

**BOARD OF TRUSTEES COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**PROFESSIONAL SERVICES AGREEMENT WITH THE HOLLINS GROUP FOR
PRESIDENTIAL SEARCH SERVICES**

THE CHANCELLOR

REPORTS

that City Colleges of Chicago (CCC) has a need for executive search services to provide qualified candidates to fill the position of President at Harold Washington College; and

that The Hollins Group, Inc. is an executive search firm based in Chicago, Illinois with specialized experience in higher education executive searches including conducting presidential searches for University of Illinois at Springfield, Chicago State University, Southern Illinois University – Carbondale, Ivy Tech Community College of Indiana and Florida A&M University; and

that under Board Report 29816 adopted November 2, 2009, the Board approved CCC's participation in the Illinois Public Higher Education Cooperative (IPHEC) of which The Hollins Group, Inc. is an approved vendor; and

that the Hollins Group, Inc.'s specialized skill and knowledge in the area of higher education executive searches will greatly improve CCC's ability to successfully fill the position of President at Harold Washington College with a highly qualified candidate; and

that under the agreement, The Hollins Group, Inc. will be responsible for the following deliverables:

- 1) Drafting the position specification;
- 2) Identification of qualified candidates;
- 3) Conducting interviews with qualified candidates to define strengths and weaknesses;
- 4) Presentation of most qualified candidates to CCC; and
- 5) Conducting reference checks on successful candidates; and

that the fee to be paid to the Hollins Group, Inc. for these services includes a professional service fee of 28% of the selected candidate's total first year base salary not to exceed \$45,000. The fee to be paid to The Hollins Group, Inc. shall also include direct expenses and indirect expenses not to exceed \$7,000; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced professional services agreement, and The Hollins Group a certified MBE, that will be conducting all of the functions of the project, has requested a waiver of direct WBE participation and consideration of the utilization of certified WBE firms on other projects in compliance with the Board Approved Participation Plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorizes the Chairman to execute an agreement with The Hollins Group, Inc. to provide executive search services to fill the position of President at Harold Washington College for a total amount not to exceed \$52,000.

FINANCIAL

\$52,000.00 Education Fund - 00003 - 0025001 - 80000 - 01216 – 0000000-530000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

September 8, 2010