

34822
ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 1, 2023

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

EXECUTIVE SEARCH SERVICES
EXECUTIVE CONSULTANTS UNITED
THE 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 services agreement with Executive Consultants United (EC-United) to provide IT executive search services on an as-needed basis for the period commencing no sooner than June 2, 2023 through May 31, 2025, at a total cost not to exceed \$100,000.

VENDORS: Executive Consultants United, LLC
Two Prudential Plaza
180 N Stetson Ave, Suite 3500
Chicago, IL 60601

USER: District Wide

TERM: The term of this agreement shall begin on June 2, 2023 and end on May 31, 2025.

SCOPE OF SERVICES:

EC-United will provide executive search services for the City Colleges of Chicago for the recruitment of Information Technology positions requested and approved by the Chancellor. The EC-United 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 EC-United to provide the following services:
 - Assistance in reaching concurrence on CCC needs and the desired leadership characteristics for the new Chief Information Officer.
 - 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 searches;
- 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;
- Drafts of search correspondence, communications with the CCC community and meeting agendas; • Guidance in outlining conditions of employment (salary, evaluation criteria, transition plans).

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 IT executive candidates to fill the high level and hard to fill positions; beginning with the District Chief Information Officer position.

VENDOR SELECTION CRITERIA:

In Board Report # 32583 and 29816, the Board approved City Colleges of Chicago 's participation in the Illinois Public Higher Education Cooperative (IPHEC). Executive Consultants United, LLC is an approved vendor to provide IT Executive Search Services and was awarded in accordance with the procurement procedures as detailed in RFP# IPEC2140. 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 proposed compliance plan and has determined the Vendor has complied with the Board Approved MBE/WBE Contract Participation Plan:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Executive Consultants United 180 N. Stetson Ave., Suite 3500 Chicago, IL 60601	MBE	25	Direct	City of Chicago
E.H. Hudson 917 W. 18 th St. Chicago, IL 60608	WBE	7	Direct	City of Chicago

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: \$100,000

Charge to: Office of Human Resources and Staff Development Source of

Funds: Education Fund

FY21: 530000-00003-0025001-80000

Respectfully submitted,

Juan Salgado,
Chancellor

June 1, 2023 – The Office of Human Resources and Staff Development