

**30472**

**ADOPTED – BOARD OF TRUSTEES COMMUNITY  
COLLEGE DISTRICT NO. 508  
July 14, 2010**

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

**CONTINUING EDUCATION, IT OFFER PROFESSIONAL DEVELOPMENT  
TRUMAN COLLEGE**

**THE CHANCELLOR**

**REPORTS** that Continuing Education is offering faculty and staff free professional development workshops this summer, including those on future planning, dance and exercise, engaging students with a variety of media, form design, CPR, and Spanish; and

that Information Technology is offering a series of free workshops for faculty and staff on how to use Microsoft Excel, understanding terms, using various data formats, creating simple chart, using simple mathematical formulas in cells, and printing a spreadsheet.

Respectfully submitted,

Cheryl L. Hyman  
Chancellor

July 14, 2010