*EDITORIAL BOARD MEETING*

Agenda Item No.

12

Agenda Item Title:

Department:

Editorial and Web Departments

SUBJECT:

Resources needed to complete our in-house style guide.

# PROBLEM STATEMENT:

To complete our in-house style guide, we need the following resources: approximately 30 hours from a web designer to complete the on-line implementation, and a small budget for photocopying.

# HISTORY:

Our in-house style has been in the revision process for nearly a year. Staff members have volunteered to meet twice per month to work on the project. Style suggestions were accumulated, and a new style guide has been completely written and edited.

# BOARD OPTIONS:

Take no action.

Fund the designer and the photocopying to complete the project.

# STAFF RECOMMENDATION:

Fund the project.

# ANALYSIS:

At last year's board meeting, the board decided request style revisions from staff. Staff agreed to voluntarily work on the style guide revision, contributing hours above the standard work week. In return, the board agreed in principle to fund the publication of the project if staff completed the work within one year.

## STAFF ACCOMPLISHMENT

The staff members have completed the work.

## SCOPE OF WORK

The new style guide will be approximately 120 pages in print. Plans have been made to make the guide available in HTML searchable text on the office Intranet.

## BUDGET IMPLICATIONS

Design: Estimated 30 hours @ $75/hour

Photocopying: Estimated 120 pages @ $.08/page