

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 26 students and 2 faculty members are attending a two-day Executive Development Conference on December 10-12, 2003 and June 2-4, 2004 as part of the Intergovernmental Executive Development Program co-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 two-day conference with the following results:

| CONFERENCE SITE | TOTAL COST |
|--|-------------------------------|
| Harrison Conference Center Lake Bluff, IL | \$11,708.00 per conference |
| Q Center (formerly) Andersen Center for Professional Education St. Charles, IL | \$12,200.00 per conference |
| Indian Lakes Resort Bloomington, IL | \$13,394.00 per conference |

that the low proposal from Harrison Conference Center was accepted.

THE CHANCELLOR

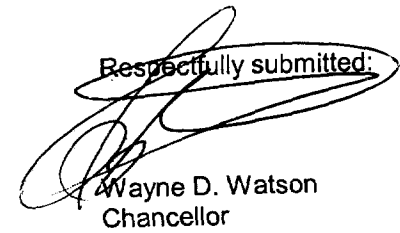
RECOMMENDS

that the Board of Trustees approves the issuance of purchase orders in the total estimated amount of \$23,416.00 to Harrison Conference Center, Lake Bluff, Illinois, in payment for the Executive Development Program Conference to be held on December 10-12, 2003 and June 2-4, 2004.

FINANCIAL



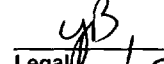
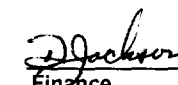
\$23,416.00 - Educational Fund - ~~HW40500~~
2040500

Respectfully submitted:



Wayne D. Watson
Chancellor

DISTRICT OFFICE & COLLEGE PRESIDENT SIGNATURE FOR
BOARD REPORTS:

| | | | |
|--|---|--|---|
|  Purchasing Date <u>10-28-03</u> |  Treasurer. |  Legal Date <u>10/28/03</u> | Board Office |
| College President Date _____ | | | |
| Admin. Svcs. Date _____ | Academic Aff. | HR |  Finance Date <u>28-Oct-03</u> |
| Marketing Date _____ | WYCC Date _____ | | |

November 6, 2003

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| CONFERENCE SITE | TOTAL COST |
|--|----------------------------|
| Harrison Conference Center Lake Bluff, IL 60044 | \$11,708 per conference |
| Q Center (formerly) Andersen Center for Professional Education St. Charles, IL 60174 | \$12,200 per conference |
| Indian Lakes Resort Bloomington, IL 60108 | \$13,394 per conference |

that the low proposal from Harrison Conference Center was accepted.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of purchase orders in the total estimated amount of \$23,416.00 to Harrison Conference Center, Lake Bluff, Illinois, in payment for the Executive Development Program Conference to be held on December 10-12, 2003 and June 2-4, 2004.

FINANCIAL

\$23,416.00 - Educational Fund - HW40500

Nancy C. DeSombre
President

Respectfully submitted:

Wayne D. Watson
Chancellor

October 8, 2003

OKWB
10/13/03

October 8, 2003

MEMORANDUM

To: Regina Hawkins, CCC Board of Trustees Assistant Secretary
From: Denise Wilkin 
Re: November Board Meeting Agenda Item

I request you add this to the agenda for the November CCC Board of Trustees Meeting. It has President DeSombre's approval. Can you please send me an e-mail at dwilkin@ccc.edu when you receive this? It is critical it make that agenda.

Thanks for your assistance.

