Memorandum to Presidents

Date: August 20, 1984
From: Office for Community Colleges
Subject: Contract Course Approvals
To: Presidents, Community Colleges

(1) The Community College Law has been amended to clarify the intent of the legislation authorizing state financial assistance for contract courses and the purposes for which such courses may be offered. The following amendments were enacted by chapter 762 of the Laws of 1984 (new material underlined; deleted material bracketed):

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 and for the improvement of productivity, through contracts or arrangements between a community college and a business, labor organization, or not-for-profit corporations or other nongovernmental 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 (Education Law, §6304 [1][b][i]).

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

(3) Contract courses requested for state aid under this provision shall have the approval of the Deputy to the 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 be submitted in the manner prescribed by the Deputy to the Chancellor for Community Colleges or his designee and shall contain as a minimum 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 amended contract course law (as outlined in No. (1) above)
(d) estimated FTEs
(e) estimated headcount
(f) statement as to whether this course has been previously offered to the contracting organization.

(6) A request for approval of such a course shall be sent to the Deputy to the 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. (Approvals 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.)

A sample request form is attached for your reference and use.

Cornelius V. Robbins
Deputy to the Chancellor for Community Colleges

Copies for information sent to:

Presidents, State-operated Campuses
Deans, Statutory Colleges
President Coll
Vice Provost Spencer
Vice President Posman
State University of New York  
Request for Approval of Contract Course  
_________________________ Community College  
Academic Year 19____-19____  

a) Contracting Organization:  

b) Course Title / Description / Objectives:  


c) How Course Meets Intent of Law:  


d) Instructional Cost (Salaries and Fringe Benefits):  

   $______  


e) Major Purpose (Check one):  

   ____ New Jobs  
   ____ Retention of Current Jobs  
   ____ Increased Productivity
f) Type of Organization:

   ___ Private Business
   ___ Labor Organization
   ___ Professional/Trade Association
   ___ Not-for-Profit Corporation

g) Size of Organization:

   ___ 1 - 15 Employees
   ___ 16 - 50 Employees
   ___ Over 50 Employees

h) Cost to Contracting Agency (Check all that apply):

   ___ Contract for $ ____________ (Specify)

   In kind contribution of:

   ___ Time off for Employees
   ___ Space
   ___ Equipment
   ___ Other (Specify)

i) FTE (Est):

j) Headcount (Est):

k) Average Cost/FTE of all Courses Offered by your Campus: $ __________________
   (Based on Most Current Annual Report)

l) Previously Offered to this Organization:

   ___ No
   ___ Yes

   If yes, how many times? __________