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ADOPTED
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508

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County of Cook and State of Illinois

JAN 8 1998

COUNTY OF COOK
AND STATE OF ILLINOIS

PROGRAM MANAGEMENT INSTITUTE
OFFICE OF ACADEMIC AFFAIRS
CENTRAL ADMINISTRATION

THE CHANCELLOR

REPORTS

that the Office of Academic Affairs will sponsor the Program Management Institute offered by the Learning Resources Network [LERN] from January 27-30, 1998; and that the Institute is a staff development activity for the Colleges' Deans of Continuing Education and other staff responsible for program planning; and

that LERN is an international organization devoted to providing educational administrators with the most up-to-date data, facts and practical information needed to keep educational programs on the cutting edge; and

that the Institute is a comprehensive, intensive, 3-1/2 day program covering finances, budgeting, pricing, brochure design, marketing, promotion, market research, needs assessments, quality improvement, program analysis, curriculum and program management; and

that at the completion of the Institute, participants will be eligible to take the Certified Program Planner examination offered by LERN.

THE CHANCELLOR

RECOMMENDS that the Board of Trustees approves the issuance of a purchase order in an amount not to exceed \$17,000.00 to Learning Resources Network, Manhattan, Kansas, to conduct the January 27-30, 1998 Program Management Institute.

FINANCIAL \$17,000.00 -- Educational Fund

Respectfully submitted:

Ronald J. Temple
Chancellor

January 8, 1998