

**Randolph Belle Consulting Services
Independent Consulting Contractor Agreement
Summary Scope of Work**

February – June 2014

This addendum to the Independent Consulting Contractor Agreement with Randolph Belle Consulting Services (Consultant) outlines the scope of work for specialized program and institutional communications services to further key college initiatives. Specific activities include:

Continued work on the following items:

1. Final design and layout revisions, and print supervision for the 2013-2015 Laney College Catalog.
2. Design, layout, photography, photo re-touching services and print supervision of the Laney College Annual Report, which will highlight exemplary student themes and accomplishments; vignettes of Laney College leadership i.e., faculty and staff; and vital indicators of the status of the college. The Annual Report will emphasize how the college continues to meet its mission/vision and values as part of its institutional effectiveness priority; improve student learning programs and services in the areas of instruction/student services (academic and student affairs) and library and learning resources; ensure sound use of its human, fiscal, technological and physical resources; and provide sound leadership and shared governance of the college.
3. Event planning of several vital events and ongoing initiatives at the College, including the Laney Spring Event Series. 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.
4. Additional specialized creative, program and project planning services as-needed at the request of the Office of the President i.e., faculty, classified and student handbooks, president's series and key event program materials.

Additional work on the following items:

5. Final design and layout revisions, and print supervision for the following Spring 2014 Laney College projects:
 - Laney Breakfast program
 - Various advertisements in professional publications
 - Various banners, flyers and posters for college use and for the College's Spring event series
 - College President's monthly newsletters
 - Laney College Honors and Awards Banquet program
 - Laney Graduation program
 - Needed photography for various projects/communications

Reporting to the Laney College Office of the President, with the additional amount of the addendum (\$20,000) the contact shall not exceed \$44,999, and the contract will expire on June 30, 2014. Services are provided at the rate of \$75/hour.