AMENDED 01/25/00

Date: January 27, 2000

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: GENERAL FUND
Authorization for Special Services Agreement – Recruiting Firm for Controller Position and Payroll Supervisor
(Resolution No. 000127-B5a)

BACKGROUND INFORMATION:

The College has been attempting to fill the Controller’s position since early August of last year. Two rounds of interviews have been conducted with no candidate emerging with the experience and skill combination needed to fill the position.

Although the applicant pool for the Payroll Supervisor’s position produced a successful candidate on two different occasions, one candidate accepted a counter-offer from their employer and the second candidate was unable to accept as a result of their spouse being transferred out of state.

As a result of the rather tight labor market for higher level accounting positions it is now necessary that the College employ the services of recruiting firms to assist in filling the Controller’s position and Payroll Supervisor position.

Several recruiting firms will be contacted to provide qualified applicants, the firm that refers the successful applicant will likely charge a fee consisting of approximately 30% of the Controller’s annual salary for each position.

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RECOMMENDATION:

RESOLVED: That authorization is hereby given to enter into a Special Services agreement with a recruiting firm that refers the successful candidate to find qualified candidates for the Controller’s position as well as the Payroll Supervisor position, at a cost of approximately 30% of the annual salary for each the Controller’s position, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor Finance and Administration and/or their designee is hereby authorized to execute any and all documents on behalf of the College to effectuate this resolution.

James Kendrix, Originator

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