Memorandum to Presidents

Date: August 20, 1981

From: Office of the Associate Chancellor for Community Colleges

Subject: Contract Course Approvals

(1) Effective 9/1/81 contract courses meeting the following criteria as specified in Chapter 113 of Laws of 1981 shall be eligible for state aid:

"Operating costs shall include courses offered for the purpose of providing occupational training or assistance to business for the creation, improvement and retention of job opportunities, through contracts or arrangements between a community college and a business, labor organization, or not-for-profit corporations or organizations, including labor-management committees composed of labor, business, and community leaders organized to promote labor-management relations, productivity, the quality of working life, industrial development, and retention of business in the community."

(2) Cost information for contract courses will be provided in such detail as may be required by the Office of the Vice Chancellor for Finance and Business.

(3) Contract courses requested for state aid under this provision shall have the approval of the Associate Chancellor for Community Colleges or his designee.

(4) Such contract courses shall be made available specifically for the organization contracting for the course and may not be open to the general public.

(5) A request for approval of contract courses which meet the conditions as specified in this Memorandum to Presidents shall contain the following information:

(a) the name of the contracting organization
(b) a general narrative description of the objectives of the course
(c) a statement regarding how this course meets the intent of the contract course law (as outlined in No. 1 above)
(d) estimated FTE's
(e) statement as to whether this course has been previously offered to the contracting organization (and if so, by whom).
(6) A request for approval of such a course shall be sent in duplicate to the Associate Chancellor for Community Colleges or his designee.

(7) Action on the request (approval or denial) shall be made within 30 days of receipt of the request and the campus shall be notified in writing of that decision. (This data shall be retained at the campus to provide auditable evidence for the State Comptroller and to provide data for reports to legislators and/or other involved parties.)

*See sample attached

[Signature]
Cornelius V. Robbins

This memorandum addressed to:

Presidents, Community Colleges

Information copies to:

Presidents, State-operated Campuses
Deans, Statutory Colleges
Dr. Odle
Vice Provost Spencer
X Community College

Request for Approval of Contract Course

a) Contracting Organization -
   Acme Textiles, Inc.

b) Course Description/Objectives -

   To train personnel in quality control procedures in a variety of production processes including but not necessarily limited to dye preparation and application, fabric quality, pattern-cutting, and garment assembly.

c) By increasing the number of personnel trained in quality control procedures, the Acme Company will be able to expand operations at the local plant thereby increasing employment opportunities in this area.

d) 3.5 FTE (est.)

e) Never before offered.