COLORADO COMMISSION ON
HIGHER
EDUCATION

ACCESS TO HIGH-QUALITY, AFFORDABLE EDUCATION FOR ALL COLORADANS

COLLEGE OPPORTUNITY FUND
STATUS REPORT
FY05-06
FY06-07

NOVEMBER 2007

INTRODUCTION

Pursuant to C.R.S. §23-18-207, the Colorado Commission on Higher Education is pleased to submit to the Education Committees of the Senate and the House of Representatives and to the Joint Budget Committee the annual report on the status of the College Opportunity Fund (COF). COF enables qualifying resident students to use higher education tuition stipends to pay tuition at participating institutions. Along with fee-for-service and performance contracts, the stipends replace the prior funding approach of direct appropriations from the state legislature to institutions of higher education. The COF program was intended to improve access to and awareness of higher education and, by linking higher education funding to student enrollment, to give institutions an incentive to market to prospective students. Performance contracts were negotiated to improve access and retention, quality, institutional efficiency and the state's priority needs. In exchange, institutions were intended to have more flexibility and less state oversight. Devised at a time of very constrained state support, the COF program was designed so that all publicly funded institutions would qualify for enterprise status under TABOR.

This report covers the first two fiscal years of the COF program, FY05-06, FY06-07. It describes the implementation efforts of COF program stakeholders, the statistics of participation in the program, and concerns of the program.

SECTION I. IMPLEMENTATION EFFORTS

College Opportunity Fund Timeline

May 10, 2004- SB04-189 was signed into law creating the College Opportunity Fund program.

July 1, 2004- All sections of SB04-189 became effective except for sections 5,7,14, and 15 which became effective July 1, 2005.

June 1, 2005- Colorado Commission on Higher Education approved policies for institutional reporting for the COF program, as follows:
> July 15, 2005 - October 31, 2005- Fall 2005 invoice file due
> December 1, 2005 – January 31, 2006 Reconciliation file due
> February 1, 2006 – February 28, 2006 Spring 2006 invoice file due
> May 1, 2006 – June 16, 2006 Reconciliation file due
> June 19, 2006- Earliest date to submit summer 2006 invoice file
> September 15, 2006- Summer reconciliation file due

July 1, 2006- SB05-132 became effective adding PSEO, Fast Tracks and Basic Skills to the courses/students eligible for the COF stipend program

August 1, 2006- CCHE implemented policies to ensure that the COF program conformed with the requirements of HB06S-1023 Verification of Lawful Presence

Institutional Efforts

Implementation efforts of participating institutions were essential to ensuring that the COF program was put into operation in its first year. The Colorado Department of Higher Education (DHE) coordinated with the institutions to offer support in policy decisions, answering questions and detailing reporting guidelines and procedures. Institutions formed several committees within their institutions and with other COF participating schools to discuss and plan for the new COF program. Institutions were faced with technical issues, marketing of the new program, and ensuring that their staff understood the COF program and were able to implement it. Institutions applied a variety of methods to ensure that the COF program was instituted and understood by all stakeholders in their community.

DHE asked institutions participating in the COF program to provide a brief narrative of their COF implementation efforts for FY05-06. The institutions that responded are representative of the various types of public and private colleges and universities that are participating in the COF program. Their responses also highlight the differences that each institution faced in implementing the COF program and the solutions that were developed to overcome these issues. Appendix A contains the institutions' narratives of their first-year COF implementation efforts.

Colorado Department of Higher Education's Efforts

The Colorado Department Higher Education (DHE) is responsible for the overall coordination and policy development of the COF program by working with College Assist, which administers the program, and participating institutions of higher education. In FY05-06, CCHE established policies based on the statutory requirements of the COF program, wrote reporting guidelines for institutions, and published frequently asked questions (FAQ's) of COF stakeholders including students and parents. Links to these policies, guidelines and FAQ's can be found at the end of this report in Appendix D. DHE also started auditing participating institutions to ensure they were administering the program in accordance with law and policy. Additionally, CCHE negotiated fee-for-service contracts with each institution under which the state purchased educational and economic development services not covered by undergraduate stipend funding. DHE has worked in coordination with all stakeholders to address concerns and ensure that institutions received proper guidance.

At its June 2, 2005 meeting, the Commission approved polices related to COF stipend reporting, "The Policy for Public Institutional Reporting College Opportunity Fund Student Credit Hour Stipend Enrollment, Effective July 1, 2005" (Section II, Part D) and "The Policy for Participating Private Institutional Reporting on College Opportunity Fund Student Stipend Reporting, Effective July 1, 2005" (Section II, Part E). These policies include all statutorily required elements of the COF program for public and private institutions.

As a supplement to the reporting policies and the "Full Time Equivalent Reporting Guidelines and Procedures" from June of 2002, CCHE developed the "The College Opportunity Fund Reporting Guidelines" to provide guidance as institutions determined student, course, and enrollment eligibility for the COF stipend and submitted their COF invoices and reconciliation files to College Assist. As situations warranted, DHE responded to institutions' requests for an

interpretation of guidelines or policies, sometimes involving a limited exemption for a specified time and circumstance.

Further, DHE published two sets of frequently asked questions on its website. One set answered questions about the COF program that students, parents, and educators might have about eligibility and the purpose of the program. The other set was aimed at reporting, student and course eligibility questions from institutions implementing the new COF program.

With clear policies and guidelines and answers for the various questions about the COF program the first year implementation of COF went well. Stakeholders and participants in the COF program were informed of what was required of them for the COF program, and there was help available from DHE to deal with problems.

To ensure that participating COF institutions are in compliance, CCHE is given the authority to conduct Compliance Verification Reviews. DHE staff developed the COF audit process and determined the information that needed to be collected.

In FY05-06 DHE conducted audits at Metro State College and the Community College of Aurora to review the accuracy of COF stipend billing for the fall term of 2005. These audits reviewed the institutions' final COF billing file for the term to determine whether or not they were following the established policies and guidelines in determining eligibility of students and courses. These audits found no systemic problems with the amounts institutions billed under the COF program, but did find some minor discrepancies due to human error. Audit recommendations were designed to reduce these types of mistakes in the future. After completing the first two audits, DHE audit staff decided to conduct full year audits of both institutions' COF stipend billing and their fee-for-service contracts.

The DHE staff audits each institution's fee-for service contract annually, comparing the credit hours purchased in various categories (e.g., Grad I, PSEO) through fee-for-service contracts to the information each institution separately reports to the department through the Student Unit Record Data System (SURDS). Overall, the audits illustrate that institutions deliver a greater amount of educational services than purchased through the contracts.

Aside from funding gained through undergraduate stipends, the COF program utilizes fee-for-service contracts to purchase services from institutions that are not covered by undergraduate stipends. The fee-for-service contracts were designed to permit institutions to enjoy "enterprise" status under the provisions of TABOR. That allows needed flexibility for both the governing boards and the executive branch to address the revenue needs of each institution. Fee-for-service contracts must fit within the goals and objectives identified in performance contracts agreed upon between CCHE and the governing board of each institution. The specific areas in which the department may purchase services are listed in C.R.S §23-5-130(2). Eight service areas were identified and authorized to be purchased from the General Assembly. These included but were not limited to: graduate education; rural cost initiatives; economic development; specialized education; and reciprocal agreements. For FY05-06 only basic skills, PSEO, and Fast tracks were purchased by the contracts.

The rate at which each service (except Economic Development) is purchased is based on an undergraduate/graduate cost methodology developed by the department. The institutions may use additional data to develop methodologies for specific programs.

The tables in Appendix B shows a summary of the fee-for-service contracts for FY05-06 and FY06-07 for each institution, giving the total for each contract by fee-for-services purchased, financial aid, and COF stipends.

College Assist's Efforts

Pursuant to statute (C.R.S. §23-18-202), the Colorado Student Loan Program, d/b/a College Assist, is responsible for the administration of the COF program. In administering the program, College Assist works with all COF stake holders to ensure the program works properly. College Assist is responsible for:

- Directing all state and participating private colleges and universities to require their resident undergraduate students to apply for the program.
- Processing all student applications.
- Adopting the necessary procedures for requesting funds for the program.
- Administering and disbursing the funds on behalf of eligible undergraduate students.
- Providing information regarding the College Opportunity Fund on an internet website to assist students in planning financially and academically to attend an institution of higher education in Colorado.
- Verifying student residency status.
- Publishing the current value of the stipend.
- Establishing a disbursement schedule for stipends.
- Authorizing an advance without interest from the College Opportunity Fund to a governing board to assist the governing board in managing its cash flow and monitoring that advance to make sure it is repaid within the same state fiscal year.

Initially, staff created a website to provide information regarding the College Opportunity Fund and to allow students to apply. This website was available July 1, 2004, when the SB04-189 was signed into law. The website contained information about how to apply for COF, how to access account information, FAQ's and contact information. The COF on-line application was available October 1, 2004, followed shortly by a paper application in English and Spanish available for students who did not or could not apply on-line and an on-line application in Spanish. The value of the stipend was noted on the website as soon as the information was received from CCHE.

In January 2005, the www.collegeincolorado.org website was launched to assist students in financial and academic planning to attend an institution of higher education. Students accessing this website were encouraged to apply to COF through a link on the home page. College In College also provides material about the COF to students in middle and high schools.

A conceptual document for system design and security was approved on August 12, 2004. COF IT staff began the process of building the database to house student information and allow for file transfer with the colleges.

College Assist COF staff met with COF staffs from all the institutions to share the file format documentation and file transfer processes and to answer questions. The file format document served as the blueprint for schools to design their systems. Most of the public colleges participating in COF were using SCT/Banner software or were in the process of changing from old legacy systems to SCT/Banner, so the COF IT team worked closely with the Banner consortium in the file format and file transfer processes.

In designing the database staff sought to keep it simple so COF and institution staff could meet deadlines for implementation but not sacrifice quality. They also sought to make it secure, given the sensitive, confidential nature of student information from thousands of students.

The final system ensured that all files that institutions send to COF administrators follow the same file format and receive the same responses. The strategy for securing sensitive data relies on two layers of security while data is transferred to and from the COF system and on three layers of security during processing. All institutions were required to test their file processes and obtain sign-off from COF administrators before sending any files to the production database.

The files transferred from institutions to COF and the purpose for each is as follows:

Query Files – allow institutions to determine if their students have applied, created an account, and for students 18 and older, completed the lawful presence requirement. Query files are processed every day and institutions have immediate access to the files once processing is complete. These files are tools for the colleges to help them identify students who need to apply or whose information needs to be completed or corrected.

Invoice Files – files institutions submit for payment at the beginning of each term. Invoice files are processed as received and institutions have immediate access to the files once processing is complete. Student credit hours are updated on each student's account as and when hours are approved for the term.

Reconciliation Files – files institutions submit for payment at the end of each term. Reconciliation files are processed as received and colleges have immediate access to the files once processing is complete. Student credit hours are adjusted on each student's account by hours approved for the term. (For example, if a college initially billed for 12 credit hours for a student on the invoice file but the student took a late module class of 3 credit hours, the total credit hours for the term would be 15 for this student. The student's hours would be adjusted from 12 to 15 for that term, and the college would receive funding for the additional 3 hours reported for that student.)

Correction Files – adjustment files institutions can submit after the term has ended to adjust if hours were inadvertently reported and need to be returned but were not discovered prior to submitting the final Reconciliation File for that term. These are processed as received and colleges have immediate access to the files once processing is complete. Student hours are adjusted for each student reported.

Invoice, Reconciliation and Correction Files are submitted to College Assist, which then submits a request for authorization for payment or authorization to bill to DHE. Once authorization is received, the information is forwarded to College Assist's accounting division. Accounting requests money from the State Treasurer for authorized payments. Once the funds are deposited into the COF Trust Account, payment is forwarded to the institution. Accounting notifies the governing board that payments are expected from the college if hours adjusted on the reconciliation file are less than reported on invoice, or when a correction file is received.

College in Colorado's Marketing Efforts

College in Colorado conducted and used an array of marketing campaigns and strategies from September of 2005 to May 2006 in order to publicize the College Opportunity Fund. Since the COF program relies heavily on student participation, it was paramount that high school students and existing college students, as well as their parents, teachers and counselors, knew what the COF program was, how to access it, and how to obtain more information. College in Colorado engaged the community in a variety of ways to ensure that the right information was in the hands of the people who needed it.

Appendix C outlines the marketing efforts that College in Colorado undertook to advertise COF, detailing the number of events attended and the type of information that was distributed.

SECTION II. COF STATISTICS AND DATA

A. Participating Institutions:

Four Year Public Colleges
- Adams State College
- Colorado School of Mines
- Colorado State University
- Colorado State University-Pueblo
- Fort Lewis College
- Mesa State College
- Metropolitan State College of Denver
- University of Colorado at Boulder
- University of Colorado at Colorado Springs
- University of Colorado at Denver and Health Sciences Center
- University of Northern Colorado
- Western State College

Two Year Colleges
- Arapahoe Community College
- Colorado Northwestern Community College
- Community College of Aurora
- Community College of Denver
- Front Range Community College
- Lamar Community College
- Morgan Community College
- Northeastern Junior College
- Otero Junior College
- Pikes Peak Community College
- Pueblo Community College
- Red Rocks Community College
- Trinidad State Junior College

Private Colleges
- Regis University
- University of Denver

B. Enrollment Projections and Actual Numbers

FY 05-06 Table 2.1 Enrollment Projection vs. Actual (FTE)

Institution of Higher Education	Fall Recon.	Spring Recon.	Summer Final Invoice	Actual (Total of recons. and invoice)	Projections (Long Bill Appropriation)	Difference	Difference $
CU System	**12,876**	**12,211**	**1,451**	**26,539**	**26,415**	**(124)**	**(297,440)**
CU- Colorado Springs	2,380	2,297	311				
CU- Denver- HSC	2,720	2,617	515				
CSU System	**9,410**	**8,681**	**962**	**19,053**	**18,919**	**(134)**	**(321,440)**
CSU	7,959	7,330	724				
CSU- PVM	-	-					
CSU- Pueblo	1,451	1,351	238				
Adams State College	693	641	72	1,407	1,409	2	5,610
Mesa State College	2,004	1,923	128	4,056	4,071	15	36,880
Metro State College	6,700	6,307	1,111	14,118	14,118	0	-
Western State College	758	682	57	1,498	1,497	(1)	(1,360)
Fort Lewis College	1,225	1,148	139	2,512	2,488	(24)	(57,840)
Univ. of Northern Colorado	4,410	3,990	525	8,925	8,817	(108)	(258,040)
Colorado School of Mines	1,291	1,182	72	2,544	2,543	(1)	(3,400)
Community Colleges	**15,003**	**15,058**	**4,219**	**34,279**	**32,992**	**(1,287)**	**(3,089,712)**
Total Statewide	**54,371**	**51,824**	**8,736**	**114,930**	**113,269**	**(1,661)**	**(4,029,232)**

FY 06-07 Table 2.2 Enrollment Projection vs. Actual (FTE)

Institution of Higher Education	Summer 2	Fall Recon.	Spring Recon.	Summer 1 Est.	Actual (Total of recons. and invoice)	Projections (Long Bill Appropriation)	Difference	Difference $
University of Colorado System	**1,824**	**13,156**	**12,335**	**367**	**27,681**	**28,248**	**567**	**1,462,516**
CU- Boulder	913	7,717	7,159	288				
CU- Colorado Springs	352	2,342	2,253	42				
CU- Denver- HSC	558	3,097	2,922	38				
Colorado State University System	**1,078**	**9,418**	**8,595**	**127**	**19,218**	**19,216**	**(2)**	**(4,962)**
CSU	834	7,946	7,278	111				
CSU- PVM	-	-	-	-				
CSU- Pueblo	243	1,471	1,317	17				
Adams State College	77	708	645	5	1,434	1,511	77	197,456
Mesa State College	147	2,187	2,017	19	4,371	4,491	120	310,632
Metro State College	1,132	7,024	6,637	125	14,918	14,342	(576)	(1,486,132)
Western State College	57	735	644	0	1,437	1,509	72	186,577
Fort Lewis College	165	1,259	1,140	26	2,589	2,578	(11)	(28,466)
University of Northern Colorado	526	4,360	3,917	0	8,802	8,945	143	367,822
Coloardo School of Mines	134	1,294	1,222	61	2,711	2,704	(7)	
Community Colleges of Colorado	**4,335**	**17,140**	**17,006**	**2,452**	**40,933**	**39,980**	**(953)**	**(2,458,271)**
Total Statewide	**9,473**	**57,281**	**54,158**	**3,183**	**124,095**	**123,524**	**(571)**	**(1,369,268)**

SECTION III. CONCERNS

Hold Harmless

During the first year of the implementation of COF, CCHE and institutions successfully implemented the technical aspects of COF, including the student application, invoicing and payment of the COF stipend. However, CCHE faced some challenges in closing out each fiscal year due to the "hold harmless" agreement recognized by the General Assembly, CCHE and institutions in the changes made in the FY06 and FY07 budget by the Long Bill for those years.

The initial budget proposed by CCHE for FY06 provided COF stipends for 120,252 FTE (full-time equivalents based on total credit hours divided by 30) to be allocated to the COF trust fund for payments of stipends on behalf of eligible students. During the 2006 legislative session, the institutions acknowledged that their actual enrollment numbers were lower than original projections. This meant that institutions were not likely to receive the full funding levels agreed upon for the first year of implementation of the COF program (also known as the "hold harmless" agreement). CCHE therefore requested that a certain level of funds originally allocated to the COF stipends be moved to the fee-for-service contract appropriation line and paid to the institutions during FY06. Legislative staff acted on the request and, based on their own enrollment projections, revised the COF stipend appropriation downward to 113,269 FTE, and moved corresponding funds from the COF stipend allocation to fee-for-service contracts to be paid to the institutions in FY06. CCHE subsequently paid that money to the institutions through amendments to the FY06 Fee-For-Service contracts.

CCHE supported legislation, HB06-1399, to allow DHE to move up to 3% of an institution's COF stipend appropriation to its fee-for-service contract without legislative approval. However, after the Long Bill was passed and signed into law and after the fiscal year had closed, it was discovered that the enrollment projections by legislative staff were too low. As a result, funds that were available for COF stipend payments were effectively paid to the institutions through fee-for-service contracts. Specifically, the final reconciliation for total enrollment was 114,930 FTE – 1,661 FTE over the revised allocation made in the Long Bill add-ons.

CCHE and institutions recognized that the "shortfall" was the result of the institutions having already received moneys originally allocated to COF stipends through fee-for-service contracts for FY06. Thus, the issue was not a true shortfall in funding but simply an accounting issue caused by the miscalculated efforts to hold the institutions harmless.

If the technical adjustment made to the FY06 budget appropriations had been more accurate, the institutions would have received the same level of funding but simply through different accounting lines. Thus, CCHE agreed it would have been an unnecessary and overly complicated process to attempt to reduce the stipend amount to reflect the COF fund balance while taking into account the COF stipend dollars that went to each institution in the form of fee-for-service contract dollars. Likewise, it would have been inappropriate for CCHE to request additional funds for COF stipends since the institutions already received their full appropriation through the agreed upon hold harmless arrangement.

FY06-07 was not a hold harmless year since HB06-1399 allowed DHE to move up to 3% of an institution's COF stipend appropriation to its fee-for-service contract without legislative approval.

Students Not Participating in COF

In FY05-06, subtracting the number of student FTE invoiced from total COF eligible resident undergraduate FTE, an estimated 3.6% of student FTE were qualified for the COF program but failed to sign-up and authorize the use of the stipend. This estimate is a small percentage of the total number of students who did sign up and authorize the use of the COF stipend. There are a myriad of possible explanations why students have not completed the program's application process, ranging from being unaware of the program to consciously saving their stipends for a later date. Based upon a survey of 25 state institutions participating in the program, 16 institutions reported that some of their students did not sign up or authorize a stipend payment because their tuition cost was covered by a third party. These students have made a conscious decision to not use the stipend and are not bearing the additional cost of the "state share" of tuition.

The Colorado Commission on Higher Education is working with state institutions to determine how many of the estimated students who are not participating in the College Opportunity Fund program were simply unaware or did not understand the program and how many consciously elected to not participate in the program. However, given that 96% of students signed up for and authorized the COF stipend in the first year of the COF program indicates the tremendous efforts of COF stakeholders to explain the program to students and parents.

Cash Advances

With the changes in funding brought into effect by College Opportunity Fund, some institutions of higher education were concerned that their cash flows would be disrupted because stipends would be paid at different times than direct appropriations from the general fund formerly had been. C.R.S §23-18-208 allows institutions to apply for and receive cash advances from the College Opportunity Fund in order to manage their cash flows effectively. The advances are non-interest bearing and must be paid back in full with in the same fiscal year in which the advance was made.

For FY05-06 Lamar Community College, Pueblo Community College, Trinidad State Jr. College, and Colorado Northwestern Community College applied for and received cash advances in the amount of $3,789,577. In FY06-07 a cash advance was made to Lamar Community College in the amount of $1,200,000. Table 3.1 and 3.2 below shows the amount loaned to each institution and the dates the loans were received and paid off.

Table 3.1 College Opportunity Fund Cash Advances FY05-06

Institutions	Loan Amount Received	Date Loan Received	Loan Amount Paid Off	Date Loan Paid Off
Lamar Community College	624,557.00	07/29/05	624,557.00	06/30/06
	800,000.00	03/31/06	800,000.00	06/30/06
Lamar Community College Total	*1,424,557.00*			
Pueblo Community College	1,000,000.00	10/04/06	1,000,000.00	05/30/06
Trinidad State Jr. College	500,000.00	08/26/05	500,000.00	06/30/06
Colorado Northwestern Community College	865,000.00	10/04/05	865,000.00	12/09/05
Total	**3,789,557.00**		**3,789,557.00**	

Table 3.2 College Opportunity Fund Cash Advances FY06-07

Institutions	Loan Amount Received	Date Loan Received	Loan Amount Paid Off	Date Loan Paid Off
Lamar Community College	1,200,000.00	09/27/06	724,765.00	04/26/07
			475,235.00	06/22/07
Total	**1,200,000.00**		**1,200,000.00**	

Continuing Students and the 145 Credit Hour Limit

One of the issues surrounding the implementation of COF was how to treat continuing students under the new 145 COF credit hour limit. The COF legislation required the Colorado Commission on Higher Education to determine the amount of COF Stipends continuing students would be eligible to receive. The statute does not, however, specify how this determination should be made by the Commission.

To address the issue enrolled as continuing students on July 1, 2005 and other issues related to the COF program, CCHE created a Technical Advisory Committee (TAC). The TAC was composed of staff from the Commission, Colorado Student Loan Program, and the institutions participating in the COF program. In addition to the TAC, various standing committees from the institutions (such as chief financial officers and chief academic officers) provided feedback on the various proposals from the TAC. In the end, the Technical Advisory Committee developed a policy for determining the number of credit hours for which continuing students may use a stipend.

The policy recommended by the TAC and approved by the CEOs at participating institutions required each institution to assign a student level (i.e., Freshman, Sophomore, Junior, or Senior) to each continuing student based on the number of credit hours earned as of July 1, 2005. CCHE then assigned the same number of stipend eligible credit hours for each student level, based on a reasonable number of credit hours a student would need to complete their undergraduate degree. The following chart illustrates the number of eligible credit hours for each student level. The

policy was approved by the Commission on January 6, 2005 and amended on June 2, 2005, and provides as follows.

Credits Earned by Continuing Students as of July 1, 2005	Student Level	Remaining Stipend Eligible Credit Hours
90 or more	Senior	55 credit hours
60-89	Junior	85 credit hours
30-59	Sophomore	115 credit hours
Less than 30	Freshman	145 credit hours

In the event a continuing student exceeds the COF credit hour limitation, they are eligible to apply for an institutional waiver from the limitation. Students may also apply for a waiver from the Commission after they have applied for a waiver from their institution. Students who have earned a baccalaureate degree are also eligible for an additional 30 credit hours of COF stipends for the purposes of job retraining. These provisions are set forth in the statutes governing the College Opportunity Fund program (Article 18 of Title 23).

APPENDIX A
INSTITUTIONAL IMPLEMENTATION EFFORTS

Adams State College:

Implementation of COF at Adams State College has been long, labor-intensive, frustrating, and is ongoing. The primary COF Implementation Committee at Adams State consisted of the Registrar, Director of Student Business Services, and a BANNER Computer Programmer. As a small college, Adams State has limited monetary and human resources. Adams State was fortunate to be a member of the COF Consortium of BANNER Schools. It would have been extremely difficult to implement a project of the scope and magnitude of COF without this invaluable resource.

Understanding COF was critical to implementation. While COF legislation provided the framework and intent, many of the details and unknowns were discussed, resolved or understood by working with the Technical Advisory Committee, CCHE, CSLP, BANNER COF Consortium, and other Colorado schools via meetings, teleconferences and individual telephone contacts. Several issues surfaced in late fall semester 2005 after payment to students was well under way. These issues pertained to COF eligibility for late course additions and no credit/audit courses.

Although the COF module works for all BANNER schools, each school has their own unique system. Adams State had to find, create, or program the data elements in our system, determine process and procedure, and then begin testing. When errors were discovered, they were reported to the Consortium. Errors were verified by other users and reported to SCT Sungard. Corrections or patches were provided by SCT. Often times a patch fixed one problem, but created another.

Adams State College worked diligently to notify students, parents, faculty and staff, and high school counselors about COF. Separate letters were sent to both students and parents in March 2005 announcing COF and providing details. Adams State designed and printed a COF information brochure. The ASC brochure along with CCHE materials were widely distributed to all constituencies via mail, through ASC One-Stop Student Services, during high school admission and financial aid presentations.

Prior to the start of fall semester 2005, training was held for student service and advising personnel. They helped students apply and authorize the COF stipend. Applying for and authorizing COF are included in fall and spring orientations for new students.

COF announcements are posted on Adams State's portal page. Notices are printed on billing statements, individual class schedules, and residency change letters. COF information is posted on ASC web page as well as the link to apply for COF. COF information is included in the school catalog, student handbook and the semester class schedule. Adams State conducted and continues to conduct email and telephone campaigns as we remind and assist students in applying and/or authorizing their COF stipend. Reports are pulled to find students who have not

applied, authorized or have declined the COF stipend. Email or telephone follow up is done to assist students with the process.

University of Colorado System:

In preparation for the first COF terms during AY 2005-06, beginning July 2004, the University of Colorado convened a COF working group representing all impacted business offices across all campuses to review policy, procedure, and make implementation decisions regarding COF. The CU group reviewed over 100 policy issues and procedures and modified them as necessary to take COF into account. We put many student information system computer changes in place to track student application to CSLP, monitor COF lifetime hours available and used, prompt students to authorize COF during registration, and calculate and record COF stipends on student bills. Registrar and Bursar offices put in additional policies for tracking and following up with students who were COF eligible but who had not authorized use of the COF stipend. Nearly 200 staff members in registrar, advising, bursar and admissions business offices were trained in COF data, SIS changes, and procedures during spring and early summer 2005. This training assured staff members were prepared to provide high quality student service, especially as it related to student schedules and bills. Additionally, each term as part of the invoice and reconciliation file processing, Registrar and Bursar offices go through a reconciliation/review process to assure that data being submitted to CSLP for funding are accurate and complete.

A significant student marketing/communication campaign took place beginning in spring 2005 to let continuing students know about COF, get them to apply and then to authorize the stipend for fall 2005 registration. This work involved posters, direct mailings, e-mail, presentations to student groups, creation of COF web pages and frequently asked questions, and telephone follow-up with students. Rack cards were also supplied by CCHE that were used in prospective student mailings/admissions recruitment, primarily during the fall and early spring terms. Additional information was presented to students at new student orientation sessions.

From fall 2005 forward, the student communication campaign is largely integrated into student admissions and registration processes. Web links from admission pages, registration activity, and other places takes the student to COF information and prompt application for and/or authorization of COF. Student COF hours available and used is available on demand within our on-line student web services. Each campus Bursar office continues to call students who are eligible but who have not authorized COF in a given term.

Colorado Community College System:

The Colorado Community College System (CCCS) efforts in policy making, implementation, promotion and marketing, system set-up and quality control related to COF have been extraordinary. Since CCCS serves a diverse population of students who represent a wide range of backgrounds and expectations, COF continues to require a large amount of staff time and ingenuity.

CCCS colleges conscientiously follow the CCHE COF policy and guidelines and CCCS has asked for clarification of those where necessary. In order to be in compliance, CCCS needed to

make changes to its student information system. IT implementation of the new COF process began late in 2004. In addition, the tuition calculation process was changed. The CCCS IT department worked with the Colorado Student Loan Program to create and test the correct file format for Query, Invoice, and Reconciliation files.

Quality control is maintained through careful data matching. Assurance that data contained in Query files is accurate is accomplished by matching Query files against college-specific data files and then running reports on residency, total current hours, COF eligibility codes, and COF authorization. This double check allowed the colleges to pinpoint specific student records that should have been included and were not or records that were included and should not have been included. The colleges then revised student record data to allow inclusion or disallow inclusion, depending on a student's residency, eligibility, and authorization before invoicing the College Student Loan Program.

The biggest challenge was and continues to be helping students to understand COF. The first hurdle most schools had to overcome was to ensure that staff fully understood COF and knew how to explain it to students. Before sign-up was available, schools collected marketing materials from the Colorado Student Loan Program and started preparing materials of their own.

Most schools did each of the following:

- Every office who came in contact with students (Advising, Financial Aid, Cashiers, Instruction and Admissions) asked students if they understood the COF and if they had signed up yet.
- Colleges provided information (FAQs) and links on their college websites.
- College sent mass e-mails to initially inform and later to track down those who had not yet signed up.
- Postcards and letters were sent to students to once again initially inform and later to ensure that they signed up before it was too late.
- Colleges posted flyers and posters through the college.
- Information and the COF logo were posted on the front pages of semester schedules and on college and system websites.
- Phone calls (some automated, others personal) were made to students not yet signed up for COF.
- Recruiters took materials to High Schools and other visitations throughout the year.
- Student bills remind students to sign up for and authorize COF.
- Students are frequently reminded throughout the self-service application and registration process to sign up for and authorize COF.

Additional strategies used included:
- CCA regularly runs the College in Colorado ad on our local "CCA" station that is available to all Aurora Residents with Cable-TV
- Several schools purchased and strategically placed computers on campus for sign-up
- PPCC got extremely creative. They opened computer labs during their Fall Fest to allow sign-up, had staff wear bright stickers that said "Have you COFed yet?" or "I've COFed"

and even appointed a COF Queen who paraded around on campus with a crown made of Red and Blue COF flyers

Despite all of these efforts, there are still students who do not sign up because they think that COF is financial aid and that they won't qualify because they make too much money. There are also students who authorize but do not sign-up or sign-up but forget to authorize. Ensuring that students complete the process each term, even continuing students, is a very large task. Informing students about COF has become a part of our routine.

Colorado State University:

Implementation of the College Opportunity Fund at Colorado State University began with the formation of a COF management team. One full-time position was designated as project manager and all policy decisions were approved through the team structure. Colorado State University chose to be a member of the consortium of BANNER system users in Colorado.

Promotion began immediately to notify the incoming freshman class of fall 2005 and all continuing students prior to initialization of the program. Marketing to faculty, staff and students included:
- Sign-up campaign in student center
- COF information on university web page, home page and individually on students' web accounts with university.
- Advertisements in resident halls, student center, campus buildings, campus newspaper, local newspaper and personal interviews with project manager
- Weekly emails to students based on personalized action needed to complete process
- Regular phone contacts to students and parents of freshman students based on personalized action needed to complete process
- Inserts in monthly billing statements
- Information displayed every time student accesses their university web account with direct links to apply and authorize
- Train university staff as needed to be able to advise and assist students.

On-going promotional and marketing efforts include all of the above with the exception of the initial sign up campaign.

The system was tested prior to initialization. On-going testing for quality control and system modifications continues.

The overall process begins with the admission of a student to Colorado State University. At that time, the student is prompted to create a web-based university account. This account includes a homepage on which a full description of the College Opportunity Fund is included. Links to both apply to the stipend and authorize its use are readily accessible. At the point a student registers for courses, they are prompted to authorize their stipend. Regular queries are sent to the Colorado Student Loan Program on a weekly basis updating student information. COF stipend payments are determined and are included in the first student billing statement if the student has applied and authorized. Throughout the term, as students take action either applying or

authorizing, manual stipend payments are generated as a result of daily queries sent to CSLP and applied to student accounts by the Registrar. Employees qualifying for stipend payments are processed manually in conjunction with the university's faculty/staff benefit. Throughout the term, stipend payments are monitored by the COF coordinator to assure accuracy. Prior to invoice and reconciliation files being sent, all accounts are reconciled for eligibility and accuracy of stipend payments.

Quality control is a coordination effort between our IT Systems staff, the Registrar and the COF coordinator who continually monitor eligibility, authorization and payment of stipends through various reporting functions identifying eligible students, ineligible students and students who need to take an action to become eligible for a stipend payment.

Fort Lewis College:

Fort Lewis College approached the COF implementation project by forming three implementation teams: Financial/Financial Aid, Information Systems Modifications and Communications & Marketing. Specific issues and changes addressed by these teams included modifications to the College's administrative software (BANNER), changes to accounting and financial aid procedures, development of a campus communication plan, student communication plan and campus-wide COF training. BANNER modifications were coordinated through the BANNER Consortium of Colorado institutions, which reduced overall costs. The College worked closely with the Financial Advisory Committee during the implementation to ensure consistent accounting and reporting models for all state institutions. The Controller's Office worked with IT to establish a series of quality control procedures. This included the creation of over a dozen in-house reports that provide error checking, data verification, population selection and other data extracts to ensure accuracy of the query, invoice and reconciliation files transmitted between the College and the central COF database at CSLP. Following the implementation, a task force was formed to develop a campus policy and procedures for Waiver of Lifetime Hours applications in accordance with the statute and CCHE policy.

In the fall of 2004, the Fort Lewis College Information Technology (IT) Department joined with other Colorado Higher Education institutions to form a consortium that worked with Sungard SCT to create a COF 'module' for BANNER. Staff from the IT and Controller's offices dedicated significant time to testing the code releases, providing suggestions and solutions to Sungard throughout the project duration. Testing took place over the course of about seven months, culminating in a phased rollout into production between March and June 2005. Since then a number of modifications have been implemented to comply with new interpretive rulings and legislative additions.

Mesa State College:

As one of nine members of the Colorado Consortium of BANNER Schools (Consortium), the majority of the database set-up was outsourced to SunGard SCT. MSC assigned one technical lead to direct the implementation at the institution, incorporate Consortium code provided by SunGard SCT, and perform testing. Consortium scripts were provided to extract and load student COF data into and out of database tables. In addition, MSC network staff worked with Colorado

Student Loan Program (CSLP) staff to set-up file exchange and encryption procedures to transfer COF files to and from the institution to CSLP. Overall, the work done by SunGard was quite comprehensive.

Internal MSC program changes included a change in fee assessment code to properly place charges on student accounts, error checking scripts for account maintenance, and automation scripts to encrypt/decrypt files to be transferred to and from CSLP. During implementation, an estimated 100 hours of programming time was used to incorporate Consortium code, test, and, due to campus specific refund rules, modify internal processes to apply charges correctly to student accounts.

In addition, an estimated 40 hours of programming time was used to write error-checking scripts to verify student accounts remain in sync. These scripts are run daily along with the automation scripts to create the encrypted files sent to CSLP.

Reporting of the state-mandated files to the Colorado Student Loan Program (CSLP) was implemented at MSC by the IT department as part of the work done for the Consortium. The system set up by SunGard proved to be very good. No issues were ever found to be problematic with data formats, even when changes were made. Under the Consortium, the same process for quality control on the system implementation was used for the file exchange.

The Business Office was very involved in the implementation of the program. While many of the business processes are transparent and generally do not require user-interaction except at the beginning of each semester, there continues to be various controls in place to monitor and test the data to make sure the system is working as designed. This is a continual improvement process. The Business office also assisted in calling and notifying students who had not completed their COF requirements and advised them of what needed to be done if they wished to participate. Contact with students, parents, and other third parties increased significantly during the initial semester of implementation as staff dedicated their time to make sure all questions were answered and all concerns were addressed.

The implementation of COF included not only the initial billing/payment cycle, but also became critical during add/drop and withdrawal periods. New procedures and practices were also established to assure compliance with the Federal 1098T student cost of attendance form. All of these changes in program, procedure and practices were thoroughly tested and continue to be reviewed.

Summary of COF Actions

- Committees were formed to look at all aspects of implementation
- Brochures/Handouts regarding COF were created.
- Brochures were handed out in the College Center and available at Registrar's, Financial Aid and Business Office.
- A Kiosk was installed in lobby of the student services building so students could apply for COF immediately.

- COF brochures were, and still are, included in acceptance letter to new and returning students.
- The Summer and Fall 2005 Mesa State College Registration Newsletter included an article on COF.
- October 2005 Mav Connections (the College's premier magazine) included and article on the COF program.
- Informative COF e-mails went out to all students prior to the start of each semester and again in the second week of classes to those who still had not applied or authorized COF. An "opt" out procedure was also created to accommodate those students who did not wish to participate.
- Phone calls to students after semester census date were made to those who still needed to apply and or authorize. If they chose to opt out, it was noted in the student information system.
- Web pages were created to inform and assist students in applying for COF.
- Course Schedule Book was modified to include COF information page.
- All Financial Aid presentations were modified to include comprehensive information about COF.

Metro State College:

Metro State College established several COF committees that include representatives from the Registrars, Admissions, Academic Advising, Student Accounts, Financial Aid, the Office of Institutional Research (OIR), Academic Affairs, Information Technology (IT), College Communications, and Accounting Services/Finance. Coordination among offices was essential to provide the best service to students. Each area's role and responsibilities are highly interrelated when serving students. These committees ensure the awareness of other areas' roles and processes. Together they established uniform procedures for COF, which assists in keeping our customer service at the highest level for our students.

These committees appear in the order of their creation:

1. *COF Consortium* – This committee was organized to share costs for the development of the Banner system solution to meet the processing requirements of the original COF legislation. As the largest institution on Banner at the time, Metro State became responsible for the contract with the vendor, the Project Management, and all communications between the 10 institutions (Adams State, Community College System, School of Mines, CSU, Fort Lewis, Mesa, DU, UNC, Western State, and Metro State) and the vendor. This saved the consortium almost $400,000 or two thirds of the cost.

2. *COF Task Force* – This original team, which was chaired by the VP of Administration and Finance, concentrated on internal issues that needed to be addressed to implement COF using our Banner system.

3. *COF Banner Test Group* – This group tested any new procedures or processes suggested by the two groups above to ensure accurate records. This group still exists to assist in testing any modification to COF within the Banner system.

4. *Memorandum of Understanding (MOUs) between the three Auraria institutions* – Staff members from UCD, CCD and Metro State met to determine the wording of the MOUs for how to accommodate the COF process and accurately report the COF hours and stipend funding.

5. *Post COF Implementation Committee* – This Committee documented the procedures followed during the past couple of semesters, maintains a calendar of deadlines to be met for updating and sending the query, invoice and reconciliation files to CSLP for each semester, and is also working to increase awareness about COF among our students.

6. *COF Waiver Subcommittee of the Post COF Implementation Committee* – This group has prepared the COF waiver application and procedures for students who might appeal for a waiver of the 145 hours lifetime limit.

7. *COF Waiver Committee* – This group was formed because there were a few students for the fall 2006 semester whose COF Institutional Waiver Application was under review to see if it meet the criteria for Metro State to grant the waiver for the 145 credit hour limit.

8. *COF Audit Committee* – This group audits the COF process to make sure the students record is reported correctly for each semester and fiscal year. The committee assists in the uniform interpretation of the information, which increased the accuracy of information reported.

Regis University:

Regis University welcomed the opportunity to join the COF program when the possibility was presented. University administration spent a significant amount of time working with CCHE staff to establish the performance contract followed by a series of notices to students concerning the program. Since the eligibility requirements differed dramatically from those at public institutions, university efforts were focused on financial aid applicants and the set up of our computer system.

Implementation of COF at Regis University required significant customization of student information system, Datatel's Colleague. Regis University developed custom data dictionaries to store COF data, custom Colleague screens on which to display this data, and custom processes to create authorization files and to import response files from the Colorado Student Loan Program.

The university had not previously tracked Colorado high school graduation for all students nor, of course, authorization to request the COF stipend for any students, so it was necessary to develop a custom Colleague screen in which this data could be maintained.

APPENDIX B

FEE-FOR-SERVICE CONTRACT TABLE

Table B.1- FY05-06 Fee-For-Service Contract Chart

Institution		General Fund	Services Purchased	Amended Contract Amounts
Adams State College				
Stipend		3,381,600		
Amended Amount 05-06		1,159,891		
Fee-For-Service		7,607,831		
			Grad I (Master Level)	(79,306)
FFS CONTRACT TOTAL	**$8,767,722**		Basic Skills Programs	103,031
			Reciprocal Programs	-
			Career development, retraining, and specialized high cost education	2,473,626
			Educational services that preserve and increase economic development opportunities in the state, including courses to assist students in career development and retraining	(1,801,950)
			Educational services in rural areas or communities via Adams State College's Rural Education Access Program (REAP) in which the cost of delivering the educational services is not sustained by the amount rec'd for tuition	289,120
	FA TOTALS	$12,182,922		
			AMENDED CONTRACT SUBTOTALS	**$ 1,159,892**

Colorado School of Mines				
Stipend		6,103,200		
Amended Amount 05-06		1,452,045	Graduate services	263,736
Fee-For-Service		11,238,380	Postsecondary Enrollment Options	(58)
FFS CONTRACT TOTAL	**$12,690,425**		Educational services for high cost engineering, math, and sciences programs	1,188,367
	FA TOTALS	$18,899,225	**AMENDED CONTRACT SUBTOTALS**	**$ 1,452,045**

Colorado State University System				
Stipend		45,405,600		
Amended Amount 05-06		6,087,236	Grad I (Master Level)	873,200
Fee-For-Service		62,127,192	Graduate II (Doctorate level) services	615,384
			Veterinary Medicine professional service programs	-
FFS CONTRACT TOTAL	**$68,214,428**		Educational services for high cost undergraduate engineering, math, and sciences programs	3,305,517
	FA TOTALS	$18,899,225	**AMENDED CONTRACT SUBTOTALS**	**$ 7,698,191**

University of Colorado System				
Stipend		63,396,000		
Amended Amount 05-06		9,659,941	Grad I (Master Level)	5,772,662
Fee-For-Service		86,048,041	Graduate II (Doctorate level) services	2,824,083
FFS CONTRACT TOTAL	**$95,707,982**		Health Sciences professional service programs	1,063,196
			Postsecondary Enrollment Options	-
	FA TOTALS	$159,149,582	**AMENDED CONTRACT SUBTOTALS**	**$ 9,659,941**

Colorado Community Colleges System				
Stipend		79,180,800	Postsecondary Enrollment Options	563,040
Amended Amount 05-06		21,194,763	Basic Skill and Vestibule courses	2,229,600
Fee-For-Service		16,645,215	Reciprocal Programs	(74,640)
FFS CONTRACT TOTAL	**$37,839,978**		-	-
			Educational services in rural areas or communities	18,476,778
	FA TOTALS	$117,774,378	**AMENDED CONTRACT SUBTOTALS**	**$ 21,194,778**

Fort Lewis College				
Stipend		5,971,200		
Amended Amount 05-06		1,567,461	Postsecondary Enrollment Options Act, and the High School Fast Track program	-
Fee-For-Service		1,219,161	Reciprocal Programs	-
FFS CONTRACT TOTAL	**$2,786,622**		Educational services that increase economic development opportunities in the state, including courses to assist students in career development and retraining	1,567,461
	FA TOTALS	$8,786,622	**AMENDED CONTRACT SUBTOTALS**	**$ 1,567,461**

Mesa State College				
Stipend		9,770,400		
Amended Amount 05-06		2,981,297	Grad I (Master Level	38,700
Fee-For-Service		7,136,695	Postsecondary Enrollment Options	-
			Fast Track Programs	(2,400)
FFS CONTRACT TOTAL	$10,117,992		Basic Skills Programs	-
			Courses that assist students in career development, retraining, and specialized high cost education	(4,929,925)
			Specialized Educational Courses	7,875,000
	FA TOTALS	$19,945,992	AMENDED CONTRACT SUBTOTALS	$ 2,981,375

Metro State College of Denver				
Stipend		33,883,200		
Fee-For-Service		5,895,368	Courses in Aerospace Science, Nursing, Engineering Technologies, Computer & Information Sciences, Biological & Life Sciences and Physical Sciences	5,895,368
FFS CONTRACT TOTAL	$5,895,368			
	FA TOTALS	$45,924,324	AMENDED CONTRACT SUBTOTALS	$ 5,895,368

University of Northern Colorado				
Stipend		21,160,800		
Amended Amount 05-06		2,296,369		
Fee-For-Service		11,719,709	Grad I (Master Level) = $1,296,860	1,296,860
			Graduate II (Doctorate level) services = $999,509	999,509
FFS CONTRACT TOTAL	$14,016,078		Postsecondary Enrollment Options = $0	-
	FA TOTALS	$35,205,678	AMENDED CONTRACT SUBTOTALS	$ 2,296,369

Western State College				
Stipend		3,592,800		
Amended Amount 05-06		1,760,029	Postsecondary Enrollment Options	(2,800)
Fee-For-Service		4,539,318	Reciprocal Programs	160
FFS CONTRACT TOTAL	$6,299,347		Courses that assist students in career development, retraining, and specialized high cost education =	783,622
			Educational services that preserve and increase economic development opportunities in the state, including courses to assist students in career development and retraining =	(2,541,303)
	FA TOTALS	$9,911,347	AMENDED CONTRACT SUBTOTALS	$ (1,760,321)

Table B.2- FY06-07 Fee-For-Service Contract Chart

Institution	Amount	Services Purchased
Adams State College **Total** Stipend FFS	**$12,562,412** $3,898,380 $8,664,032	Career development, retraining, and specialized high cost education = $3,394,540 Graduate I (Master level) = $3,548,346 Educational services in rural areas = $289,120 Educational career development, retaining, and specialized high cost nursing education = $175,371 Reciprocal programs = $67,080 Economic development = $1,189,575
Mesa State College **Total** Stipend FFS	**$20,632,636** $11,586,780 $9,045,856	Graduate I (master level) = $216,360 Career development and retraining = $1,474,416 Specialized courses and professional degrees = $7,355,080
Metro State College **Total** Stipend FFS	**$41,165,915** $37,002,360 $4,163,555	Aerospace Science, Nursing, Engineering Technologies, Computer & Information Sciences, Biological & Life Sciences, and Physical Sciences = $4,163,555
Western State College **Total** Stipend FFS	**$10,470,780** $3,893,220 $6,577,560	Reciprocal program = $18,232 Career development, retraining, and specialized high cost education = $5,589,209 Economic Development = $970,119

Colorado State University System		
Total	**$123,364,193**	
Stipend	$49,577,280	
FFS	$73,786,913	**CSU-Fort Collins**
		Graduate I (master level) = $10,231,408
		Graduate II (doctorate level) = $9,001,119
		Educational services and high cost undergraduate programs = $12,730,048
		Veterinary Medicine professional service programs = $9,650,116
		Citizen assists and treatment of timber = $4,504,888
		Cooperative Extension program = $10,381,727
		Agriculture Experiment = $10,928,207
		CSU-Pueblo
		Graduate I (master level) $1,411,516
		Reciprocal programs = $20,640
		Career development, retraining, and specialized high cost education = $2,463,596
		Specialized educational services for high cost = $2,463,648
Fort Lewis College		
Total	**$10,745,793**	
Stipend	$6,651,240	
FFS	$4,094,553	Reciprocal programs = $216,720
		Economic Development = $3,877,833
University of Colorado		
Total	**$178,395,392**	
Stipend	$72,879,840	
FFS	$105,515,552	Graduate I (mater level) = $30,448,133
		Graduate II (doctorate level) = $14,895,738
		Health Sciences professional services = $60,171,682
Colorado School of Mines		
Total	**$20,043,357**	
Stipend	$6,976,320	
FFS	$13,067,037	Graduate Services = $1,727,416
		High cost undergraduate engineering, math, and sciences programs = $11,339,552

University of Northern Colorado		
Total	**$37,949,011**	
Stipend	$23,078,100	
FFS	$14,870,911	Graduate I (master level) = $8,588,000
		Graduate II (doctorate level) = $4,272,000
		Specialized educational services = $2,010,911
Community College System		
Total	**$121,998,555**	
Stipend	$103,148,400	
FFS	$18,850,155	Vestibule labs = $ 2,213,640
		Reciprocal programs = $216,720
		Educational services in rural communities = $16,419,795

APPENDIX C

CollegeInColorado's COF Marketing Efforts

Events that attended:
Day/Nights: 69
Counselor Workshops: 5
Student Trainings: 6
CHSAA: 26
Other Trainings: 6
Other Events: 31
Visitations: 46

Items made for or which included information on the College Opportunity Fund

March 2005:
KCNC NCAA Public Service Announcement Sponsorship for College Opportunity Fund
College Opportunity Fund Rack Card & Translated to Spanish

April 2005:
College In Colorado TV & Radio Production w COF
Media Placement w/ COF
Banners and Table Skirts with COF logo
Event Materials with COF logo

Pizza TV spot used in Regal Theatres

June 2005:
Go To Kits-brochures w/ COF

August 2005:
College Guide w/ College Opportunity Fund info

September 2005:
College In Colorado brochure w/ COF info
        Produced 10,000
College In Colorado Go To Kit CD w/ COF & 1-pager about COF
College In Colorado Go To Kit web-based subject search—which included COF info

October 2005:
Re-print Table skirt w/ COF logo
COF rack cards made

November 2005:
Google Media Search which includes COF search
College In Colorado brochure in Spanish w/ COF

December 2005:
Google Media Search which includes COF search

March 2006:
Google Media Search which includes COF search
House Bill 1057 letter to 8th graders that included COF information

May 2006:
Concepts for a :30-second College Opportunity Fund PSA
Spring Google Media Search which includes COF search

From June 2006-Present

Events we attended:
Conferences: 9
Fairs (Including: College Fairs, Career Fairs, Teacher Nights, Parents Nights, Back to School Nights—Fairs besides Day/Nights): 24
Day/Night: 72
Mile High Skies: 13
Counselor Workshops/Training (specifically to counselors): 8
Trainings (general—May include parents, some teachers, and students. May also include presentation): 10
Presentations: 7
Team CIC: 30

Items made for or included the College Opportunity Fund June-Present:
Go To Kit Brochures—Includes COF info
       198,000 Produced-PLAN and PAY
Go To Kit Poster—Included COF info
       2,500-Produced
COF rack cards
       100,000 Produced (shared with Peggy Hill)
College Guide included COF info
       75,000 Produced
College Guide translated to Spanish and put on Website
COF Rack Card translated to Spanish
       10,000 Produced
In the process of creating Spanish translated brochures
       Will be produced and put on the Website

APPENDIX D
ADDITIONAL INFORMATION

ADDITIONAL INFORMATION

CCHE College Opportunity Fund Policies:

Part D
Policy for Public Institutional Reporting College Opportunity Fund Student Credit Hour Stipend Enrollment, Effective July 1, 2005 (8/1/06)
http://www.state.co.us/cche/policy/newpolicies/ii-partd.pdf

Part E
Policy for Participating Private Institutional Reporting on College Opportunity Fund Student Stipend Enrollment, Effective July 1, 2005 (8/1/06)
http://www.state.co.us/cche/policy/newpolicies/ii-parte.pdf

CCHE College Opportunity Fund Reporting Guidelines
http://www.state.co.us/cche/cof/cofguiderev.pdf

College Opportunity Fund Institutional Implementation FAQ's
http://www.state.co.us/cche/cof/cofimplfaq.pdf

College Opportunity Fund FAQ's
https://cof.college-access.net/cofapp/FAQs.jsp