

Randolph Belle Consulting Services
Addendum to Independent Consulting Contractor Agreement
Summary Scope of Work

June 3, 2013

This addendum to Independent Consulting Contractor Agreement with Randolph Belle Consulting Services (Consultant) outlines the scope of work for specialized marketing and communications services including the design, layout and print supervision of the 2013-2015 Laney Catalog; design, layout and print supervision of the 2013 graduation program; design, layout and print supervision of eight (8) graduation banners; design and layout of a retirement program; and the design, layout and print supervision of the Laney College Annual Report. Additional services include photography and photo re-touching services.

In addition to specialized graphic design, layout, print supervision and photography services, the Consultant will help with the event planning of several vital events and initiatives at the College, including the Laney College Professional Leadership Academy and the Laney College Professional Development Days, which will encourage goal setting and successful achievement of career goals. Specifically, the consultant will work with constituents of the college to obtain details of action plans, content, deadlines, summary data, and other key information and translate it all into usable information accessible for use in reports, presentations, work sessions and other forums.

Reporting to the College President, the Consultant shall provide several documents evidencing how the college continues to meet its mission/vision and values as part of its institutional effectiveness priority; improves student learning programs and services in the areas of instruction/student services (academic and student affairs) and library and learning resources; ensures sound use of its human, fiscal, technological and physical resources; and provides sound leadership and shared governance of the college.

The amount of the contact shall not exceed \$8,000, and the contract will expire on June 30, 2013. Services are provided at the rate of \$75/hour.