

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

**Salzburg Faculty Seminar**  
**Salzburg Undergraduate Seminar**  
**Study Abroad Program: Salamanca, Spain**

**THE CHANCELLOR**

**REPORTS**

that the City Colleges of Chicago is continuing its participation in the Salzburg Seminar International Study Program for Undergraduate Students and Faculty and administrators specifically designed to provide an intensive international experience leading to a perspective obtained outside the United States on what it is to be a global citizen in the 21<sup>st</sup> century; and

that it requested the Board approve the travel expenditures for the trips which includes the program and travel expenditures; and

that the City Colleges of Chicago has selected eleven (11) students to participate in the seminar beginning May 29, 2008 through June 8, 2008 to be accompanied by one (1) faculty member, one (1) administrator, and one (1) Trustee; and

that lodging and program expenditures will cost for 11 students at \$1,500 each is **\$16,500** and for 1 faculty, 1 administrator, and 1 Trustee at \$875 is **\$2,625**, which includes room and board for all bringing the total to **\$19,125** for the **student seminar program**; and

that the City Colleges of Chicago has selected ten (10) faculty members and two (2) administrators to participate in the seminar beginning June 29, 2008 through July 9, 2008; and that lodging and program expenditures will cost for the 12 **faculty and administrators** at \$2000 each with a total not to exceed **\$24,000**; and

that the City Colleges of Chicago is initiating a Study Program for Students specifically designed to provide an immersion in Spanish language and culture for a month at the Universidad de Salamanca in Salamanca, Spain; and

that travel expenditures approval is also requested for the Study Abroad Program in Salamanca Program; and

that the City Colleges of Chicago has selected eleven (11) student members and two (2) administrators to participate in the seminar beginning June 30, 2008 through July 31, 2008; that lodging and program expenditures for the seminar shall not exceed \$35,000 at a cost of \$2,080.97 per student + \$2383.05 per faculty; total amount takes into account the possible fluctuation in currency conversion), which includes all program costs, lodging, and airport service for 11 students and two faculty chaperones; and

that the vendor selected to arrange the travel accommodations for the Salzburg Seminar for Faculty, the Salzburg Seminar for Undergraduate, and the Salamanca Seminar, is Expertise Travel Services International, 10400 W Higgins Road, Suite 102, Rosemont IL 60018; and that the lodging accommodations will be provided through the Salzburg Seminars International Study Program which includes the tuition, meals, and accommodations at Schloss Leopoldskron and through the University of Salamanca for the Salamanca Study abroad program which also includes the tuition, meals and accommodations;

that this travel agency was competitively bid for in FY2008;

that the previous participation of the City Colleges of Chicago in the Salzburg Seminars for Faculty and Undergraduate Students and the Salamanca Program have produced an increased awareness regarding global citizenship; and

that the participation of the City Colleges of Chicago in the Salzburg Seminars for Faculty and Undergraduate Students and the Salamanca Program will further assist in providing impetus for the globalization of the curriculum

that the Office of M/WBE Contract Compliance has reviewed the above referenced study abroad program and has determined that Expertise Travel Services is in compliance with the Board approved Participation Plan.

#### **THE CHANCELLOR**

**RECOMMENDS** that the Board of Trustees approve the participation of City Colleges of Chicago in the Salzburg Faculty Seminar, Salzburg Undergraduate Seminar, and Salamanca Program in order to benefit from an outstanding international and multi-cultural enrichment experience in Salzburg, Austria and Salamanca, Spain, respectively, and approves the issuance of purchase orders for the travel and lodging expenditures for the participants of the Salzburg Undergraduate Seminar beginning May 29, 2008 through June 8, 2008 in an amount not to exceed \$40,125 (\$1,500 per student + \$875 per chaperone + \$1,500 estimated travel expenses per student and faculty/administrator/Trustee);

and approves the issuance of purchase orders for the travel and lodging expenditures for the participants of the Salzburg Faculty Seminar beginning June 29, 2008 through July 9, 2008 in an amount not to exceed \$42,000 (\$2000 per faculty + \$1500 estimated travel expenses per faculty);

and approves the issuance of purchase orders for the travel and lodging expenditures for the participants of the Salamanca Program beginning June 30, 2008 through July 31, 2008 in an amount not to exceed \$54,500 (\$2,080.97 per student + \$2,383.05 per faculty + \$1,500 estimated travel expenses per student and faculty);

and approves the issuance of purchase orders for contingencies in an amount not to exceed \$8,500; that the travel expenditures will be paid out of FY 2008 budget and that the program costs will be paid out of the FY 2009 budget.

**FINANCIAL** FY2008—Travel

Not to exceed \$21,000 for Salzburg Undergraduate Seminar—Education Fund 00003 various departments 10001 00000 0000000 553300

Not to exceed \$18,000 for Salzburg Faculty Seminar—Education Fund 00003 various departments 00029 00000 0000000 553100

Not to exceed \$19,500 for Salamanca Program—Education Fund 00003 various departments 10001 00000 0000000 553300

FY2009—Program costs

Not to exceed \$19,125 for Salzburg Undergraduate Seminar—Education Fund 00003 various departments 10001 00000 0000000 553300

Not to exceed \$24,000 for Salzburg Faculty Seminar—Education Fund 00003 various departments 00029 00000 0000000 553100

Not to exceed \$35,000 for Salamanca Program—Education Fund 00003 various departments 10001 00000 0000000 553300

April 3, 2008 – Academic Affairs