

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
County of Cook and State of Illinois

PROFESSIONAL GRANT WRITING SERVICES  
OFFICE OF ACADEMIC AFFAIRS, PLANNING & RESEARCH  
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that the services of a professional grant writer are requested to provide the District with the expertise and ability to locate, assess and apply for technology grants that will enhance the capabilities and knowledge of funding available for Distance Learning Technologies; and

that these services are available from a person familiar with CCC and its needs; and that the recommended consultant will also provide the following services in addition to grant writing:

- ▶ Completion of the conversion of videoconferencing facilities throughout the District to the Madge switching system;
- ▶ Facilitation of the equipment installations for the Illinois Satellite Network at Malcolm X, Olive-Harvey and Daley Colleges;
- ▶ Exploration of satellite capabilities for Kennedy-King College;
- ▶ Provision of faculty training in using technology in the classroom.

that the administration recommends these services for a period of <sup>five</sup> ~~six~~ months from ~~September~~ <sup>Aug.</sup> 1, 1999 to ~~March~~ <sup>Jan.</sup> 1, 2000 at a fee of \$~~25~~ <sup>20,</sup>000.00, and

that these professional services are exempt from competitive bid requirements.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in the amount of \$~~25~~0,000.00 to Clarisse C. Croteau-Chonka for grant writing and other professional services from ~~September~~ <sup>Jan.</sup> 1, 1999 to ~~March~~ <sup>Jan.</sup> 1, 2000; and authorizes the Chairman and Assistant Secretary to execute any documents pertaining to these professional services on behalf of the Board.

FINANCIAL \$20,000.00 -- Educational Fund

Respectfully submitted:

*Wayne D. Watson*  
Wayne D. Watson  
Chancellor

September 2, 1999

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COLLEGE REVIEW: \_\_\_\_\_ REQ. NO. \_\_\_\_\_  
President

CENTRAL OFFICE REVIEWS & DATES SIGNED:

Purchasing Date _____	Contract Compl. _____	Legal _____	Board Office _____
Finance Date _____	Admin. Svcs. _____	Academic Aff. <i>WDL</i> 8/19/99	Other _____

21507

**Subject: Re: CLARISSE CROTEAU-CHONKA**  
**Date:** Mon, 23 Aug 1999 10:12:02 -0500  
**From:** "Bill McMillan" <bmcmillan@ccc.edu> Internal  
**Organization:** City Colleges of Chicago  
**To:** greis@ccc.edu  
**CC:** Kevin Fair <kfair@ccc.edu>, Maricela Aranda <maranda@ccc.edu>, Patricia Buck <pbuck@ccc.edu>

Sorry for the confusion - the purchase order is correct (the total value of the contract decreased). The time period for the \$20,000 is August 1 through the end of the year - 6 months Renee wrote in January 1 when she should have written in December 31, 1999 - but the one day shouldn't really count as a 6th month. We are contracting for Aug - Sept - Oct - Nov - Dec, 1999 for \$20,000.

Gary Reis wrote:

Bill:  
One discrepancy:  
Pat Buck has prepared a board report based on the materials you forwarded which indicates Clarisse's offer to render the service for six months at \$25,000.

The req we received and information below identifies a four month term at \$20,000.

**WHICH IS CORRECT??????**

Gary

Maricela Aranda wrote:

Gary/Kevin,

Payment will be made monthly:

Req# 106212  
5 months @ \$4,000 = \$20,000

However, I already forwarded the requisition to Kevin, it was originally set up like an annual at \$20,000. Feel free to revised it to Quantify 5, Unit Price \$4,000 beginning Sept 1, 1999 to Feb 1, 2000. Otherwise, you can reject it and I will make the changes.

Thanks

Marcie  
x2955

Gary Reis wrote:

> Bill:  
> As a follow up, please arrange for an FMS requisition to be entered to  
> Clarisse:  
> "Provide services as outlined in proposal dated \_\_\_\_  
>  
> qty: (enter the nnumber of periodic payments agreed upon)  
> unit price: (enter the the total divided by the # of payments)  
>  
> <The proposal letter indicates only the fee (25)and term (6 mos) It  
> does not indicate how payment will be made> eg. monthly or bi-monthly  
> etc  
>  
> GAry

21507

CITY COLLEGES OF CHICAGO

WAIVER OF COMPETITIVE PROCEDURE REQUIREMENT

Board rules state that it is the general policy of the District to use competitive procedures to select professional service consultants. Section 4(a) 1-4 of Board Rule -- list situations in which a waiver of competitive procedure requirement is possible. In order to retain a consultant without competitive procedures, this waiver form must be completed and approved by the College President, the appropriate Vice Chancellor or the Chancellor.

1. Type of consultant/services required:

A person with extensive knowledge in Distance Learning Technologies and grant writing experience. Someone who is familiar with CCC's Interactive Video and Satellite Downlink Network.

2. Brief description of the need for a professional services consultant:

The District needs assistance in the following areas:

1. Converting to Madge-telios and training of staff on its implications.
2. Completing the installations of the Illinois Satellite Network.
3. Locating and applying for technology grants.
4. Provide training to faculty in the use of technology in their classrooms.

3. Reason that competitive procedures are not appropriate in this situation:


The Madge-telios conversion and the Illinois Satellite Network installation are highly technical. These and the associated staff training requires someone with good working knowledge of City Colleges and its telecommunications equipment. They also require one who can deal with vendors and negotiate the best price for equipment and/or services. Selection of this consultant will save the District money in both the short and long run, and have the conversion and installations completed in a timely manner.

4. Is this firm an MBE? \_\_\_\_\_ WBE? \_\_\_\_\_

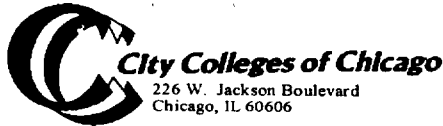
"Note: The district M/WBE Plan requests procuring departments to make every good faith effort to meet the district's MBE and WBE purchasing goals. The MBE goal for the City Colleges is 25% and the WBE goal is 7%.

  
\_\_\_\_\_  
Person initiating request

\_\_\_\_\_  
Date

\_\_\_\_\_  
College President  
(If request is from College)  
  
\_\_\_\_\_  
Vice Chancellor  
(If request is from District Office)

\_\_\_\_\_  
Date  
8/19/99  
\_\_\_\_\_  
Date



21507

REQUISITION

**THIS IS NOT A PURCHASE ORDER**

REQUISITION NO.

106212

OFFICE USE ONLY

<p>SUGGESTED VENDORS (AT LEAST ONE VENDOR MUST BE LISTED)</p> <p>Clarisse Croteau-Chonka</p> <p>B.</p>	<p>ALL MERCHANDISE SHOULD BE DELIVERED TO:</p>
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Department	Destination Code	Date Required	Invoice Code	Terms

Item	Qty	Unit	Class-Item	Catalog No. and Description	Unit Price	Extended Price									
			<p>Professional/Technical Services rendered to the Office of Telecommunications and Workforce Programs</p> <p>Deliverables: To Assist District Office in writing technology grants, Assist in Completing Satellite Network installations, Conduct technology training programs for minority faculty, and Assist District conversion to Madge-telios.</p> <p>Dates of Service: August 1, 1999 to January 1, 2000</p>			20000.00									
			<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Expense</td> <td style="width: 10%;"></td> <td style="width: 30%;">Amount</td> </tr> <tr> <td>DISTRICT OFFICE</td> <td style="text-align: center;">x</td> <td style="text-align: right;">20,000</td> </tr> <tr> <td>DISTRICT WIDE</td> <td> </td> <td> </td> </tr> </table>	Expense		Amount	DISTRICT OFFICE	x	20,000	DISTRICT WIDE					
Expense		Amount													
DISTRICT OFFICE	x	20,000													
DISTRICT WIDE															
			CG00139 20139 A0000008 #0003												
			9414	TOTAL:		20,000.00									

<p><u>[Signature]</u> Requisitioned By Vice Chancellor</p>	<p>8/18/99 Date</p>
<p>Department Name</p>	Date
<p>Associate Vice Chancellor/Approval</p>	Date
<p>Vice Chancellor Approval</p>	Date

<p><u>[Signature]</u> Department Approval Business Manager</p>	<p>8/18/99 Date</p>
<p>Board Report#</p>	Date
<p>Grant Name</p>	Date

21507

Clarisse C. Croteau-Chonka, Ph.D.

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1300 W. Thorndale Ave.  
Chicago, IL 60660-3306  
773-271-0751

Proposal for City Colleges of Chicago

I propose to offer the following services to the City Colleges of Chicago:

1. Completion of the conversion of videoconferencing facilities throughout the district to the Madge switching system. When the changeover is complete, training staff and faculty in the use of the equipment will be provided. This will enable sites to use their existing equipment to further course delivery and articulation with business and industry for educational services.
2. Providing services to facilitate completion of installations of equipment for the Illinois Satellite Network at Malcolm X, Olive Harvey, and Daley Colleges. Providing satellite capability for Kennedy-King College will be explored as well.
3. Locating and applying for technology grants to enhance the ability of the district to extend its technology capabilities.
4. Provide training to faculty in the use of technology in their classrooms. This training will assist faculty in making technology an integral part of their courses.

The term of this service is six months, beginning September 1, 1999 at a cost of \$25,000.

  
Clarisse C. Croteau-Chonka, Ph.D.

21507

*Clarisse C. Croteau-Chonka, Ph.D.*

1300 W Thorndale Ave ♦ Chicago, IL 60660-3306 ♦ 773-271-0751

### *Professional Mission Statement*

I apply highly a highly versatile repertoire of technology and teaching skills to the crucial task of integrating technology into educational institutions so that they are able to meet the challenges of the 21<sup>st</sup> century.

### *Work Experience*

♦ *Director*, Chicago Consortium for Higher Education - CCHE is a network of educational institutions focused on the use of technology, especially interactive video and the Internet, for educational purposes. Responsible for coordinating group activities, training and faculty development, for new initiatives in and among member institutions, the implementation of video conference network expansion, and supervision of a \$1,000,000 budget.

♦ *Partner*, Wing Enterprises, Ltd. - Database Architect for geographic information systems. Designed, developed and implemented mainframe to PC database transfer, enhanced geocoding process for large databases and participated in the development of an integrated real estate application. Coordinated activities of programmers, database engineers, systems designers and applications specialists.

♦ *Vice President for Education*, Gateway to Learning - Consultant on the implementation of computer-assisted education for children and adults. Worked on educational program design.

♦ *Coordinator of Planning, Technology and Publications*, Office for Religious Education, Archdiocese of Chicago - Implemented group change processes, directed adoption of new technologies and developed publicity and curricular publications.

♦ *Director*, Graduate Religious Studies, Mundelein College - Directed innovative, team-taught graduate level program, supervised graduate projects, worked with faculty in developing teaching skills related to technology. Associate Professor of Religious Studies.

♦ *Coordinator of Adult Education, Coordinator of Educational Resources*, Diocese of Richmond, VA.

### *Education*

♦ Ph.D., Princeton Theological Seminary, Education, Practical Theology  
C.A.E.S., Boston College, Education  
M.Ed., Boston College, Education  
B.Sc., Loyola of Montreal, Biology-Chemistry

*Skills*

- ◆ Database design, programming and development from project inception to product rollout. Internet application design and fundamental programming skill.
- Extensive experience in the process of selecting computer based solutions for education and business as well as the ability to adapt existing computer programs to innovative uses.
- Paradox, MapInfo, Dreamweaver, Geocoder, Accumail, WordPerfect, Advantis (TSO/ISPF), PowerPoint, MSWord, MSWorks proficient. Adept at learning and teaching new programs. Skilled at testing and troubleshooting software.
- ◆ Have developed and implemented creative, alternative educational processes and materials, especially those involving the application of technology to educational needs.
- ◆ Outstanding presentation skills in class and large group settings. I have taught graduate classes, done presentations for national and international audiences and conducted numerous workshops.
- ◆ Extensive experience in working with groups in planning, developing, and implementing new work solutions for education and workforce training.
- ◆ Adept at writing for academic, professional, and public audiences. Writer for 1998 Northwestern University consultation for the Chicago Metropolitan Planning Council. Academic publications include a weekly column for *The Catholic Virginian* cited as part of a national award for excellence in editorial content by the Catholic Press Association. Other publications have appeared in *Living Light*, *Momentum*, and *Religious Education Journal*. Currently at work on a book about the value of the human in the age of artificial intelligence.
- ◆ Ability to teach complicated concepts clearly and to actively engage learners in the exploration of new ideas.
- ◆ Skilled at demographic analysis and the application of demographics to specific population research questions
- ◆ Working knowledge of French, German and Latin
- ◆ Enjoy and am adept at game-playing, including computer gaming, word problems and cryptographic puzzles

*Community Activities*

- ◆ Member, International Seminar on Religious Education and Values
- ◆ Member, International Religious Education Association
- ◆ Board of Directors, Institute for Catholic-Jewish Education
- ◆ Parental participation in the education of gifted children