

Rubino, Michelle

From: Williams, Kay
Sent: Wednesday, February 20, 2013 9:19 AM
To: Bruce, Mike; Jobe, Steve; Rubino, Michelle
Cc: Hanson, Deborah; Torline, Cheryl
Subject: RE: Invoice from ILAT, LLC

Mike, Steve, and Michelle: Please remember that we will not ask students to subscribe until Fall, 2013. We agreed to charge this cost to our current EDU budget. The \$1710 would currently be considered start-up cost. I have attached previous emails about this at the bottom of this email. The College will recover this expense beginning in September, 2013 as students subscribe. I would work to have the system ready to run by the time classes begin in September. A list of participating candidates and EDU 230 participants would be given to the Business Office and PASS-PORT after May, 2013. We already have student data to upload into PASS-PORT for new candidates. I am working with PASS-PORT technicians, Dawn Houze, and Kevin Stormer, We continue to admit teacher candidates through this academic year. Another round of new teacher candidates will be included in February, 2014. Student subscriptions would be assessed from their student accounts so that their loans or scholarships might cover the \$38 per year. If students withdraw from EDU, they sacrifice the year's subscription. We now, thanks to you, have a fee schedule for teacher candidates that is publicized in our EDU handbook, on our website, in TEC, and in our current EDU courses. We have talked about asking teacher candidates to sign an agreement as they are admitted into an EDU program. Does this make sense? Please advise.

Kay

-----Original Message-----

From: Bruce, Mike
Sent: Wednesday, February 20, 2013 8:37 AM
To: Jobe, Steve; Williams, Kay
Subject: FW: Invoice from ILAT, LLC

Kay and Steve

See Michelle Rubino's questions below. Do you have a list of students for 13-14 that we can pass these costs to? Who makes up the 45 students?

Mike

-----Original Message-----

From: Rubino, Michelle
Sent: Tuesday, February 19, 2013 3:23 PM
To: Bruce, Mike
Subject: FW: Invoice from ILAT, LLC

Mike,
 Cheryl Torline enters requisitions for the EDU dept.

I have a few questions.

Is this to be paid from the Education budget? If so, there is \$500 available in their "subscriptions" subaccount. Assuming that is the sub-account they will use, I will need to know from which other subaccount I can transfer funds so that there is enough in subscriptions. If the expense is to be passed along to the students, will the EDU department be responsible for collecting the funds from the students? If it is our responsibility, how will we know which 45 students need to be charged? Also, have the students been notified of this expenses? Is this