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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

JUN 4 - 1998

**COUNTY OF COOK
AND STATE OF ILLINOIS**

PROFESSIONAL DEVELOPMENT CONFERENCE
INTERGOVERNMENTAL EXECUTIVE DEVELOPMENT PROGRAM
WASHINGTON COLLEGE

THE CHANCELLOR

REPORTS

that it is necessary for 26 students and 2 faculty members to attend a three-day Executive Development conference as part of the Intergovernmental Executive Program sponsored by the City Department of Personnel and Washington College; and that the program is a 9 credit hour class offered for public sector management personnel designed to improve management and leadership skills; and

that College staff solicited quotations for the use of conference meeting space, lodging and meals for the 3-day conference with the following results:

CONFERENCE SITE	TOTAL ESTIMATED COST
Harrison Conference Center Lake Bluff, Illinois	<u>\$12,093.00</u>
Abbey Resort Lake Geneva, Wisconsin	\$12,260.00
Indian Lakes Itasca, Illinois	\$14,486.00

the low proposal from Harrison Conference Center is recommended; and the conference is planned for June 17-19, 1998.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in the amount of \$12,093.00 to Harrison Conference Center, Lake Bluff, Illinois, for the Executive Development Program conference.

FINANCIAL

\$12,093.00 -- Educational Fund

Respectfully submitted:

Wayne D. Watson
Chancellor

June 4, 1998