

Randolph Belle Consulting Services

Summary Scope of Work

Independent Consulting Contractor Agreement with Randolph Belle Consulting Services for the Laney College website, Facebook, Twitter and other on-line communications consultation services of Mr. Randolph Belle.

The on-line communications consultant shall assist in development and presentation of the content for the various on-line and print resources of Laney College in order to streamline the leadership and shared governance, accreditation, student success/outcomes data (e.g., graduation, transfer, job placement), resource-related updates and related events to improve access to such information for (and understanding of that information by) the college community. In addition, the consultant will help with the event planning of the "Career Professional Networking," which is a special series to connect Asian, Black, Latino, Native American, Pacific Islander, and White Laney College students with East Bay area professionals to 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 intent is to collect evidence to prepare for the Laney College Self Study, inform the college community of its achievements, and improve student success.

The amount of the contact shall not exceed \$12,500, and the contract will expire on June 30, 2013. Services are provided at the rate of \$75/hour.