

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

**DEC - 5 2003**

**COUNTY OF COOK**  
**AND STATE OF ILLINOIS**

**PROFESSIONAL CONSULTANT SERVICES**  
**EMPLOYMENT SERVICES**  
**OFFICE OF HUMAN RESOURCES & STAFF DEVELOPMENT**  
**DISTRICT OFFICE**

THE CHANCELLOR

REPORTS that there is a need to utilize the services of a professional consultant to provide assistance to the Office of Human Resources and Staff Development; and

that these services include:

- Assisting HR in conducting a focus group session with the Presidential Search Committee for Harold Washington College,
- Assisting the college to expand and enhance the applicant pool by doing direct solicitation of applicants who may meet the unique needs of the college.
- Preparing background reports in the form of Summary Reference Reports on each final candidate.

that Narcisa Polonio of the Association of Community College Trustees (ACCT) has proposed to provide the services listed above during the period of December 8, 2003 thru March 31, 2004 for a total cost of \$15,000 including expenses,

that Narcisa Polonio has provided similar services for the 2003 Presidential Search Committee for Olive-Harvey College,

that staff has reviewed the proposal and recommends approval.

THE CHANCELLOR

RECOMMENDS that the Board of Trustees approves a contract in the amount of \$15,000 to Narcisa Polonio of the ACCT, 1233 20<sup>th</sup> Street, NW, Suite 605, Washington, D.C., for the provision of Human Resources consulting services and that the Chairman is authorized to execute any documents pertaining to these services on behalf of the Board.

FINANCIAL: \$15,000 – Educational Fund 0015501

Respectfully submitted,

Wayne Watson  
Chancellor

December 5, 2003