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**From:** James R. Richburg [jrrich255@cox.net]  
**Sent:** Wednesday, June 11, 2008 10:52 AM  
**To:** Richburg, James R.  
**Subject:** FW: OWC contract  
**Attachments:** OWC Contract.docx

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**From:** Ray & Trisha Sansom [mailto:raysansom@cox.net]  
**Sent:** Tuesday, June 10, 2008 7:13 PM  
**To:** James R. Richburg  
**Subject:** OWC contract

Really enjoyed lunch yesterday. Attached is the contract we discussed.  
Ray

Draft Proposal

Vice-President of External Affairs

Contract for Services from the Okaloosa-Walton College Board  
of Trustees with the Recommendation from the President

Performance Contract for Services

The amount of \$110,000.00 annually

Contractor responsible for all taxes; cell phone, or other  
reimbursable expenses that normally would be paid by the  
college

Term of the Contract is from December 2008-May 2010

June of 2010 Contractor will become a fulltime employee with  
all benefits as a normal fulltime employee of the college

June 1, 2010 the Contactor will negotiate the annual salary with  
the President

Responsibilities of Contractor-

1. Plan and host a minimum of four major conferences for  
OWC during the time of the contract
2. Plan and integrate emergency response procedures for the  
joint use EOC Center.
3. Establish and implement a joint agreement between the  
college and Okaloosa County Commission for joint use of  
the EOC Center
4. Create training and preparation for EOC Joint Use Center
5. Lead on a quarterly bases training exercise with various  
cities, counties, and military bases for emergency response  
preparations
6. Work directly with the college President on the  
effectiveness of the College's operations in media  
communications
7. Make recommendations to the college President on the  
transition to the State College System

8. Work with the college President and college leadership on the core mission of the new state college designation
9. Evaluate the college's Foundation operations
10. Review the college's corporate training programs and make recommendations for improvement to the President
11. Conduct training programs with the Student Government Association on planning and managing meetings, developing program goals and objectives
12. Review the use of parliamentary procedures to conduct effective meetings, and how to evaluate successful student programs
13. Work directly with the Student Government Association on various activities and programs
14. Review and make recommendations to the college President on establishing and or expanding the intramural sports and activities for students
15. Support the college President in working with external organizations of the college such as the Strategic Partnership Initiative and Senior...
16. Represent the college with various organizations within the college service region
17. Work directly with the college President on a long range master plan
18. Create a Economic Forecasting Web Site for regional businesses (5-29-08)