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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 2, 2023**

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

**RESOLUTION
TO AUTHORIZE PAYMENT TO KRIS HOFFHINES
THE OFFICE OF EDUCATIONAL QUALITY**

WHEREAS, City Colleges of Chicago has an active Professional Service Agreement with vendor Kris Hoffhines to provide curriculum development services for “Purpose Pathways Workshop”, a program to increase student retention through guided self and career exploration.

WHEREAS, An agreement with Kris Hoffhines was approved on November 1, 2022 (Agiloft ID 4753). Services to complete the first of three deliverables were rendered prior to issuance of a Purchase Order.

WHEREAS, The requirement to generate a Purchase Order prior to services being rendered was not established with the program team until completion of the first contract deliverable. A PO was generated the week of February 7th to cover the remainder of services rendered as outlined in the Professional Service Agreement.

WHEREAS, The vendor has an active Professional Service Agreement and has completed a core deliverable of the contract. The office of Educational Quality recommends payment to Kris Hoffhines in the amount of \$2,500 for services rendered prior to issuance of a PO.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, hereby approve payment of Kris Hoffhines in the amount of two thousand five hundred dollars (\$2,500).

March 2, 2023 – Office of Educational Quality