



Developing a State of Minds

Connecticut State University System

BR#06-70



RESOLUTION

concerning

FEEES FOR THE CONDUCTING  
OF  
SEMINARS, INSTITUTES, AND WORKSHOPS

October 5, 2006

WHEREAS, In January of 1983 the CSU Board of Trustees passed Board Resolution #83-9, which established uniform fees for seminars, institutes and workshops conducted on Connecticut State University campuses for for-profit firms or other non-University related organizations, and

WHEREAS, The Resolution further requires that these types of activities be conducted as part of the university's Educational Extension programs, with all receipts going into and disbursements coming out of the Educational Extension Fund (which was done away with in 1991 with the onset of flexibility), and requires that complete records be kept by seminar, institute, or workshop, and

WHEREAS, With the advent of Banner, each university now has the ability to more accurately price each program, based on its own costs as well as market rates, therefore be it

RESOLVED, That Board Resolution #84-56 is rescinded, and be it further

RESOLVED, That each university shall set its own rates for seminars, institutes and workshops, based on its own costs and in consideration of market rates, and be it further

RESOLVED That each university shall continue to keep complete records of all costs chargeable to each seminar, institute or workshop conducted.

A Certified True Copy:

David G. Carter, Sr.  
Chancellor

**ITEM**

Fees for the Conducting of Seminars, Institutes, and Workshops

**BACKGROUND**

BR #84-56 established uniform fees for seminars, institutes and workshops conducted on Connecticut State University campuses for for-profit firms or other non-University related organizations. This policy was established at a time when the Educational Extension Fund was still in existence, and the fees enumerated in the resolution have not been updated since 1984.

**ANALYSIS**

The existing Board Resolution requires that there be a charge of \$50 per hour for instructional or administrative faculty services required to develop the program, a charge to cover the direct costs of the seminar, institute or workshop (such as speakers, equipment rentals, supplies, etc.), and overhead at a rate of 50% of development and direct costs, with a minimum charge of \$500.00. It further requires that these types of activities be conducted as part of the university's Educational Extension programs, with all receipts going into and disbursements coming out of the Educational Extension Fund (which was done away with in 1991 with the onset of flexibility), and requires that complete records be kept by seminar, institute, or workshop.

Today, seminars, institutes and workshops come in various shapes and sizes, requiring all manner of university resources. With the advent of Banner, each university now has the ability to more accurately price each program, based on its own costs as well as market rates. In addition, it is standard operating practice to track costs per program. It is therefore recommended that rather than setting uniform Systemwide fees for such services, each university should charge according to its own requirements and costs, and that BR #84-56 be rescinded.

**CHANCELLOR'S RECOMMENDATION**

BR #84-56 be rescinded, and each university set its own rates for seminars, institutes and workshops, based on its own costs and in consideration of market rates.