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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 9, 2019**

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

RESOLUTION

**ADOPT REVISIONS TO THE BOARD POLICIES AND PROCEDURES
FOR MANAGEMENT AND GOVERNMENT OF THE CITY COLLEGES OF CHICAGO
OFFICE OF THE GENERAL COUNSEL**

WHEREAS, the Illinois Public Community College Act, as amended, lists the powers and duties of community college districts in the State of Illinois, and states in 110 ILCS 850/3-30, that:

“The board of any community college district has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board”; and

WHEREAS, the City Colleges of Chicago Board Policies and Procedures for Management and Government (the “Board Policies”) have been developed to ensure that the proper governance of district policies related to internal controls and related elements are established, reviewed and publicly communicated; and

WHEREAS, Section 4.3 of the Board Bylaws of City Colleges of Chicago provides for the adoption of policies and states that:

“The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges”; and

WHEREAS, Article 3 (Contracting) of the Board Policies have been revised to comply with state law, implement new policies, clarify existing policies and increase readability; and

WHEREAS, the Chancellor supports the revisions to Sections 3.4, 3.4.1 and 3.4.2 of Article 3 of the Board Policies that are set forth on Exhibit A and that are recommended by the General Counsel.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois hereby approves the revisions to Sections 3.4, 3.4.1 and 3.4.2 of Article 3 of the Board Policies as set forth on Exhibit A.

May 9, 2019 —Office of the General Counsel

Exhibit A

3.4 CONTRACTING POLICIES FOR LEGAL COUNSEL SERVICES.

Legal services are professional services and are exempt from competitive bidding requirements, unless the District elects to use a competitive bid procedure in accordance with Section 2.3 above. Due to the nature of legal services, special responsibilities and guidelines for engagement, billing and accountability are required.

3.4.1 Legal Fee Guidelines.

All law firms hired by the District are expected to propose ways of maintaining high-quality legal services while keeping costs as low as possible. Therefore, it is expected that CCC will be billed at rates lower than those charged to private clients.

Law firms that are selected to provide legal services for CCC must enter into an agreement with the District prior to providing the services. The agreement will include a general description of the work to be provided, and a fee schedule that includes all costs the District will be charged. The average hourly fees for a particular firm will be limited to \$300 per hour; provided that an hourly rate that exceeds \$300 per hour may be approved by the Chancellor.

With an award of a Legal Services Agreement and acceptance of cases or assignments, Legal Counsel will be required to follow the guidelines set forth in CCC's Legal Services Agreement. Waivers to such guidelines must be obtained in writing from the General Counsel.

3.4.2 Permitted Fees.

CCC will only pay the hourly rates or flat fees arrangements that are agreed upon in its Legal Services Agreement. CCC will only pay those fees demonstrating the most efficient use of the professional's time.