



# STATE OF CONNECTICUT

See Volume V

## BOARD OF TRUSTEES FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050  
 TEL. NEW BRITAIN: 203-~~229-1607~~ 827-7700 TEL. HARTFORD: 203-566-7373

### RESOLUTION concerning

### COURSE-FEE WAIVERS FOR DEPENDENTS OF CLASSIFIED STATE COLLEGE EMPLOYEES

January 6, 1978

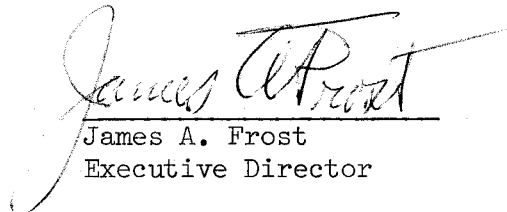
- WHEREAS, Sections 10-113, 115, and 116 of the Connecticut Statutes grant authority to the Board of Trustees for the State Colleges to operate summer sessions and an educational extension program through the Educational Extension Fund and to fix fees for such purposes, and
- WHEREAS, Until the implementation of the Collective Bargaining Agreement between the State of Connecticut and C.S.E.A. on July 1, 1977, the Connecticut State Colleges afforded waivers to dependents of classified State College employees for extension and summer session courses on a space-available basis, and
- WHEREAS, Course-fee waivers were continued for unclassified employees and their dependents by provisions in the Collective Bargaining Agreements between the Board of Trustees and A.A.U.P. and A.F.S.C.M.E., and
- WHEREAS, An agreement has been reached between the Board of Trustees, the State, and the Unions (CSEA/CEUI) to provide under the Master Contract (XVIII, 8) a course-fee waiver for the classified personnel employed on the Connecticut State Colleges, and
- WHEREAS, It has been a nationwide pattern to recognize the value and importance of encouraging college and university employees and their dependents to upgrade their education and professional competence through the offering of tuition-free courses at the institution of their employment; now, therefore, be it
- RESOLVED, That eligible dependents of eligible classified personnel of the Connecticut State Colleges may take extension and summer session courses without course-fee charges at any College within the system on the following basis:

1. That eligibility as a dependent is restricted to spouse and children supported by and living in the home of a full time, permanent employee of the four State Colleges.
2. That space is available within the class size limit for the course or section after the regular enrollment period has been completed.
3. That each dependent enroll for no more than 7 credits in any one semester or 4 credits in any summer session.

RESOLVED, That this course-fee waiver shall be effective beginning with enrollment in the Spring semester of 1978 and ending with enrollment in the Spring semester of 1979, and

RESOLVED, That the Board of Trustees, consistent with its statutory authority, shall retain exclusive control over this benefit in any extension of it beyond the termination date (May 31, 1979) or in withdrawing it prior to that date if the Board so determines.

A Certified True Copy:

  
James A. Frost  
Executive Director

Tuition, State College and/or Extension Course Fee Waiver for Conn. State College Employees

PART A (Applicant)

Employee Name \_\_\_\_\_

Name of Student \_\_\_\_\_

Employee Title \_\_\_\_\_

Student S.S.# \_\_\_\_\_

S.S. # \_\_\_\_\_

Campus to be Attended

Address \_\_\_\_\_

( ) C ( ) E ( ) S ( ) W

Campus of Employment  
( ) C ( ) E ( ) S ( ) W

Student is full-time ( ) Part-time ( )  
day college ( ) extension ( )

Union Membership  
( ) AAUP ( ) AFSCME ( ) CEUI ( ) CSEA

Semester Requested 19\_\_\_\_  
Fall ( )  
Spring ( )  
Summer ( ) Credits \_\_\_\_\_

Relation of Student to employee  
( ) self ( ) dependent ( ) other (explain)

I certify that the above statements are true and that I am eligible for this benefit in accordance with provisions of the AAUP-BOT or AFSCME-BOT contracts, or BOT Resolution Nos. 77-56, 77-57, 77-65 and

\_\_\_\_\_  
(Employee signature)

\_\_\_\_\_  
(Date)

\*\*\*\*\*

PART B (Campus of Employment)

( ) Employee is eligible for benefit and certified as ( ) classified ( ) unclassified  
Application is approved and forwarded to campus of attendance.

( ) Application is rejected and returned to employee.  
Reason for rejection.

\_\_\_\_\_  
(Personnel Officer)

\_\_\_\_\_  
(Date)

\*\*\*\*\*

PART C (Campus of Attendance)

( ) Application is approved on a space available basis: ( ) Tuition & State College Fee  
( ) Extension Course Fee Amount \_\_\_\_\_

Application is Rejected \_\_\_\_\_ Reason

\_\_\_\_\_  
Registrar or Director of Extension

\_\_\_\_\_  
(Date)

## INSTRUCTIONS FOR TUITION WAIVER FORM FOR COLLEGE EMPLOYEES

Employee completes part A of the attached form in triplicate before the desired enrollment period (Forms available at Personnel Office).

2. Employee presents three copies of the form to the Personnel Officer at the Campus of employment for verification of eligibility and certification of employee as classified or unclassified in completion of part B.
3. Upon completion, Personnel Officer will forward two (2) copies of the form to the Registrar at the College to be attended. One form will be retained by the Personnel Officer.
4. Registrar at College to be attended approves appropriate Waiver benefit as follows:
  - a. unclassified: Tuition and State College fee if full-time day student; course fee if evening or summer extension student.
  - b. classified: Extension course fees not to exceed 2 courses (7 credits) per semester during academic year and 1 course (4 credits) per summer session.

Registrar then completes part C and sends one copy to the cashier to process appropriate fee adjustment or reimbursement.

If eligible and fees have been paid by the employee, refund will be processed in accordance with standard regulations. If eligible and fees have not been paid, an adjustment of the fee will take place.

### Definitions applicable to waiver stipulations:

1. Space available: those class stations available after the regular enrollment period has been completed.
2. Eligible dependent: dependent children and spouse supported by and living in the home of a full-time permanent employee of the four state colleges.

11/8/77

MEMORANDUM OF AGREEMENT

WHEREAS, Grievances have been filed pursuant to the Master Contract (Article XVIII, Section 8) by members of the bargaining unit employed on the Connecticut State College Campuses, and

WHEREAS, Under the Master Contract (Article XVIII, Section 8), Connecticut State Employees are eligible for tuition reimbursement for job related educational programs, and

WHEREAS, Many persons employed by the State Colleges have demonstrated interest in and the need for educational programs not necessarily nor explicitly job related as evidenced by those who yearly have enrolled in local college Educational Extension courses on a space available, course fee waived basis, and

WHEREAS, Those responsible for administering the Master Contract, through the Labor Management Committee, and those responsible for administering the Educational Extension Programs in the Connecticut State Colleges, through the Board of Trustees, concur in the arrangement by which to meet this demonstrated educational interest of classified state personnel employed at the Connecticut State Colleges and do therefore agree to the following:

1. The Connecticut State Colleges, for an amount each semester, as stipulated below, shall enroll on a space available basis all and only permanent full-time Connecticut State College classified employees requesting such enrollment for a maximum of one course (limit of 4 credits) in Summer Session, and for two courses (limit of 7 credits) in each

semester through the local campus Educational Extension Program.

2. Registration for such courses shall be processed directly on the respective campuses without regard to job relatedness using forms appropriate to the Connecticut State Colleges as a system.
3. Negotiations on the possible extension of this specific educational benefit arrangement beyond June 30, 1979 shall not occur without full participation of the appropriate representative of the Board of Trustees in such negotiations and final consent of the Board for any proposed extension.
4. This educational benefit arrangement shall not be considered for use by other State personnel who are not employed by the Connecticut State Colleges without full participation of the appropriate representative of the Board of Trustees in such considerations and final consent of the Board for any proposed arrangement.
5. The amount, for covering the State's reimbursement of 1/2 of the course-fee costs, to be paid to the Connecticut State College Board of Trustees for internal distribution to the Educational Extension Fund Account shall be \$12,500 per semester, and \$5,250 per Summer Session, such amounts receivable at the end of the first week of each semester or Summer Session.
6. This Memorandum of Agreement is in full settlement of any and all grievances and claims of the Connecticut State Employees Association, the Connecticut Employees Union Independent, and their members and members of the bargaining unit represented

by them, whether such grievances and claims arose under the terms of the Master Contract or prior or subsequent thereto relative to the entitlement to tuition waiver and/or reimbursement for courses taken at the Connecticut State Colleges.

Sandra Bristol 12/11/77

\_\_\_\_\_  
(for the State of Connecticut)

Date: \_\_\_\_\_

James A. Pratt  
(For the Board of Trustees)

Date: 11/8/77

John W. Thompson  
(For CSEA)

Date: 12/2/77

Salvatore J. Lerner  
(For CEUI)

Date: \_\_\_\_\_

**RECEIVED**

**DEC 14 1977**

**BOARD OF TRUSTEES  
FOR THE STATE COLLEGES**





# STATE OF CONNECTICUT

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### FOR THE STATE COLLEGES

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#### ADDENDUM TO MEMORANDUM OF AGREEMENT

March 10, 1978

WHEREAS, Certain classified state personnel employed at the Connecticut State Colleges under terms of the Protective Services Contract desire the course fee waiver provisions of this Agreement but were not referenced therein, and

WHEREAS, All parties to the Agreement concur in the desire to extend to such personnel the course fee waiver privilege under the identical terms and stipulations incorporated within the Agreement. Therefore, be it

RESOLVED, That classified state personnel employed at the Connecticut State Colleges under terms of the Protective Services Contract shall be covered by this Agreement in all of its particulars.

James T. Frost  
(For the Board of Trustees)

Date: March 13, 1978

Sandra Biloo  
(For the State of Connecticut)

Date: 4/25/1978

John W. Thompson  
(For CSEA)

Date: April 19, 1978