



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

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

See 81-14
see 85-67

RESOLUTION

concerning

ESTABLISHMENT OF A COMPREHENSIVE COOPERATIVE EDUCATION FEE
at
CENTRAL CONNECTICUT STATE COLLEGE

July 18, 1980

WHEREAS, Central Connecticut State College has for several years offered a Cooperative Education Plan in which students alternate periods of full-time work and full-time study in approved degree programs, and

WHEREAS, Central Connecticut State College has developed a proposal to expand cooperative education opportunities by the establishment of a Comprehensive Cooperative Education Plan which increases the number of work periods required and strengthens the supportive services which enhance the educational value of the work experience, and

WHEREAS, It is necessary, in order to implement the Comprehensive Cooperative Education Plan without significant increases in State support, to impose a student fee in addition to all existing tuition and fees to defray the cost of supportive services, therefore, be it

RESOLVED, That, effective January 1, 1981, subject to approval of the Board of Higher Education, the Trustees authorize Central Connecticut State College to charge a Comprehensive Cooperative Education Fee of \$175 per semester for a maximum of eight semesters to students who select the Comprehensive Cooperative Education Plan, and be it further

RESOLVED, That the College President shall cause the proceeds of the fee to be used exclusively for the support of the Comprehensive Cooperative Education Plan.

A Certified True Copy:

James A. Frost
Executive Director

Rescinded by
85-67



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

RESOLUTION

Concerning

REFUND POLICY FOR COMPREHENSIVE COOPERATIVE EDUCATION FEE

at

CENTRAL CONNECTICUT STATE COLLEGE

January 9, 1981

WHEREAS, The Board of Trustees for Connecticut State Colleges, by Resolution #80-95, dated July 18, 1980, established a fee of \$175 per semester to be charged to students who select the Comprehensive Cooperative Education Plan at Central Connecticut State College, and

WHEREAS, No policy has been established concerning refunds of such fees, be it

RESOLVED, That upon completion of formal application for withdrawal from the program, students registered in the Comprehensive Cooperative Education Plan at Central Connecticut State College shall be entitled to refunds of the Comprehensive Cooperative Education Fee as follows:

During work periods

- 100% of fee prior to the first day of the work period;
- 80% of fee prior to the third week of the work period;
- 50% of fee after the second week and prior to the eighth week of the work period;
- No refunds after the seventh week of the work period.

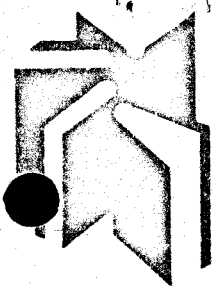
During study periods

Refund policy shall be as provided for tuition and fees by Board Resolution #79-148.

A Certified True Copy:

James A. Frost

 James A. Frost
 Executive Director



THE
CONNECTICUT
STATE
COLLEGES

FOUNDED 1849

Executive Officer for
Academic and Student Affairs

P.O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

Telephone : (203) 827-7700

September 11, 1980

Mr. Mark Sullivan, Director
Office of Budget & Fiscal Analysis
Board of Higher Education
61 Woodland Street
Hartford, CT 06105

Dear Mark:

Enclosed is a request for approval of a Comprehensive Cooperative
Education Fee at Central Connecticut State College, effective January 1,
1981.

The proposed fee supports a program which will be strictly elective
for students.

We have attempted to follow the request format specified in your memo
to Chief Fiscal Officers, dated November 8, 1979.

Please let me know if you have further questions. I'm acting on this
for Toni Bascetta while she's on vacation. Thanks for your help.

Sincerely,

Thomas A. Porter
Executive Officer for Academic
and Student Affairs

jf
Enc.

cc: ✓ Dr. Frost
Miss Bascetta

bc: Dr. James
Mr. Pikiell

COMPREHENSIVE COOPERATIVE EDUCATION
PLAN - FIVE YEAR PROGRAM

I. Introduction

Central Connecticut State College has developed a Comprehensive Cooperative Education Plan to improve student professional development and employability and to provide substantial financial support to meet education and living expenses. To ensure this Plan places no additional burden on the State, Central Connecticut State College seeks approval to charge a Cooperative Education fee of \$175 per semester for a maximum of eight semesters to students who elect to enroll in the Comprehensive Cooperative Education Plan.

Central's current Cooperative Education Program is restricted to juniors and seniors who, at no extra cost, may earn up to six (or twelve) academic credits for one (or two) related work experiences. This program has served about fifty students per semester since its inception six years ago and has not expanded largely because of its relatively high cost-per-student ratio.

The proposed Comprehensive Cooperative Education Plan is a five-year program. Work experiences will be available to students as early as the summer after the freshman year. No academic credit will be awarded for the work experience. The income generated by the requested fee will support sufficient staff (in non-tenured type positions) to develop and supervise a significantly larger number of job placements than in the current CO-OP program.

Following freshman year, the Comprehensive Plan provides students the opportunity to participate in four, paid, six-month, full-time work experiences to alternate with equivalent periods of full-time classroom learning. Students will complete the full number of hours required for graduation in the college's baccalaureate programs.

They will be required to attend some summer sessions in order to do this in five years.

The primary objectives of this plan are two:

1. To enhance professional development and employability, by
 - *Developing realistic career direction and verification of career choice through experience
 - *Improve marketability by complementing classroom learning with occupational skills and competencies
 - *Improve employability by providing two years of full-time work experience.
2. To provide substantial financial support to meet educational and living expenses, by
 - *Providing four, paid, six-month, full-time work experiences following freshman year.

A. Description of Fee

To defray the cost of the additional services provided by the Comprehensive Cooperative Education Plan without placing an additional financial burden on the State, requires imposition of a Cooperative Education Student Fee of \$175 per semester. This fee will be assessed for a maximum of eight semesters beginning second semester freshman year and including both semesters during the second, third, and fourth years,

and first semester of the fifth year. Because most services will be rendered prior to work placement, the fee will be imposed at least one semester prior to such placement. This fee will be imposed in addition to existing tuition and fees during periods in which the student is attending classes. No tuition or fees other than the Cooperative Education fee will be charged during work experience periods. The fee will be assessed for the first time for Spring semester, 1981.

B. Expenditure Components

Expenditures for this optional program derive almost exclusively from personnel and travel expenses, and primarily from the necessity to support a sufficient Coordinator-to-student ratio. Based upon similar co-operative education programs, such as that at Northeastern University, this ratio is one Coordinator for every 100-125 students in a stable program. However, in the early years of a developing program, this ratio is somewhat less because a significant portion of staff time is required for community outreach (e.g., contact of business and industry) and program development (e.g., special scheduling) activities. The projected budget (see below: I. C. Revenue Components) reflects a gradual increase in the Coordinator/student ratio as the program achieves stability and maturity.

The program is designed to be self-sufficient; that is, fiscally sound, because the number of Coordinators and, therefore, the major expenditures, is contingent upon the

number of program participants. Coordinators will be hired or released based upon such participation which is projected to rise gradually from sixty Special Education majors in 1980-81 to 210 students in 1984-85.

C. Revenue Components

The Comprehensive Cooperative Education Plan is designed to be supported by the proposed fee and by maintaining the current level of general fund support (one full-time faculty on one-half release time). A five year summary of estimated revenue, expenditures, and student participation follows:

COMPREHENSIVE COOPERATIVE EDUCATION PLAN
Estimated Expenses and Income

1980-81

Total Enrolled: 60 (1st year)
Total Paying Fee: 60 x \$175
Total Fees Collected: \$10,500

Program Expenses:

Project Administrator (Half-Time, General Fund)
(60 students, Fall; 30 students, Spring, 1981)

Coordinator (Half-Time beginning Spring, 1981 at
annual salary of \$15,500) (30 students) \$3,875

Secretary (Quarter-Time at annual rate of (\$9,000) 2,250
Fringe at 28.56 1,749
Travel 800
Supplies (and survey of business, industry, and
students) 1,000

TOTAL \$9,674

1981-82

Total Enrolled: 60 (1st year) 45 (2nd) = 105
Total Paying Fee: 60 x \$175 = \$10,500
45 x \$350 = \$15,750
\$26,250

Project Administrator (30 students)	
Coordinator (three quarter-time at annual rate of \$16,740*) (75 students)	\$12,555
Secretary (Half-Time at annual rate of (\$9,720*))	4,860
Fringe at 33%	5,747
Travel	850
Supplies	400
TOTAL	<u>\$24,412</u>

*Salaries reflect projected 8% annual increment

1982-83

Total Enrolled:	60 (1st year) 45 (2nd) 40 (3rd) = 145
Total Paying Fee:	60 x \$175 = \$10,500
	45 x \$350 = \$15,750
	40 x \$350 = \$14,000
Total Fees Collected:	<u>\$40,250</u>

Program Expenses:

Project Administrator (30 students)	
Coordinator (Full-Time at annual rate of \$18,079) (90 students)	\$18,079
Coordinator (Quarter-Time at annual rate of \$16,200) (25 students)	4,050
Secretary (three quarter-time at annual rate of \$10,498)	7,873
Fringe at 33%	9,901
Travel	1,250
Supplies	600
TOTAL	<u>\$41,753</u>

1983-84

Total Enrolled:	60 (1st Year) 45 (2nd) 40 (3rd) 35 (4th) = 180
Total Paying Fee:	60 x \$175 = \$10,500
	45 x \$350 = \$15,750
	40 x \$350 = \$14,000
	35 x \$350 = \$12,250
Total Fees Collected:	<u>\$52,500</u>

Program Expenses:

Project Administrator (30 students)	
Coordinator (Full-Time at annual rate of \$19,525) (100 students)	\$19,525
Coordinator (Half-Time at annual rate of \$17,496) (50 students)	8,748
Secretary (three quarter-time at annual rate of \$11,338)	8,504
Fringe at 33%	12,136
Travel	1,600
Supplies	800
TOTAL	<u>\$51,313</u>

1984-85

Total Enrolled:	60 (1st)	45 (2nd)	40 (3rd)	35 (4th)	30 (5th)	=
	210					
Total Paying Fee:	60 x \$175 =	\$10,500				
	45 x \$350 =	\$15,750				
	40 x \$350 =	\$14,000				
	35 x \$350 =	\$12,250				
	30 x \$175 =	\$ 5,250				
Total Fees Collected:		<u>57,750</u>				

Program Expenses:

Project Administrator (30 students)	
Coordinator (Full-Time at annual rate of \$21,087) (120 students)	\$21,087
Coordinator (Half-Time at annual rate of \$18,896) (60 students)	9,448
Secretary (Full-Time at annual rate of \$12,245)	12,245
Fringe at 33%	14,117
Travel	1,900
Supplies	1,000
TOTAL	<u>\$59,797</u>

II. Board of Trustees Action

A. Description of Recommended New Fee

The State College Board of Trustees has approved a comprehensive Cooperative Education Fee for Central Connecticut State College (See Resolution No. 80-95, dated July 18, 1980, attached) to support an optional, career-related, cooperative education program at that college.

B. Basis of Requested New Fee

The Comprehensive Cooperative Education Program will be a non-credit program. The extra costs of the program should be borne by the students.

C. Students Affected

Only those students who freely choose this program will pay the fee. Earnings derived from Co-Op work periods will help the student pay this and other fees.

D. Proposed Effective Date of Fee

Spring Semester 1981.



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NEW BRITAIN, CONNECTICUT 06050

TEL NEW BRITAIN: 203XXXXXX

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RESOLUTION

concerning

ESTABLISHMENT OF A COMPREHENSIVE COOPERATIVE EDUCATION FEE
at
CENTRAL CONNECTICUT STATE COLLEGE

July 18, 1980

- WHEREAS, Central Connecticut State College has for several years offered a Cooperative Education Plan in which students alternate periods of full-time work and full-time study in approved degree programs, and
- WHEREAS, Central Connecticut State College has developed a proposal to expand cooperative education opportunities by the establishment of a Comprehensive Cooperative Education Plan which increases the number of work periods required and strengthens the supportive services which enhance the educational value of the work experience, and
- WHEREAS, It is necessary, in order to implement the Comprehensive Cooperative Education Plan without significant increases in State support, to impose a student fee in addition to all existing tuition and fees to defray the cost of supportive services, therefore, be it
- RESOLVED, That, effective January 1, 1981, subject to approval of the Board of Higher Education, the Trustees authorize Central Connecticut State College to charge a Comprehensive Cooperative Education Fee of \$175 per semester for a maximum of eight semesters to students who select the Comprehensive Cooperative Education Plan, and be it further
- RESOLVED, That the College President shall cause the proceeds of the fee to be used exclusively for the support of the Comprehensive Cooperative Education Plan.

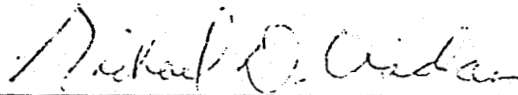
A Certified True Copy:

James A. Frost
Executive Director

RESOLVED that the Board of Higher Education, subject to its responsibilities contained in Section 10-116(a) of the Connecticut General Statutes, Revision of 1958, approve the request of the Board of Trustees for State Colleges to establish, effective with the Spring semester of 1981, a Cooperative Education Fee of \$175 per semester for a maximum of eight semesters per student for students enrolled in the Cooperative Education Program at Central Connecticut State College.

Authorization to execute this fee is given under the following conditions:

- 1) that Central Connecticut State College through the Board of Trustees for State Colleges be required to submit an annual report to the Board of Higher Education, due February 1, 1981 and each February 1 thereafter, on the progress of the Cooperative Education Program including data on enrollments, placements, costs, and revenues.
- 2) that Central Connecticut State College prepare a memorandum of understanding to be executed between the College and student prior to the student's enrollment in the Cooperative Education Program which will clearly and explicitly state the College's policy concerning placement and refunds as well as the student's obligation concerning payment of the Cooperative Education Fee.



Michael D. Usdan, Commissioner
Board of Higher Education