accurate color on videotape;
- Rig, counterbalance, and set lights;
- Supervise lighting crew and general production crews; and
- Perform related duties as required.

SCOPE OF SERVICES

BRUCE DUMONT

The Consultant will produce and host the weekly television program, “Beyond the Beltway with Bruce DuMont.” He will research initiate, facilitate and organize all program materials; write and develop content, and ensure that the program is produced on time, with adherence to quality standards, copyright protection, and federal guidelines for public television.

SCOPE OF SERVICES

STA'PHOCUSED PRODUCTIONS INCORPORATED

Under the direct supervision of WYCC personnel, the Consultant shall serve as Television Floor Director and Editor and will perform the following functions:

- Keep information flowing between talent and production crew through use of headsets, cue cards, and timing devices;
- Make certain people on stage during a television production are where they need to be on time;
- Cue talent as to when to start speaking and when to stop;
- Help keep program running smoothly by being aware of what people and props are needed at any given time;
- Responsible for assembling videotape, still images, audio and material from various multi-media sources into a finished video project suitable for broadcast;
- Capable of making creative decisions based on project goals as outlined by supervising WYCC designated personnel;
- Possess the ability to act autonomously once given the parameters of the assignment, and to multi-task under highly stressful situations for extended periods of time;
- Possess knowledge of current video tape editing equipment and software including, but not limited to Final Cut Pro, Avid, Adobe After Effects and Adobe Illustrator; and
- Related duties as assigned by WYCC personnel.

SCOPE OF SERVICES

DELISA LEE

Consultant will serve as Make-up Artist and Hair Stylist and will perform the following functions:

- Application of various powders, lipsticks and creams used to impact the way talent looks for both still and video photography;
- Design and style hair to look suitable for both still and video photography;
- Consultant shall be on set at all times during a production for touch-ups as required or requested; and
- Perform related duties as required.

SCOPE OF SERVICES

FILM 'N VIDEO

Scope of Work: Audio & Video Engineering

Under the direct supervision of WYCC personnel:

- Assist the Lighting Director in final lighting arrangement;
- Assist the Director in achieving desired final production quality;
- Manage consistent coloring and shading look for duration of entire program;
- Ensure the light is consistent and free of undesired shadows and hot spots;
- Prepare camera colors for broadcast quality;
- Mic host & guest for show;
- Ensure correct sound levels for broadcast; and
- Prepare Audio for television.

Scope of Work: Videographer

Under the direct supervision of WYCC personnel:

- Responsible for positioning Talent, Props, and other Set Elements so cameras are getting the best possible pictures and angles;
- Ensure Video Camera is set properly to record broadcast quality pictures and in most cases audio;
- Ensure Videotape is the correct color;
- Ability to lift 75 pounds; and
- Perform related duties as required.

SCOPE OF SERVICES

JUNETEENTH PRODUCTIONS NFP

Under the direct supervision of WYCC personnel, the Consultant will provide Broadcast Production and Research Services and will perform the following functions:

- Assist in writing and developing content for selected programs;
- Assist in identifying professional broadcast personnel;
- Gather video, audio, and other production elements for use in selected video projects;
- Assist in ensuring that selected programs are produced on time, on budget, and with adherence to quality standards, copyright protection, and federal guidelines for public television;
- Assist in post-production editing;
- Research, find, procure, and organize background information for video packages;
- Assist in gaining rights to archival video, audio, and printed materials;
- Receive pre-approval for all expenses; and
- Assist in post-production editing.

SCOPE OF SERVICES

PHONE BANK SYSTEMS, INC.

Consultant shall provide the following services:

- Campaign consultation: determining who to call and when, what segments might work best, and how telemarketing might fit better into the overall goals of WYCC membership;
- Data transfer and conversion: sending pledge information back in the necessary WYCC format.
- Scrubbing WYCC files against our do-not-call file: matching each phoning file against the do-not-call file prior to calling
- Develop telephone script after input from WYCC and subject to approval by WYCC;
- Hire, train, and supervise all phone personnel;
- Place all calls from Phone Bank Offices, including long-distance calls.
- Track campaign progress and send daily progress reports and notes from donors who were contacted as part of the campaign; and
- Mail initial pledge confirmation letters within 24 hours of the initial pledge.