

29975
ADOPTED - BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
JANUARY 7, 2010

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

Salzburg Undergraduate Student Seminar

THE CHANCELLOR

REPORTS

that the City Colleges of Chicago will continue its participation in the Salzburg International Study Program for Undergraduate Students. The Seminar is specifically designed to provide an intensive, international experience for selected participants in responsible global citizenry for the 21st Century; and

requests the Board approve expenditures for the trip which includes the program costs and associated travel expenses; and

Salzburg Undergraduate Student Seminar

that the City Colleges of Chicago has selected seventeen (17) students to participate in the seminar from May 19, 2010 to May 26, 2010. These students will be accompanied by two (2) faculty members and one (1) administrator; and

that lodging, meals, and program expenditures will not exceed a cost of **\$31,560** in total. This amount is broken down into **\$1,680** each for the 17 students and **\$1,000** each for 2 faculty members and 1 administrator; and

that taxi transportation from the Salzburg Airport to Schloss Leopoldskron, Salzburg, Austria, the program site, and back at four persons per taxi, will not exceed **\$250**; and

that airfare is anticipated at an amount not to exceed **\$30,000** (\$1,500 per person); and

that a contingency fund for emergency needs and unplanned expenditures be established in an amount not to exceed **\$5,000** total for the Seminar is requested; and

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

that the vendor selected to arrange travel accommodations for the Salzburg Undergraduate Student Seminar 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 Undergraduate Student Seminar. Accommodations for the Seminar include tuition, meals, and lodging; and

that the previous participation of the City Colleges of Chicago in the Salzburg Seminar for Undergraduate Students has produced an increased awareness regarding responsible global citizenship; and

that the participation of the City Colleges of Chicago in the Salzburg Seminar for Undergraduate Students 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 program 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 in order to benefit from an outstanding international and multi-cultural enrichment experience in Salzburg, Austria; and

that Board of Trustees authorizes approval of purchase orders for program, travel, lodging, taxi, and airfare expenditures in the amounts not to exceed **\$61,810** for the Salzburg Undergraduate Student Seminar; and

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

- Expertise Travel Services International
- 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 the Salzburg Undergraduate Student Seminar.

FINANCIAL

FY2010 — Travel

Not to exceed **\$30,000** for Salzburg Undergraduate Seminar — Education Fund 00003 various departments 10001 00000 0000000 550000

FY2010—Travel

Not to exceed **\$250** for Salzburg Undergraduate Student Seminar (taxi) — Education Fund 00003 various departments 00029 00000 0000000 550000

FY2010—Program Costs

Not to exceed **\$31,560** for Salzburg Undergraduate Seminar —
Education Fund 00003 various departments 00029 00000 0000000
550000

FY 2010 Contingency Fund

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

Respectfully Submitted,

Deidra J. Lewis
Interim Chancellor

January 7, 2010 – Academic Affairs-District Office