

**32369**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**AUGUST 7, 2014**

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

**WORKFORCE DIVERSITY SERVICES**  
**ALEXANDER, ROSS & ASSOCIATES**  
**MALCOLM X COLLEGE**  
**OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an agreement with Alexander, Ross and Associates to provide workforce diversity services for the new Malcolm X College campus for the period commencing no sooner than August 7, 2014 through August 6, 2015, at a total cost not to exceed \$300,000 with an option to renew for an additional six month period.

**VENDORS:** Alexander, Ross & Associates  
4455 South King Drive  
Chicago, Illinois 60653

**USER:** Office of Administrative & Procurement Services, Community Relations and Malcolm X College (MXC)

**TERM:**

The term shall commence no sooner than August 7, 2014 and continue through August 6, 2015, with an option to renew for an additional six month period.

**SCOPE OF SERVICES:**

Alexander, Ross & Associates, in coordination with staff from Office of Community Relations and the Office of Administrative and Procurement Services, will be responsible for the following critical tasks:

- Recruiting minority, female and community residents that are in the trades.
- Ensuring employer access to prepared and willing candidates.
- Facilitating project hiring with union officials.
- Communicating the status and success of workforce hiring diversity efforts as requested.
- Assisting in the preparation of Dawson Technical Institute trainees interested in working on the project.
- Facilitating project hiring with the General Contractor and its sub-contractors.
- Maintaining on-site hiring office to engage potential workforce candidates.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Alexander, Ross & Associates has a stellar reputation in advocating for the inclusion of minorities and women in the trade unions. A partnership with this organization will provide City Colleges of Chicago (CCC) with an opportunity to leverage the organization's success to achieve our aggressive workforce diversity goals.

CCC will also be able to take advantage of the firm's expertise to prepare Dawson Technical Institute trainees for work in the skilled trades. This collaboration will help CCC exceed its goal to create nearly 1,000 construction jobs and fill them with community residents as it reinvests in the community surrounding the campus.

**DELIVERABLES:**

Deliverables include, but are not limited to:

- Recruiting candidates to fulfill Community Hiring Plan goals.
- Developing and implementing a hiring and retention strategy for Dawson Technical Institute (DTI) students (MXC specific cohorts) on the project.
- Communicating with key stakeholders regarding project union issues and hiring of minorities, females and community residents.
- Assisting in developing the project's labor agreement to ensure community hiring goals are met.
- Establishing and implementing a mentor/protégé program for DTI MXC cohort participants.
- Ensuring DTI MXC cohort participants apply to available apprenticeship programs.
- Convening and/or participating in meetings with contractors to reiterate community hiring goals and trouble shoot any issues.
- Coordinating efforts with the MXC Compliance team in placing referred candidates with contractors.
- Pre-screening and interviewing candidates prior to referring them to project contractors
- Maintaining the candidate database and sending weekly updates to stakeholders.
- Staffing the applicant intake office at the MXC campus for a minimum of 20 hours per week.
- Reviewing certified payrolls and/or employee lists to ensure utilization of hired candidates.

**VENDOR SELECTION CRITERIA:**

The Office of Community Relations and the Office of Administrative and Procurement Services surveyed the landscape of organizations that would be able to best provide the assistance needed to positively and actively engage the community surrounding the project for job placement and union representation.

Alexander, Ross & Associates was selected based upon the following:

- Unique relationships with area trade unions;
- Previous experience with projects of similar size and scope;
- Planned execution and delivery of services; and
- Proposed fees for providing the scope of services

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the request for execution of the referenced agreement and has determined that the Board Approved Participation Plan does not apply due to the specific nature of the services. The agreement in and of itself will have an overarching impact on the employment of community residents and the growth of the M/WBE community at large.

**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 2, Section 2.7.4(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:** \$300,000

**Charge to:** Administrative Services

**Source of Funds:** Capital Fund Malcolm X College

**FY15:** 530000-92015-3005031-70000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**August 7, 2014 - Office of Administrative and Procurement Services**