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ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 4, 2025

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

STUDY ABROAD PROGRAM
MUNA TREE HOLDING, LTD. d/b/a EDU AFRICA
MALCOLM X COLLEGE
THE OFFICE OF THE PRESIDENT

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreements, to exercise an agreement with Muna Tree Holdings, Ltd doing business as d.b.a. Edu Africa for the period of December 4, 2025 through June 30, 2026, at a total cost not to exceed \$70,000 for the term of the agreement.

VENDOR: Muna Tree Holdings, Ltd. (dba EDU Africa)
96 Beach Road, Chapman's Peak
Cape Town, Western Cape 7979

USERS: Malcolm X College

TERM:

The term of the agreement shall commence on December 4, 2025, through June 30, 2026

SCOPE OF SERVICES:

Muna Tree Holdings, Ltd. will provide selected and qualified students with access to a high-quality Study Abroad Program focusing on social-emotional learning, cultural competency, identity attainment, and service-learning. The program includes a trip to Kigali, Rwanda scheduled from April 17, 2026, thru April 28, 2026.

Muna Tree Holdings will be responsible for providing transportation, housing, guidance, coordination, food, and oversight for both students and chaperones. Included in the per participant cost for both trips are accommodations for up to 7 chaperones, consisting of City Colleges employees and one community member, as outlined in the service agreement, at no additional charge.

The cost for Kigali, Rwanda is \$3,195.00 per student based upon a maximum of 20 students. If student participation falls to 15 students or fewer, the cost may not exceed \$3,245.00 per student.

BENEFIT TO CITY COLLEGES OF CHICAGO:

This vendor will provide valuable and essential intellectual benefits to all students participating in this program. No other vendor was able to provide these inclusive services for out-of-country travel at an affordable rate. The social and emotional learning, cultural competencies and identity attainment which serve as Student Learning Outcomes, will also provide students with the opportunity to earn 2 credit hours towards graduation.

VENDOR SELECTION CRITERIA: In accordance with the sole source of policy and procedures, this purchase is exempt from the district's competitive bidding process.

Should a chaperone elect to secure a single room, a single supplement charge of \$530 per chaperone will apply for Kigali, Rwanda. Additionally, a contingency amount of \$2390.00 has been allocated to cover potential International Wire Transfer fees, Cyber Charges, and fluctuations in currency exchange rates.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed compliance plan and recommends a full waiver of the Board Approved MBE/WBE Contract Participation Plan due to the nature of the agreement (study abroad program) 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: \$70,000.00

Charge to: Malcolm X College

Source of Funds: Enterprise Fund

Budget Line: 540000-07043-3000150-60000 (UC operating)

Respectfully submitted,

Juan Salgado
Chancellor

December 4, 2025 – Study Abroad Program, Malcolm X College