

22357

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

PROFESSIONAL DEVELOPMENT CONFERENCE
INTERGOVERNMENTAL EXECUTIVE DEVELOPMENT PROGRAM
WASHINGTON COLLEGE

THE CHANCELLOR

REPORTS

that the Intergovernmental Executive Development Program at Harold Washington College, in cooperation with the City Department of Personnel, sponsors professional development conferences twice each year [January and June], as a required component of the Program; and

that 26 students and 2 faculty members will be attending the January 10 – 12, 2001 conference as part of the Program requirements; and that the Program is a nine-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 Center	Total Estimated Cost
Harrison Conference Center Lake Bluff, IL	<u>\$10,764.00</u>
Clock Tower Resort Rockford, IL	\$10,862.80
The Palmer House Chicago, IL	\$20,080.80

that the low proposal from the Harrison Conference Center is recommended; the facility is highly conducive to the atmosphere necessary for the Program standards, and use of this facility is enthusiastically supported by the Department of Personnel, City of Chicago.

THE CHANCELLOR

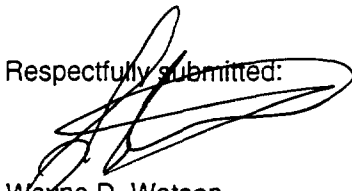
RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in the estimated total amount of \$10,764.00 to Harrison Conference Center, Lake Bluff, Illinois, for the January 10-12, 2001 Executive Development Program conference.

FINANCIAL

\$10,764.00 -- Educational Fund

Respectfully submitted:

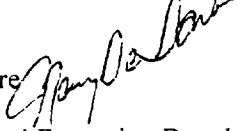

Wayne D. Watson
Chancellor

December 7, 2000

Nancy C. DeSombre
President

MEMORANDUM

To: Kevin Fair

From: Nancy DeSombre 

Subject: Intergovernmental Executive Development Program

Date: November 14, 2000

This memorandum is in reference to the purchase requisition to cover the costs associated with the two day retreat at the Harrison Conference Center for the Intergovernmental Executive Development Program. The retreat is scheduled for January 10, 11 and 12, 2001.

The Inter-governmental Executive Development Program (IEDP) is a nine credit hour class for mid and upper level management staff from City of Chicago government, Cook County government, and other local taxing bodies. The Program provides leadership and management principles and knowledge for the 21st century. The Program is co-sponsored by the Mayor's Office, the Department of Personnel and the City Colleges of Chicago. Training content changes to reflect current thinking and governmental priorities. The current topic list includes managing change, time management, organizational behavior, information technology and dealing with problem employees. A copy of the Spring 2001 Agenda is attached with this package.

For nearly thirty years, the IEDP has included a two day residential component as part of the program. Two programs are offered each year-October and April start dates-for approximately 26 students. A full time CCC-HWC faculty member teaches the course along with two part time staff members from the City of Chicago Department of Personnel.

This semester will be the sixth semester that the retreat has been held at the Harrison Conference Center. This site has been review and is enthusiastically supported by representatives of the Department of Personnel, Harold Washington College, and those Program alumni who have had the opportunity to attend the retreat at the Harrison Center. The Harrison Center includes many benefits and intangibles which are difficult to quantify. See attached letter of support from Commissioner Glen Carr, City of Chicago Department of Personnel.

The contract with the Harrison Conference Center is an all-inclusive one. The contract includes the cost of the sleeping rooms, three meals per day beginning with lunch and dinner on the day of arrival, morning and afternoon power snack breaks, meeting and break-out room usage, audio-visual equipment, and full use of all recreational facilities. Transportation is not included; the retreat is not covered by a grant

Bid/quotes: one attached

