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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 7, 2018**

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

**TEMPORARY EXECUTIVE PLACEMENT SERVICES
THE REGISTRY, A DIVISION OF COLLEGIATE ENTERPRISE SOLUTIONS, LLC
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement, upon final approval of the General Counsel of the legal form of such agreements, with The Registry, a Division of Collegiate Enterprise Solutions, to provide an interim senior administrator for the Office of Finance, for a period commencing no sooner than June 7, 2018 through December 31, 2018 at a total cost not to exceed \$180,000.

VENDOR: The Registry, a Division of Collegiate Enterprise Solutions, LLC
Three Centennial Drive
Peabody, MA 01960

USER: Office of Human Resources and Staff Development

TERM:

The term of the agreement will commence no sooner than June 7, 2018 and will end December 31, 2018 with an option to extend for six months if needed.

SCOPE OF SERVICES:

The Registry will provide an interim senior leader for the Office of Finance while the search process is being performed in parallel. The interim leader will provide the following:

- Oversight and attention to the financial systems;
- Oversight of budget system implementation with a completion date of December 1;
- Assist in the exploration of changing the reporting lines especially within the Financial Aid Department;
- Provide an assessment of personnel and organizational structure of the Financial operations;
- Review and advise on the an assessment of Financial Aid through an internal audit process;
- Perform other duties and assigned.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Registry’s membership base represents veteran past presidents and senior administrators, which represents an unparalleled network of higher education consultants. Through their strategic partnership with Academic Search Inc. a subsidiary of the American Academic Leadership Institute the resources of leadership identification is vast across all sectors of public and private higher education. Further, the interim administrators cannot be candidates for the permanent position, but they can be extended by mutual agreement in order to optimize conditions and timing for the permanent search.

VENDOR SELECTION CRITERIA:

The Registry. was selected based upon the high degree of professional skill necessary for these services and is therefore, pursuant to State law, exempt from the District’s competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services (temporary senior staff person) and the absence of subcontracting opportunities.

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: \$180,000

Charge to: Office of Finance

Source of Funds: Education Fund

FY18: 530000-00003-0010002-80000

Respectfully submitted,

**Juan Salgado
Chancellor**