



# STATE OF CONNECTICUT

## BOARD OF TRUSTEES

FOR THE STATE COLLEGES

1280 ASYLUM AVENUE      HARTFORD, CONNECTICUT 06105

### RESOLUTION

concerning

WAIVER OF APPLICATION FEE FOR INMATES

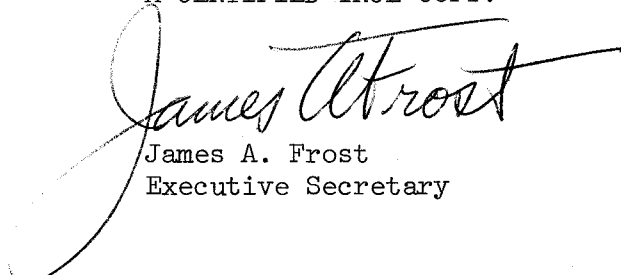
of

CONNECTICUT CORRECTIONAL INSTITUTIONS

October 4, 1974

- WHEREAS, The Connecticut Department of Corrections has requested that the Connecticut State Colleges waive their application fee for inmates of the various correctional institutions, and
- WHEREAS, It is the desire of the Trustees to assist in promoting the rehabilitation of those incarcerated in such institutions, and
- WHEREAS, It is a responsibility of the Trustees to expand and improve the educational opportunities for all residents of Connecticut, be it
- RESOLVED, That the application fee established by the Board of Trustees be waived for all inmates of correctional institutions under the jurisdiction of the Connecticut Department of Corrections who seek to further their education in any of the Connecticut State Colleges.

A CERTIFIED TRUE COPY:

  
James A. Frost  
Executive Secretary

*Pl. Com*

3-1

August 28, 1974

Mr. Robert H. Daly  
Vocational Counselor  
Department of Correction  
Connecticut Correctional Institution  
P. O. Box 100  
Somers, Connecticut 06071

Dear Mr. Daly:

Thank you for your letter of August 9, concerning the waiving of the application fee for students who are in correctional institutions. The question has been referred to the appropriate committee of our Board of Trustees. It is probable that no decision will be received until October. This delay is caused by the normal procedures of the Board.

I am sure the Board will appreciate your thoughtfulness in bringing this matter to their attention.

Sincerely yours,

James A. Frost  
Executive Secretary

JAF:aw

*Mr. called  
Mr. Gubbins 5517*



DEPARTMENT OF CORRECTION  
CONNECTICUT CORRECTIONAL INSTITUTION, SOMERS  
P.O. Box 100 - SOMERS, CONNECTICUT 06071

August 9, 1974

Board of Trustees  
for the State Colleges  
1280 Asylum Avenue  
Hartford, Conn.

RECEIVED

AUG 13 1974

BOARD OF TRUSTEES  
FOR THE STATE COLLEGE

Gentlemen:

As per my recent telephone conversation with Dr. Ritchie, I am submitting this request for cooperation in a matter involving some of the students here at this institution.

Recently, I noticed a marked increase in the number of students wishing to apply to the various state colleges. Most of the community colleges agree to waive the application fee for our students. However, two students were informed recently that the fee couldn't be waived by a state college since there was no policy stating formally that this could be done.

The students enrolled in our college program or just completing the General Educational Development program have shown a great deal of enthusiasm in pursuit of an academic career. In lieu of the fact that as inmates these students obviously have limited resources, I am asking that you authorize a waiver on all applications received from incarcerated students in order to better facilitate their transition to the various schools of higher education in the state.

If your decision is favorable could you please inform me by letter so I will be able to properly promulgate it. Thank you.

Sincerely yours,  
*Robert H. Daly*  
Robert H. Daly  
Vocational Counselor

# RESOLUTION

concerning

## WAIVER OF APPLICATION FEE FOR INMATES OF CONNECTICUT CORRECTIONAL INSTITUTIONS

October 4, 1974

WHEREAS, The Connecticut Department of Corrections has requested that the State Colleges waive their application fee for inmates of the various correctional institutions who wish to continue their education, and

WHEREAS, it is the desire of the Trustees to assist in promoting the rehabilitation of those incarcerated in such institutions, and

WHEREAS, It is a responsibility of the Trustees to expand and improve the educational opportunities for all residents of Connecticut, be it

RESOLVED, That the application fee established by the Board of Trustees be waived for all inmates of correctional institutions under the jurisdiction of the Connecticut Department of Corrections who seek to further their education in any of the Connecticut State Colleges.



LETTER OF AGREEMENT BETWEEN DEPARTMENT OF CORRECTIONS, STATE OF CONNECTICUT, AND THE BOARD OF TRUSTEES OF REGIONAL COMMUNITY COLLEGES STATE OF CONNECTICUT.

*SFC signed original in "Agreements" file*

INSTRUCTIONAL PROGRAMS FOR INMATES  
AT CORRECTIONAL INSTITUTIONS

*Andy  
Copies sent to Kent SFC  
copies without budget +  
job descrip to all  
Preses + coordinators  
Academic Year 1974-1975  
July 9*

*Bill*

This Agreement is entered into between the following departments of the State Government of Connecticut: The Department of Corrections, hereafter referred to as "Corrections", and the Board of Trustees of Regional Community Colleges, hereafter referred to as "Community Colleges". Since both are desirous that college level instruction be provided for inmates of Correctional institutions in the state of Connecticut, and since Corrections expects to have available from State, Federal and other sources funds that may be expended to provide such instruction for inmates at the institutions which it operates, IT IS HEREBY AGREED THAT:

(1) The Community Colleges, upon request from Corrections, will conduct college level and pre-college courses of instruction (either degree-credit or non-credit) on the premises of the requesting institutions for inmates and correctional personnel who request enrollment and who by the standards of the Community Colleges are educationally qualified to be enrolled in such courses. Educational programs may include: entire courses offered on the grounds of correctional institutions; education-release programs for individuals; independent study courses for individuals and small groups; seminars and workshops to coincide with televised community college courses; special non-credit programs agreed to in advance by Corrections and Community Colleges; educational counseling assistance to all personnel involved in educational programs.

(2) The instruction offered will be chosen from the regular

curriculum of the participating college, and inmates enrolled therein will be considered enrolled in the college. Credits earned will be applicable toward an associate degree.

(3) Instruction will be given by qualified instructional personnel who are employed by the Board of Trustees in the Community College system with the prior approval of the Director of Education of the Department of Corrections.

(4) The Director of Education of the Department of Corrections will serve as the coordinator of Community College educational activity in the correctional institutions and centers, and the Board of Trustees of Community Colleges will designate a coordinator for this program. The coordinators will serve as a committee to consider questions and problems which may arise in their areas of particular concern.

(5) Supervision of instructional activity will be the sole responsibility of the Community Colleges, working in conjunction with the Director of Education of the Department of Corrections.

(6) Instructional programs will be conducted on a schedule that is mutually acceptable. Community Colleges will endeavor to accommodate the requirements of the Corrections Department insofar as their own calendars will permit.

Corrections agrees to fund a minimum of 4 courses for fall and spring terms at the Somers facility, providing tuition for at least an average of 33 students per course. Additional courses, independent studies, and other instruction may be provided as agreed to by Corrections and Community Colleges. The Community

Colleges shall plan courses for Somers at least one year in advance and in such sequence that persons will be able to receive an associate degree in a reasonable length of time. Occupational and other specialized courses will be offered periodically.

(7) Neither party may cancel an instructional program course offering later than 14 days prior to the first scheduled class unless such cancellation is by mutual agreement.

(8) Each college will bill the Corrections Department. Payment will be made by service transfer or other means as approved by the Executive Director of the Community Colleges from Corrections to the Community Colleges. Amounts received will be credited to accounts in the General Fund or the Extension Fund of the Community Colleges in accordance with established procedure.

The two methods of programming and funding will be:

- (a) General fund tuition charges and fees or
- (b) The amount of actual cost to the college for instruction plus any administrative cost agreed upon prior to the beginning of the instructional program and/or the instructor's transportation cost for any amount greater than that of traveling to the college campus. For complete courses in no instance will the total cost per course be set higher than \$1,000.00, plus amounts agreed to for administration expenses of the individual colleges.

The method of funding must be agreed to by both parties prior to the beginning of services for which payment will be made. The method



of funding need not be similar for the entire program, but shall take advantage of local circumstances making one method more educationally and economically advantageous.

Corrections will furnish books and supplies for use by individual students plus instructor's desk copies from book lists supplied by the appropriate college. Corrections will make available suitable classrooms, instructional equipment, and laboratory supplies as requested by the appropriate college.

Instructional materials developed for programs covered by this agreement will be the sole property of the Community Colleges, but must be made available to other programs conducted under this agreement at a minimal cost intended only to cover duplication and other administrative expenses, plus the cost of any necessary changes in content or format.

(9) Minimum class size for entire courses offered on the grounds of correctional institutions conducted under method (a) of paragraph (8) above will be 33, unless a lesser number is specifically agreed to on an individual course basis by both of the coordinators.

(10) For complete courses offered on the grounds of correctional institutions conducted under method (b) of paragraph (10) above, no minimum class enrollment will be set.

Maximum class enrollments will be:

Pre-college (remedial)	15 students
English Composition	20 students
Lecture-Recitation	40 students
Laboratory	No. of work stations available
Supervised off-campus work	no limit

(11) Additional specific agreements for services and remuneration can be proposed and agreed to within the confines of this agreement with the consent of both parties.

(12) Inmates enrolled in a Community College program may be permitted to attend and earn credit in other Community College courses on an individual basis provided that appropriate arrangements are made by the coordinators. Corrections will pay examination fees as necessary to establish Community College credit for inmates completing special studies.

(13) The attached budget and program outline will be the program for the fiscal year unless changes are agreed to by both coordinators.

(14) This agreement is made under authority vested in the executive hands of the two parties and will go into effect when approved by them. Arrangements for scheduling individual courses and compliance with administrative requirements of all agencies concerned will be the coordinators' responsibility.

(15) The agreement will be in effect from July 1, 1974 until June 30, 1975 and may be renewed and amended by the parties concerned. Up-to-date copies will be kept on file in the executive offices of both parties.

BUDGET

COMMUNITY COLLEGE PROGRAM

1974 - 1975

Brooklyn

2 courses in fall - \$450.00 ea. \*\*\* \$ 900.00  
2 courses in spring - \$450.00 ea. 900.00  
20 Independent studies - \$40.00 ea. 800.00  
Total----- \$ 2,600.00

Bridgport

2 courses in fall - \$450.00 ea. \*\*\* \$ 900.00  
2 courses in spring - \$450.00 ea. 900.00  
20 Independent studies - \$30.00 ea. 600.00  
Total----- \$ 2,400.00

Portland

3 courses - 1 fall \$850.00 \$ 850.00  
1 spring \$850.00 850.00  
1 summer \$850.00 850.00  
Total----- \$ 2,550.00

Hartford

30 Independent studies - \$40.00 ea. \$ 1,200.00  
10 T.V. independent studies - \$30.00 ea. 300.00  
Total----- \$ 1,500.00

New Haven

Same as Hartford  
Total----- \$ 1,500.00

Somers-Enfield

12 courses - \$900.00\*\*\* \$10,800.00  
4 in fall, 2 winter  
4 in spring, 2 summer  
75 independent studies - \$30.00 ea. 2,250.00  
1 - Full Time Coordinator to be 6,000.00  
Total----- \$19,050.00

Wentville-Niantic

2 courses - Fall \*\*\$540.00 ea. \$ 1,080.00  
2 courses - Spring \*\*\$540.00 ea. 1,080.00  
20 Independent studies (T.V.) \$30.00 ea. 600.00  
20 Independent studies \$40.00 ea. 800.00  
Total----- \$ 3,560.00

Grand Total----- \$33,160.00

All to be held at Somers, housed at Somers

Based on a charge of \$30.00 per person in an average class of 18 persons.

\* Based on a charge of \$30.00 per person in an average class of 15 persons.

\*\* Based on \$30.00 per person x 30 persons per class.

## Asnuntuck Corrections Coordinator

General responsibility for the Asnuntuck Corrections Program at Somers and Osborne Correctional Institutions.

Specific responsibilities include:

- a. Counseling inmates on course selection, degree selection, studying, etc.
- b. Preparing pre-service orientation for faculty teaching at the correctional institution.
- c. Liason between correctional officials and Asnuntuck, and between Asnuntuck and the community college coordinator.
- d. Working out and administering policies on course selection and faculty selection.
- e. Teach 2 courses per year, minimum, in the correctional institutions.
- f. Develop evaluative tools for all phases of the program.
- g. Prepare quarterly reports on the program, assessing general strengths and weaknesses.
- h. Develop "contracts for degree" for all inmates in the college program.
- i. Assist inmates to take CLEP exams through counseling, getting special tutoring, and selecting appropriate exams.
- j. Through surveying inmate needs, select appropriate independent study courses and monitor inmate success.
- k. With the assistance of college staff, register students for courses; develop a withdrawal procedure and administer it.
- l. With the assistance of college staff develop economical means of providing for inmates text books.
- m. Develop a fair way to assign inmates to courses when there is an overload and administer it.
- n. Work out procedures and administer a program of providing college library books, magazines, tapes, etc. to inmate through the correctional institutions' library.
- o. For inmates nearing parole or release dates, work with CONNTAC and other appropriate agencies to gain placement in regular 2 or 4 year college programs.
- p. Administer such other areas of the program as needs change.

Asnuntuck Corrections Coordinator

- q. With College and Corrections officials seek out outside sources of funds for the program.
- r. Assist college staff and corrections officials to make the education-release program as successful as possible.

APPROVED:

Searle F. Charles  
Searle F. Charles, Executive Director  
Board of Trustees of Regional  
Community Colleges

Date July 8, 1974

John R. Manson  
John R. Manson, Commissioner  
Department of Correction

Date 7/1/74



STATE OF CONNECTICUT

DEPARTMENT OF CORRECTION

340 CAPITOL AVE. . HARTFORD, CONNECTICUT 06115



CMB  
10/23/74

THOMAS J. MESKILL  
GOVERNOR

JOHN R. MANSON  
COMMISSIONER

RECEIVED

OCT 24 1974

DEPARTMENT OF BUSINESS  
FOR THE STATE COLLEGES

October 18, 1974

Dr. Clinton M. Ritchie  
Associate Executive Secretary  
Board of Trustees  
for State Colleges  
1280 Asylum Avenue  
Hartford, Connecticut 06105

Dear Dr. Ritchie:

The action of your Board of Trustees as well as your involvement in having a resolution approved waiving the application fee for inmates under our jurisdiction is very much appreciated by me.

This action of your Board is another example of the excellent cooperation and interest exhibited by the State Colleges in regard to the furtherance of the rehabilitative effort of this Department.

Please extend my appreciation to your Board of Trustees.

Sincerely,

*John R. Manson*  
John R. Manson  
Commissioner

JRM:EJG:saw



STATE OF CONNECTICUT

DEPARTMENT OF CORRECTION

340 CAPITOL AVE. . HARTFORD, CONNECTICUT 06115



THOMAS J. MESKILL  
GOVERNOR

JOHN R. MANSON  
COMMISSIONER

RECEIVED

OCT 21 1974

October 18, 1974

FOR THE STATE COLLEGES

Dr. Clinton M. Ritchie  
Associate Executive Director  
Board of Trustees  
for State Colleges  
1280 Asylum Avenue  
Hartford, Connecticut 06105

Dear Dr. Ritchie:

We are most appreciative of the action taken by the Board of Trustees in approving the waiver of application fee for inmates under the jurisdiction of the Department of Correction. Be assured that our every effort will be made not to abuse this special consideration granted us, and we look forward to the continued cooperation with your Board and the State Colleges.

I am looking forward to meeting with you in the near future to discuss many of our educational programs, one of which is the possible cooperation of this Department with Central Connecticut State College in the in-service training of our teachers and the development of our curricula involving some phases of educational programs in Corrections.

Sincerely,

Edmund J. Gubbins  
Director of Education/Industries

EJG:saw

cc: Commissioner John R. Manson





# STATE OF CONNECTICUT

BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

1280 ASYLUM AVENUE HARTFORD, CONNECTICUT 06105

October 10, 1974

Mr. Edmund Gubbins  
Director of Education and Industries  
Department of Corrections  
340 Capitol Avenue  
Hartford, Connecticut

Dear Mr. Gubbins:

Attached is a copy of the resolution passed by the Board of Trustees covering the waiver of application fee for inmates under your jurisdiction. Your prompt response was helpful, and appreciated. Your counselor at Somers is to be congratulated for his initiative in this matter.

Please know that we continue to be interested in your educational objectives for those in Connecticut's correctional institutions. I shall look forward to further conversations with you as areas of mutual concern arise.

Incidentally, I am also attaching reference to a project in Ohio which bears some resemblance to the grant proposal on which we worked two years ago. Are you familiar with it?

Cordially,

Clinton M. Ritchie  
Associate Executive Secretary

CMR/eh  
enc.

cc: Dr. James Frost  
Mr. Robert Daly



STATE OF CONNECTICUT  
DEPARTMENT OF CORRECTION  
340 CAPITOL AVE. . HARTFORD, CONNECTICUT 06115



THOMAS J. MESKILL  
GOVERNOR

JOHN R. MANSON  
COMMISSIONER

October 2, 1974

Dr. Clinton M. Ritchie  
Associate Executive Secretary  
Board of Trustees for State Colleges  
1280 Asylum Avenue  
Hartford, Connecticut 06105

Dear Dr. Ritchie:

Re: Telephone Conversation of 10/2/74

I am very pleased to learn of the anticipated positive action to the request from Somers that the application fee requirement be waived for inmates who express an interest in continuing their studies at one of our State Colleges.

At the time of your Board's action regarding Somers, I would like to request that this policy extend throughout our entire system in order that any of our students might have the same financial advantage.

At the present time, we have approximately 350 inmates enrolled in college programs with the majority in community colleges and a smaller number enrolled with Quinnipiac College and the University of New Haven. We also are taking part in the UCONN "College Course by Newspaper", and we have approximately 40 inmates in our education release program whereby they are allowed to attend community colleges in their respective areas.

For your information, we awarded our first college degrees within the walls last June, and we anticipate an increasing number as time goes on. It, therefore, is reasonable to assume that college education is one of the major programs in our rehabilitation effort, and to this date, one of our most successful.

Dr. Clinton Ritchie  
October 2, 1974  
Page 2

Your consideration of our request for the waiver of application fee throughout our system would be very much appreciated and would be a very positive step in encouraging our inmates to follow the course of studies already begun at our institutions.

Sincerely,



Edmund J. Gubbins  
Director of Education/Industries

EJG:saw

cc: Commissioner John R. Manson