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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
FEBRUARY 7, 2019

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

INTERIM STAFFING AND MANAGEMENT SERVICES THE LARC GROUP OFFICE OF INSTITUTIONAL ADVANCEMENT

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute, upon final approval of the General Counsel of the legal form of such agreements, an agreement with The LARC Group to provide interim staffing services to the Office of Institutional Advancement from February 15, 2019 through August 15, 2019, at a total cost not to exceed \$51,000.

VENDOR: The LARC Group
P.O. Box 3696
Oak Park, IL 60303-3696

USER: Office of Institutional Advancement

TERM:

The term of the agreements shall commence on February 15, 2019 and end on December 31, 2019 with an option to renew for an additional two (2) one-year periods.

SCOPE OF SERVICES:

CCC is seeking staffing support to ensure a smooth transition period from its current Vice Chancellor for Institutional Advancement. LARC Group's work will focus on three primary areas: 1) provide support and supervision to current Institutional Advancement Department members, 2) work directly with CCC leadership to continue to expand the institution's corporate and foundation giving portfolio, and 3) serve as point person and liaison for all work pertaining to CCC Foundation Board.

INTERIM STAFFING: VICE CHANCELLOR OF INSTITUTIONAL ADVANCEMENT

STAFFING

- Meet with CCC's Executive Vice Chancellor to determine the priorities and focus of the work for the duration of this engagement; these meetings will take place on a weekly basis or as deemed appropriate by the Executive Vice Chancellor
- Provide on-site staffing in the capacity of Vice Chancellor of Institutional Advancement of CCC for 4 to 6 days (for an average of 6 hours per day) per month. The LARC Group and CCC will mutually agree on the appropriate staffing schedule
 - In addition to staffing days, the LARC Group will be available to participate in standing meetings (as appropriate)

- Staffing will be conducted onsite at CCC's Institutional Advancement Department office and remotely as needed and as appropriate
- The LARC Group will work remotely as needed to fulfill staffing responsibilities and ensure continuity in the work of the Institutional Advancement Department during this transition period

LEADERSHIP

- Fulfill the leadership role as mutually agreed to by the Executive Vice Chancellor and the LARC Group including overseeing the execution of responsibilities and duties to ensure the goals for the Institutional Advancement Department are met
 - Participate in weekly 1:1 meetings with Institutional Advancement Department members
 - Organize and participate in weekly Institutional Advancement Department meetings with staff and Executive Vice Chancellor
 - Participate in weekly fundraising event meetings
 - Work with Executive Vice Chancellor to develop strategies and provide support for current fundraising initiatives including annual fundraiser, foundation and corporate support and partnerships, and other projects as specified by Executive Vice Chancellor
- Provide oversight and support of the Institutional Advancement Department o Grants, Communications, Alumni Relations, and Scholarships.
 - Weekly meetings to be held with staff members in each of the above listed roles
 - Monitor progress on a weekly basis of staff's goals and objectives
 - Provide guidance and support to staff to ensure that departmental goals and responsibilities are met

FUNDRAISING

- Work with Executive Vice Chancellor to develop and expand existing corporate and foundation giving portfolio
 - These efforts may include:
 - Identifying and qualifying new prospects
 - Coordinating initial meetings/phone calls with corporate and foundation prospects
 - Working with Institutional Advancement Department to support any solicitations

CCC FOUNDATION BOARD

- Serve as the lead and liaison with CCC Foundation Board and its members
 - Work with Director of Special Projects to ensure that all Board meeting logistics are properly executed
 - It is our understanding that the Director of Special Projects provides administrative assistance to the Institutional Advancement Department as appropriate
 - Provide regular and ongoing support to CCC Foundation Board members as appropriate
 - Work with CCC leadership as needed and appropriate to refine and enhance CCC's Foundation Board structure, policies, etc.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The proposed scope of work will ensure CCC's efforts to enhance its brand and continue momentum in raising new, critical resources to support institutional innovation and student needs will not be slowed during the period of transition.

DELIVERABLES:

Deliverables by support area listed in above section.

VENDOR SELECTION CRITERIA:

An informal outreach was done to three potential vendors, two of whom expressed an inability to meet our project needs. Due to the high degree of professional and technical skill involved, pursuant to State law, this professional services agreement is 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 specialized nature of the services (fundraising staffing) 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: \$51,000

Charge to: Office of Institutional Advancement

Sources of Funds: Education Fund

FY19: 530000-00003-0019016-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

February 7, 2019 – Office of Institutional Advancement