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ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 6, 2020

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

EXECUTIVE SEARCH SERVICES
ACADEMIC SEARCH, INC.
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreement, to execute a professional service agreement with Academic Search, Inc. to provide executive search services on an as-needed basis for the period commencing no sooner than August 10, 2020 through December 31, 2021, at a total cost not to exceed \$52,000.

VENDORS: Academic Search, Inc.
1015 18th Street NW, Suite 510
Washington, DC 20036

USER: District Wide

TERM:

The term of this agreement shall begin on August 10, 2020 and end on December 31, 2021.

SCOPE OF SERVICES:

Academic Search, Inc. will provide executive search services for the City Colleges of Chicago for the recruitment of a new Vice Chancellor of Enrollment Management. The Academic Search team will provide the following services:

- Limited analysis of institutional needs: senior consultant will be available to meet with select key stakeholders in person, as determined by CCC to clarify the required and preferred characteristics to be sought in candidates;
- Review of the position profile in consultation with the hiring authority;
- Development of national advertising plan and placement of the advertisements;
- Distribution of e-mails to members of the firm's proprietary database of professionals in higher education with information about the position; Personalized outreach by the senior consultant to a selected pool of potential candidates based on the assessment of the position.

- Management of all potential candidate inquiries, nominations, applications, and other materials;
- Creation of secure website to house applicant materials for review;
- If possible, to facilitate an expeditious conclusion to the search and quickly identify those candidates most closely meeting the required and preferred characteristics identified by CCC at the start of the search and will bring those individuals to the immediate attention of the institution so that evaluation and potential advancement in the search process can be initiated;
- Notification to those candidates not selected for advancement to the interview stage of the search.

In its sole and absolute discretion, City Colleges may direct Academic Search Inc., to provide the following services:

- Assistance in reaching concurrence on CCC needs and the desired leadership characteristics for the new Vice Chancellor of Enrollment Management.
- Help in organizing and monitoring the search process, including guidance of the Search Committee in the refinement of the position advertisement;
- Consultation as requested and needed through the duration of the search, to its scheduled conclusion in late fall 2020 or winter 2021;
- Assistance in identifying and cultivating candidates;
- Assistance in developing, in coordination with the Committee Chair, an efficient screening procedure to narrow the candidate pool to a group of semi-finalist candidates;
- Collaboration with the Search Committee, in coordination with the Committee Chair, in the evaluations of the semi-finalists to identify finalists;
- Assistance with in-depth evaluations of the finalist candidates, as requested, by telephone, video or other appropriate means;
- Advice regarding the design of the finalist candidate(s) visits to be handled by CCC;
- Drafts of search correspondence, communications with the CCC community and meeting agendas;
- Guidance in outlining conditions of employment (salary, evaluation criteria, transition plans); and
- The handling of all administrative search services.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Effective executive search services will assist City Colleges with identifying a pool of highly qualified and professional senior level executive candidates to fill the Vice Chancellor of Enrollment Management position.

VENDOR SELECTION CRITERIA:

The contract being utilized is a general services agreement executed on February 25, 2020 by and between Academic Search Inc., and the State of North Dakota to provide executive level

recruitment services. The contract was advertised and awarded in accordance with the procurement procedures of the State of North Dakota Office and Management and Budget, State Procurement Office, under request for proposal number 110.7-19-078 for Recruitment Services. Pursuant to State law, contracts for goods and services procured from another governmental entity are exempt from the District's competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the above agreement and recommends a waiver of the Board Approved Participation Plan due the nature of the services (executive search services) 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: \$52,000

Charge to: Office of Human Resources and Staff Development

Source of Funds: Education Fund

FY21: 530000-00003-0025001-80000

Respectfully submitted,

**Juan Salgado,
Chancellor**

August 6, 2020 – Office of Human Resources and Staff Development