

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

PROFESSIONAL SERVICES AGREEMENT
LEARNING RESOURCES NETWORK
ACADEMIC AFFAIRS
ALL COLLEGES

REPORTS

THE CHANCELLOR

that it is necessary to continue to improve the performance of continuing education departments throughout the district; and

that Learning Resources Network (LERN) is the only national organization focusing specifically on continuing education with full-time professionals devoted exclusively to consulting with continuing education departments; and

that LERN has the only benchmarks for the field of continuing education, including the Certified Program Planner (CPP), financial format, and Program Review and Audit; and

that LERN provides the most advanced, intensive, practical how-to information in continuing education, with information not otherwise available; and

that the Office of Academic Affairs entered into a Professional Services Agreement with LERN in July 2006 to conduct an extensive and comprehensive review and audit of the seven continuing education departments at City Colleges of Chicago. The review, completed in December 2006, provided an understanding of the effectiveness of the continuing education departments on each campus and included recommendations for program improvement; and

that consequently, the Office of Academic Affairs is requesting approval to enter into a Professional services Agreement with the Learning Resources Network to conduct a promotions, operations, and market analysis project for continuing education at City Colleges of Chicago; and

that the purpose of the project is to implement several of the recommendations of the LERN Program Review to enhance promotions, simplify operations, provide market analysis, recommend industry standards and provide professional development to continuing education professionals at City Colleges of Chicago; and

that it is understood that current continuing education staff time is limited and that only LERN has the technical expertise so that each activity in the project is designed so LERN can do the work without needing additional time from continuing education staff; and

that the results of the project will be increased marketing productivity, cost efficiency, and increased return on the marketing investment in terms of registrations and income; and

that this agreement for professional services is exempt from District competitive bidding requirements; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced professional services agreement and that since the Learning Resources Network (LERN) has provided a document specifying its utilization of minority and women-owned businesses in the conduct of providing its services, it has been determined that they are in compliance with the Board approved Participation Plan by way of indirect participants.

RECOMMENDS

THE CHANCELLOR

that the Board of Trustees authorizes the Chairman to execute an agreement with the Learning Resources Network, in the amount no to exceed \$88,000 to perform a market analysis, operations, and promotions project for City Colleges of Chicago beginning January 1, 2008 through June 30, 2008.

FINANCIAL

Not to exceed \$88,000 -- Enterprise Fund 07011-0000118-00029-00000-0000000-532100

Respectfully Submitted:

Wayne D. Watson
Chancellor

December 6, 2007 – Academic Affairs-District Office