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**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
JANUARY 12, 2011**

**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*	Allison Hunter	\$6,000.00	8/31/10-6/30/11
WYCC	Professional*	Phone Bank Systems, Inc.	\$8,999.00	9/30/10-6/30/11
TOTAL EXPENSE			\$14,999.00	

January 12, 2011

Respectfully submitted,

Cheryl L. Hyman
Chancellor

*A detailed Scope of Services is attached hereto.

ALLISON HUNTER

SCOPE OF SERVICES

The Consultant will serve as Producer under the direct supervision of WYCC personnel. Consultant's duties will include: 1) research, initiate, facilitate, and organize interviews for video packages; 2) assist in writing and developing content for various programs; 3) assist in ensuring that program is produced on time, on budget, and with adherence to quality standards, copyright protection, and federal guidelines for public television; and 4) other duties including editing, organizing scripts, running the teleprompter or chyron unit, floor directing and other duties as assigned.

PHONE BANK SYSTEMS, INC.

SCOPE OF SERVICES

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 - send pledge information to WYCC in desired format. Work with software provided to create file to be uploaded.
- Scrubbing WYCC files against its do-not-call list. Maintain and update do-not-call list.
- Develop telephone scripts, including responses to frequent objections, in consultation with WYCC.
- Hiring, training, and supervising all phone personnel.
- Placing all calls from Phone Bank Offices – including all long-distance calls. Call charges are included in price quoted.
- Track campaign progress and send daily progress reports, concerns and comments voiced by donors and updated files to Institution.
- Mailing of the initial pledge confirmation letters within 24 hours of initial pledge. Mail pledge confirmation letters and forward all credit card information to WYCC on a daily basis.