

30158
ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
APRIL 15, 2010

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

WYCC MONTHLY SUMMARY
EXPENSE INCURRED

THE CHANCELLOR

REPORTS that the following 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	Al Hilliard	\$3,500.00	2/28/10-6/30/10
WYCC	Professional	Allison Hunter	\$8,500.00	1/28/10-6/30/10
WYCC	Professional	Cache Flo, Inc.	\$4,500.00	2/28/10-6/30/10
WYCC	Professional	DLB Entertainment	\$4,000.00	2/28/10-6/30/10
WYCC	Professional	First Take Productions	\$7,000.00	2/28/10-6/30/10
WYCC	Professional	Heins Electric	\$8,000.00	1/28/10-6/30/10
WYCC	Professional	Hennings, Inc.	\$3,500.00	1/1/10-6/30/10
WYCC	Professional	Mild Mannered Music	\$6,000.00	2/28/10-6/30/10
WYCC	Professional	One Mag** Production	\$3,500.00	2/28/10-6/30/10
TOTAL EXPENSE			\$48,500.00	

April 15, 2010

Respectfully submitted,

Cheryl L. Hyman
Chancellor

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

SCOPE OF SERVICES
AL HILLIARD

The Consultant, a Videographer, will perform the following services under the direct supervision of WYCC personnel:

- Assume responsibility for positioning Talent, Props, and other Set Elements so that cameras are getting the best possible pictures and angles.
- Ensure that the Video Camera is set properly to record broadcast quality pictures and in most cases audio.
- Ensure that the videotape color is correct.
- Perform related duties as required.

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SCOPE OF SERVICES
ALLISON HUNTER

The Consultant will serve as Producer under the direct supervision of WYCC personnel and will perform the following functions:

- Researches, initiates, facilitates, and organizes interviews for video packages.
- Assists in writing and developing content for various programs.
- Assists in ensuring that program is produced on time, on budget, and with adherence to quality standards, copyright protection, and federal guidelines for public television.
- Assists in post-production editing.
- Responsible for positioning Talent, Props, and other Set Elements so cameras are getting the best possible pictures and angles.
- Ensure that the Video Camera is set properly to record broadcast quality pictures and in most cases audio.
- Ensure that the creative vision of the director is realized through the premise switcher control.
- Perform-system transactions in a manner which complements the production style.

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

SCOPE OF SERVICES
CACHE FLO, INC.

The Consultant will act as a Camera Shader under the direct supervision of WYCC personnel and will perform the following services:

- Assist the lighting director in the final lighting arrangement.
- Assist the director in achieving the desired final production quality.
- Manage consistent coloring and shading look for the duration of the entire program.
- Ensure that the lighting is consistent and free of undesired shadows and hot spots.
- Prepare camera colors for broadcast quality.

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

- **SCOPE OF SERVICES**
DLB ENTERTAINMENT

The Consultant, an Audio/Sound/Boom Engineer, will perform the following services at WYCC:

- Responsible for ensuring everything and everyone that needs to be heard during a taped or live performance is heard clearly and within parameters;
- Operate an audio board, placing microphones on individuals and in necessary places, as directed by WYCC personnel; giving input on wired and wireless microphone installation in the field and in a studio environment;
- Boom operation is a subset which involves holding a microphone at the end of a pole so that the microphone can be closer to a person in order to pick-up the best possible audio; and
- Perform related duties as required.

The Consultant will work on the following projects as a sound engineer:

- Sinfonetta production
- Jr. Cuisine production
- Other WYCC clients as needed

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

SCOPE OF SERVICES
FIRST TAKE PRODUCTIONS

The Company will serve as a Technical Director under the direct supervision of WYCC personnel, and will perform the following functions:

- Ensure that the creative vision of the director is realized through a premise switcher.
- Control and handle in-system transitions in a manner to compliment the production.
- Style and select needed camera shots in a timely manner, fully competent with the switching board owned by WYCC.
- Assist in other production functions as required. These services will be provided on productions of *Reporter's Notebook* (first three shows), *Jr. Cuisine*, and other productions as needed.

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

SCOPE OF SERVICES
HEINS ELECTRIC

The Consultant will serve as a Lighting Director/Technician/Grip under the direct supervision of WYCC personnel. Consultant will perform the following functions:

- Select and position light sources in order to illuminate subjects and place in an accurate and non obtrusive manner.
- Design lighting to present particular moods and accentuate particular situations.
- Assist photographers and others on WYCC shoots in getting accurate color on videotapes.
- Rig, counterbalanced and set lights.
- Supervise lighting crew.
- Perform related duties as required.
- Work with the students as lighting grips.

The Consultant work on the following projects:

- Lighting new Professors set
- Lighting for upcoming *Jr. Cuisine*
- Lighting for CBA production (new set)
- Lighting for WYCC clients as needed
- New set for *Reporter Notebook*

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

SCOPE OF SERVICES
HENNINGS, INC.

The Consultant will provide Photograph services, including the following:

- Positioning the talent, props, and other set elements so cameras are getting the best possible pictures and angles.
- Ensuring that the Video Camera is properly set to record broadcast quality pictures and in most case audio.
- Ensuring that the videotape is in the correct color.
- Renting and operating jib and related equipment.
- Performing related duties as required.

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

SCOPE OF SERVICES
MILD MANNERED MUSIC

The Consultant, an Audio/Sound/Boom Engineer, will perform the following services at WYCC:

- Responsible for ensuring everything and everyone that needs to be heard during a taped or live performance is heard clearly and within parameters.
- Operate an audio board, placing microphones on individuals and in necessary places, as directed by WYCC personnel; giving input on wired and wireless microphone installation in the field and in a studio environment.
- Boom operation is a subset which involves holding a microphone at the end of a pole so that the microphone can be closer to a person in order to pick-up the best possible audio.
- Work with students as A2's.
- Perform related duties as required.

The Consultant will work on the following projects as a sound engineer:

- *Sinfonetta* production
- Townhall(s)
- *Jr. Cuisine* production
- Other WYCC clients as needed

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

SCOPE OF SERVICES
ONE MAG PRODUCTION

The Consultant, a Videographer, will perform the following services under the direct supervision of WYCC personnel:

- Assume responsibility for positioning Talent, Props, and other Set Elements so cameras are getting the best possible pictures and angles.
- Ensure that the Video Camera is set properly to record broadcast quality pictures and in most cases audio.
- Ensure that the videotape color is correct.
- Perform related duties as required.

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