

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1470521

Vendor Name: William E. Hay & Company

Invoice Number: 12112017

Invoice Date: 01/03/18

PO Number:

Check Number: E0065083

Check Amount: \$ 3,000.00

Check Date: 01/24/2018

Department ID: 00833

Reviewer Name:

Voucher Number: V0491808

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: acctpay@cod.edu  
Sent: Fri Jan 12 15:35:20 CST 2018  
To: invoicing@cod.edu  
CC:  
Subject: FW: Check request for William Hay and Company  
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**From:** Duffey, Mary Jo  
**Sent:** Monday, January 8, 2018 3:48 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** Check request for William Hay and Company

Good afternoon,

Attached please find a check request and invoice for William Hay and Company, regarding services for an executive search for the position of Director – Planning, Construction and Facilities.

If you have any questions, please let me know.

Thank you,

*Mary Jo Duffey*

Human Resources  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
duffeym@cod.edu  
Phone: 630-942-2051

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College of DuPage - Accounts Payable  
Check Request Form  
revised 3/27/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 1/3/2018  
Vendor ID: 1470521

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
12112017		01	90	00833	5309001	Other Contractual Services Exp	\$ 3,000.00

Grand Total

\$ 3,000.00

**AP VERIFIED**

--- \$1,000 and Greater: Approval of Division Vice President Required ---

**01/19/18 - BETHANY CRUSE**

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: William E. Hay & Company  
Two First National Plaza 20  
South Clark Street, Suite 3000  
Payee Address: Chicago, IL 60603

Other  
Instructions:

Description on Check:

Executive search services November 2017 for Director of Planning, Construction & Facilities.

Approvals:

Prepared By: Mary Jo Duffey  
Signature: [Signature]  
Payment Due: ASAP  
Board Approved Date:

Approved By: Michelle Olson Date:   
Signature: [Signature]  
Approved By: Mia Leganto Date:   
Signature: [Signature] 1/5/18  
Approved By Division VP: [Signature] Date:   
Signature: [Signature]

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

Invoice # 12112017

WILLIAM E. HAY & CO.  
TWO FIRST NATIONAL PLAZA  
20 SOUTH CLARK STREET  
SUITE 3000  
CHICAGO, ILLINOIS 60603

CONSULTANTS IN  
EXECUTIVE SELECTION  
AND ORGANIZATION

312 / 782-6510

PROFESSIONAL SERVICES RENDERED:

December 11, 2017

Ms. Linda Sands Van Kirk  
Vice President Human Resources  
College of DuPage  
425 Fawell Avenue  
Glen Ellyn, IL 60137

Executive Search Services during November for the position of Director – Planning,  
Construction and Facilities; client meeting on campus and research to identify potential  
candidates.

12 Hours

\$3,000.00

November Time Log  
College of DuPage  
Director – Planning, Construction and Facilities

<u>Date</u>	<u>Activity</u>	<u>Hours</u>
Nov 20	Client Executive Meetings	4.0
Nov 22	Candidate Research	2.0
Nov 27	Candidate Research	2.0
Nov 28	Candidate Research	2.5
Nov 29	Candidate Research	<u>1.5</u>
	Total	12

**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

A resolution authorizing the retention of a search firm to assist the College in its search for the positions of President, Chief Financial Officer, Controller, and Executive Vice President of Development.

2. **REASON FOR CONSIDERATION**

Section 3-26 of the Illinois Public Community College Act permits the Board of Trustees "to make the appointments and fix the salaries of a chief administrative officer, who shall be the executive officer of the board, other personnel, and all teachers." 110 ILCS 805/3-26.

3. **BACKGROUND INFORMATION**

In recent months, the College has terminated the employment of three senior administrative personnel. In addition, a fourth senior administrator retired at the end of October. Thus, four positions need to be filled. On August 13, 2015, the Board authorized the creation of a presidential search committee and authorized that committee to engage a search firm to assist the Board in searching for a new president. In light of the subsequent terminations, an RFP was subsequently issued for search firms to assist the Board in searching for qualified persons for all four positions. On November 16, 2015, the presidential search committee met. After consideration of the three submissions received in response to the RFP, the committee voted to recommend the retention of William E. Hay & Company. The Committee also recommended that William E. Hay & Company be permitted to retain an additional entity to assist in its search efforts, which Hay & Company was open to doing.

Consistent with the August 13, 2015 Board resolution and the November 16, 2015 committee recommendation, it is now desirable for the Board to formally retain a search firm to assist the Board in searching for candidates for all four positions. In accordance with Section 3-26 of the Community College Act, notwithstanding any policies to the contrary, and in light of the fact that the search process includes a search for the presidential position, the Board will direct the search process.

4. RECOMMENDATION

That the Board approves a resolution to retain William E. Hay & Company to provide assistance to the Board in connection with the search, selection and hiring process for the positions of College President, Chief Financial Officer, Controller and Executive Vice President of Development, and to authorize William E. Hay & Company to partner with an educational search firm to assist in its efforts.