

32122
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 12, 2013

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

EXECUTIVE SEARCH SERVICES
THE HOLLINS GROUP, INC.
DAVID GOMEZ & ASSOCIATES INC.
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute professional service agreements with The Hollins Group, Inc. and David Gomez & Associates, Inc. to provide executive search services on an as needed basis for the period commencing no sooner than December 12, 2013 through December 11, 2014, at a total cost not to exceed \$150,000.

VENDORS: The Hollins Group, Inc.
 225 West Wacker Drive, Suite 1575
 Chicago, Illinois 60606

 David Gomez & Associates Inc.
 65 East Wacker Place, Suite 1610
 Chicago, IL 60601

USER: Office of Human Resources and Staff Development

TERM:

The term of these agreements shall commence no sooner than December 12, 2013 and shall continue through December 11, 2014.

SCOPE OF SERVICES:

The executive search firm services will consist of, but are not limited to, soliciting candidates in order to develop a broad and diverse talent pool of qualified senior level executives with a demonstrated record of accomplishments in a results driven organization, and a diverse range of experience from academics, educational practitioners, and senior level corporate or private sector management experience.

Responsibilities include: 1) Review resumes of each candidate and determine those meeting minimum qualifications within four (4) weeks of notification by City Colleges of Chicago; 2) Follow-up with interviews to clarify each applicant's experience; 3) Rigorously screen candidates' educational and professional background and references; 4) Recommend a pool of candidates for further screening by District leadership and the Board of Trustees, as needed; 5) Prepare a written summary of candidates with the most promising qualifications; 6) Coordinate candidates'

participation in interviews; 7) Participate in the interviews and final selection process; 8) Notify applicants who are not selected; 9) Re-initiate a one-time additional executive search in accordance with the specification set forth above, at no fee to the City Colleges of Chicago, if the successful candidate leaves the employment of the City Colleges of Chicago within one year of placement; and 10) CCC reserves the right to hire selected candidates from any search candidate pool as appropriate for other CCC opportunities at a negotiated fee.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Effective executive search services will assist City Colleges of Chicago in identifying a pool of highly qualified and professional senior level executive candidates to fill upper-level management positions.

VENDOR SELECTION CRITERIA:

In 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. and David Gomez & Associates are approved vendors. Pursuant to State Law, contracts for goods and services procured from another governmental agency are exempt from the District's competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above renewal request and has determined that the vendors are in compliance with the Board Approved Participation Plan.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
The Hollins Group 225 W. Wacker Dr. Ste. 1575 Chicago, IL 60606	MBE (Prime)	93	Direct	CMBDC
Inner-City Supply 8830 S. Dobson Chicago, IL 60649	WBE	7	Indirect	City of Chicago
David Gomez & Associates Inc. 65 E. Wacker Place, Ste. 1610 Chicago, IL 60601	MBE (Prime)	93	Direct	City of Chicago
Ahmed & Harvell 8 South Michigan, Ste. 2016 Chicago, IL 60603	WBE	7	Indirect	City of Chicago

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article II, Section 2.6.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total: \$150,000

Charge To: Various Departments

Source of Funds: Education Fund

FY14: 532100-00003-0015501-86000

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Respectfully submitted,

Cheryl L. Hyman
Chancellor

December 12, 2013 - Office of Human Resources and Staff Development