

March 14, 2009

Memorandum

To: North Carolina Community College Presidents

From: North Carolina Community College Adult Educators' Association

Re: Concerns Related to Proposed Change in Continuing Education Fee Structure

Members of the NCCCAEA board solicited input from their membership to include senior administrators, directors, registrars and front line staff to define the primary concerns related to the proposed change in continuing education fees. The NCCCAEA board and membership acknowledges the need for a change in the fee structure based on overall budget requirements and general value for program areas. While we understand the underlying factors for a proposed fee increase, there are several areas that we would like to ensure have been addressed prior to implementation.

Continuing Education Business Concerns:

1. Data Entry Rules – The proposed rate structure is a three tiered system as opposed to our current four tier pay schedule. This consolidation may have an impact on all data forms related to fee schedule within Colleague.
2. Local College Process – The rules associated with the rate schedule are built into each section of a course offered at a college. Colleges that set up base detail information within CRSE and build sections as well as colleges that copy sections will be impacted. Most colleges will be required to manually change CRSE rule information or SECT information on hundreds of courses.
3. Registration and Marketing – Because of the nature of educational programs and the need to provide timely information to student populations, all colleges project their schedules well into the future. Many colleges have moved to rolling registration within continuing education meaning that students are not relegated to narrow windows for registration but rather have opportunities to register for any scheduled class at any time.
 - a. Summer Term – The courses within the summer term begin on May 16, 2009, registration has been in process since February. Because of the structure of continuing education courses, many of these sections will not begin until after July 1, 2009. These courses were built under the existing fee structure and students have registered under those conditions including fee waived students as appropriate.

- b. Fall Term – Most colleges have or are in process of completing their schedules and marketing material for Fall 2009. This material is obviously built around the existing fee structures. By June 2009 most colleges will have begun registering for Fall 2009 courses.

- 4. Tier Structure – Most continuing education offices run a number of short online occupational classes that hit the 24 hour mark. Under the current system the fee for these classes is \$55 and under the proposed system the fee for a 24 hour course would be \$120. This 118% rate increase would significantly impact the viability of these programs. The NCCCAEA and its members would like to suggest a minor revision to the tier structure to alter the range as follows: Classes 1 – 24 hours (\$65), 25 – 50 hours (\$120), and 51 – 100+ (\$175). This minor change in the proposed structure will allow the colleges to successfully continue offering a number of existing courses that our communities have come to rely upon at a more modest increase in registration fees.

The NCCCAEA on behalf of its members would like to suggest that the increase in fee structure not be made effective until January 1, 2010 (Spring Term 2010). This would provide the colleges' sufficient time to test rule changes within Colleague, institute local changes impacting course creation as well as provide timely and appropriate information to students.

In regards to several other proposals within the upcoming budget negotiations, the continuing education offices are concerned about the community impacts of changes to categorical funding for both Compensatory Education students and Community Service programs. While we appreciate the funding issues underlying these fiscal considerations changes in these programs will negatively shift the means in which colleges serve significant populations within their communities.

The NCCCAEA board and membership hope that the severity of the impact from these concerns on CE business requirements is seriously considered. If further information or clarification is required the NCCCAEA board is available to provide specific details.