

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

Salzburg Undergraduate Seminar

Salzburg Faculty 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, Faculty and Administrators which is specifically designed to provide an intensive international experience on what it is to be a responsible global citizen in the 21st century. In addition, City Colleges of Chicago is initiating a study abroad program at Universidad de Salamanca in Salamanca, Spain which is specifically designed to provide a cultural and language experience for the student ; and

requests the Board approve expenditures for the trips which include the program costs and associated travel expenses; and

Salzburg Undergraduate Student Seminar

that the City Colleges of Chicago has selected ten (10) students to participate in the seminar from May 27, 2009 through June 7, 2009. These students will be accompanied by one (1) faculty member and one (1) administrator; and

that lodging, meals and program expenditures will not exceed a cost of **\$18,800** in total. This amount is broken down into **\$1,680** each for the 10 students and **\$1,000** each for 1 faculty and 1 administrator; and

that shuttle transportation from the Munich Airport to Schloss Leopoldskron, Salzburg, Austria, the program site, and back will not exceed **\$1,000**; and

that airfare is anticipated at an amount not to exceed **\$18,000** (\$1,500 per person); and

that there is an additional cost for lodging prior to and after the seminar (3 nights total) that will not exceed **\$5,400** (\$450 per person for 3 nights); and

Salzburg Faculty Seminar

that the City Colleges of Chicago has selected eleven (11) faculty members and one (1) administrator to participate in the seminar from June 29, 2009 through July 11, 2009; and

that lodging, meals and program expenditures will not exceed a cost of **\$26,880** in total. This amount is broken down into \$2,240 each for the 11 faculty members and 1 administrator; and

that shuttle transportation from the Munich Airport to Schloss Leopoldskron, Salzburg, Austria, the program site, and back will not exceed **\$1,000**; and

that airfare is anticipated at an amount not to exceed **\$20,400** (\$1,700 per person); and

that there is an additional cost for lodging prior to and after the seminar (3 nights total) that will not exceed **\$5,400** (\$450 per person for 3 nights); and

Salamanca Study Abroad Program

that the City Colleges of Chicago is initiating a Study Abroad 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 expenditure approval is also requested for the Salamanca Study Abroad Program; and

that the City Colleges of Chicago has selected fourteen (14) students to participate in the seminar from July 4, 2009 through August 2, These students will be accompanied by one (1) faculty member; and

that lodging, meals, and program expenditures will not exceed a cost of **\$32,915** in total. This amount is broken down into **\$2,175** each for the 14 students and **\$2,465** for 1 faculty member; and

that shuttle transportation from the Madrid airport to Universidad de Salamanca in Salamanca, Spain, the program site, and back will not exceed **\$1,740**; and

that airfare is anticipated at an amount not to exceed **\$19,500** (\$1,300 per person); and

that there is an additional cost for lodging prior to and after the seminar (3 nights total) that will not exceed **\$6,750** (\$450 per person for 3 nights); and

that a contingency fund for emergency needs and unexpected expenditures be established in an amount not to exceed \$5,000 for all three programs/seminars is requested: and

that the total amount for all programs takes into account the possible fluctuation in currency conversion; and

that the vendor selected to arrange travel accommodations for the Salzburg Undergraduate Student Seminar, the Salzburg Faculty Seminar, and the Salamanca Study Abroad Program, is Expertise Travel Services International located at 10400 W Higgins Road, Suite 102, Rosemont IL 60018; this travel agency was selected after a competitive bid in FY2008; and

that accommodations will be provided through Salzburg Seminars International Study Program for the Salzburg seminars and through University de Salamanca for the Salamanca Study abroad program. Accommodations for all three programs/seminars include tuition, meals, and lodging; and

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 responsible 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; and

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

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the participation of City Colleges of Chicago in the Salzburg Undergraduate Student Seminar, the Salzburg Faculty Seminar, and the Salamanca Study Abroad Program, in order to benefit from an outstanding international and multi-cultural enrichment experience in Salzburg, Austria and Salamanca, Spain, respectively; and

that Board of Trustees authorizes approval of purchase orders for program, travel and lodging expenditures in the amounts not to exceed \$43,200 for the Salzburg Undergraduate Student Seminar, \$53,680 for the Salzburg Faculty Seminar and \$60,905 for the Salamanca Study Abroad Program; and

that the vendors who will receive payment for services rendered are:

- Expertise Travel Services International
- Cursos Internacionales de la Universidad de Salamanca
- Salzburg Study in American Studies, Inc., and

that Board of Trustees authorizes approval for the issuance of purchase orders from the contingency fund for emergency needs and unexpected expenditures in an amount not to exceed \$5,000 total for all three programs/seminars

FINANCIAL

FY2009—Travel

Not to exceed \$24,400 for Salzburg Undergraduate Seminar—Education Fund 00003 various departments 10001 00000 0000000 550000

Not to exceed \$25,800 for Salzburg Faculty Seminar—Education Fund 00003 various departments 00029 00000 0000000 5500 00

Not to exceed \$26,250 for Salamanca Program—Education Fund 00003 various departments 10001 00000 0000000 550000

FY2009—Program costs

Not to exceed \$18,800 for Salzburg Undergraduate Seminar—Education Fund 00003 various departments 10001 00000 0000000 550000

FY 2009 - Contingency Fund

Not to exceed \$5,000 - Education Fund 00003 various departments 10001 00000 0000000 550000

FY2010—Travel

Not to exceed \$1,000 for Salzburg Faculty Seminar (shuttle) —Education Fund
00003 various departments 00029 00000 0000000 550000

Not to exceed \$1,740 for Salamanca Program (shuttle) — Education Fund
00003 various departments 00029 00000 0000000 550000

FY2010—Program Costs

Not to exceed \$26,880 for Salzburg Faculty Seminar—Education Fund 00003
various departments 00029 00000 0000000 550000

Not to exceed \$32,915 for Salamanca Program—Education Fund 00003
various departments 10001 00000 0000000 550000

FY 2010 Contigency Fund

Not to exceed \$5,000 - Education Fund 00003 various departments 10001
00000 0000000 550000

March 5, 2009 – Academic Affairs-District Office