

28613
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
APRIL 3, 2008

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

**TRAIN THE TRAINER
PROFESSIONAL SERVICE AGREEMENT
City Colleges of Chicago
Academic Affairs**

THE CHANCELLOR

REPORTS

that in Board Report #28563 adopted March 6, 2008 the Board approved an agreement with Susan R. Hatfield, Ph.D., Susan A. Murphy, Ph.D., and Gregory Light, Ph.D. to continue in the development and implementation of their Train the Trainer model proposal which included the following services:

- Develop a curriculum to heighten the knowledge base of Master Faculty in the areas of objective and student learning outcome development, active learning, and assessment;
- Develop a curriculum to heighten the knowledge base of a new cohort of Master Faculty;
- Prepare and deliver the instructional plan for both cohorts;

that the training would be divided into two distinct phases: training of the existing cohort of Master Faculty to be delivered on March 14 and 15; and the training of a new cohort of Master Faculty to be delivered on April 4, 5, 11, 25, and 26. Total number of days is seven (7); and

that the flat rate for Dr. Murphy and Dr. Hatfield would be \$1478.00 per day and the flat rate for Dr. Light would be \$1000 per day, and that the estimated cost for the Train the Trainer model to be provided between March 14 and May 25, 2008 would not exceed \$30,000 for all three consultants; and;

that there is a need to increase the contract amount for services for all three consultants to provide additional training and to review the New Master Faculty presentations. An additional five (5) days are needed to complete the tasks of panel review of New Master Faculty material, design of evaluation instruments and attendance at some summer sessions for quality control;

that the estimated additional cost of \$7,390 each for Susan R. Hatfield and Susan A. Murphy, and \$5,000 for Gregory Light, for services provided through July 30, 2008, that the additional amount total for all three consultants is \$19,780, which will bring total contract amount to \$49,780;

that this procurement of professional services is exempt from the District's competitive bidding requirements; and

that the total board approved dollars spent to date on this project on all three consultants listed is \$78,120.00; and

that the Office of M/WBE Contract Compliance has reviewed the above professional services agreement and has determined that since the aforementioned nationally-recognized consultants have extensive backgrounds and experiences in the area preparing effective teachers and facilitators of active student learning and that the training will be performed without subcontractors, it is recommended that a waiver from compliance with the Board approved Participation Plan be approved.

THE CHANCELLOR

RECOMMENDS that the Board of Trustees authorize the increase of \$7,390 each for Susan R. Hatfield and Susan A. Murphy, and \$5,000 for Gregory Light for their services for March 14, 2008 through July 30, 2008 in the additional amount of \$19,780.00 for all three consultants.

FINANCIAL \$19780.00 – Education Fund 00003-0015501-80000-00000-00000000-530000

Respectfully submitted:

**Wayne D. Watson
Chancellor**

April 3, 2008 - Academic Affairs – District Office