I. Introduction

The 1986-87 budget contains an appropriation of $1 million to be distributed among the 30 SUNY Community Colleges for "...instructional equipment acquisition." The legislation stipulates that the SUNY Trustees establish guidelines governing the allocation of the appropriation and that such guidelines "shall include but not be limited to 1) the requirement that a college match from other sources including, but not limited to, in-kind and local sponsor contributions, monies made available pursuant to the appropriation on no less than a dollar for dollar basis and 2) that such funds shall be made available only if the college's revenues from local sponsor's contributions, either in the aggregate or for each full-time equivalent student coming from the sponsorship area, are maintained at no less than the comparable rates for the preceding year; and 3) the requirement that such instructional equipment shall be purchased for programs consistent with the educational mission of such community college including occupational and career programs.............$1,000,000"

Subject to final approval of guidelines by the SUNY Board of Trustees, the following procedures should be followed when applying for these funds.

II. Distribution of Funds

After conferring with campus personnel and with SUNY Central staff it was determined that there were (at least) three major criteria for distribution of funds:

(1) consideration that all be given a base amount regardless of campus size;
(2) consideration of total enrollment;

(3) consideration of technical program enrollment;

Given these three criteria and attempting to find a "mix" of the criteria which would result in a distribution which would have a reasonable range of values, several alternatives were examined which varied the three conditions. The formula selected reflected the following distribution:

(1) Thirty percent (30%) of the allocation ($300,000) was split evenly among the thirty community colleges ($10,000 per campus);

(2) Fifty percent (50%) of the remaining funds were divided among the campuses in proportion to their 1985-86 budgeted FTE and;

(3) The remaining fifty percent (50%) was distributed based on the proportion of Technical Program FTE's.

This resulted in campus allocations ranging from $14,829 to $85,128.

The allocation for your campus under this system is indicated on the attached Special Equipment Fund Application.

III. Criteria for Campus Matching Funds

The purpose of this program is to stimulate additional support for equipment needs consistent with the educational mission of the college including the occupational and career programs. The following sources of matching funds are allowable:

(1) Non-college gifts, grants, etc.

(2) Sponsor's special appropriation.

(3) Capital chargeback funds (provided that the equipment to be purchased meets the criteria specified in Section 603.7(b) of the Code).
IV. Application Procedure.

A. Complete the enclosed Special Equipment Fund Application as follows:

1. Preprinted.

2. Preprinted.

3. Equipment to be Purchased - in the space provided list the type of equipment along with the unit price of items to be purchased. This does not have to be listed in minute detail; the purpose of this section is merely to indicate the type of equipment being purchased and the amount of the purchase price.

4. Matching Funds - list the source(s) of the matching funds (line 4 should equal the amount in section 2).

The campus allocation (line 2 of application) plus matching funds (line 4) should equal the total amount in section 3.

NOTE: If you cannot provide sufficient matching funds to expend your total allocation (line 2), you may spend any amount up to your total allocation; any remaining balance may be held for use later in the year; funds not spent by June 30, 1987, will be subject to reallocation.
B. Submit the completed form to:

Deputy to the Chancellor for
Community Colleges (Acting)
State University of New York
SUNY Plaza, Rm. T-705
Albany, New York 12246

Thomas M. Law
Deputy to the Chancellor
for Community Colleges (Acting)

Attachment

cc: Presidents, State-operated Campuses.
Deans, Statutory Colleges
President Coll
Vice Provost Spencer
1986-87 Community College
Special Equipment Fund Application

1) Campus:

2) Amount of Allocation:

3) **Equipment to be Purchased** (list with purchase price):

4) **Matching Funds** (Source and Amount)
   (Total of Item 2 and Item 4 must match Item 3)

5) I certify that the equipment noted above is to be used for educational programs consistent with the educational mission of this college and that the sponsor's contribution to the college for the 1986-87 college fiscal year equals or exceeds the sponsor's contribution for 1985-86.

__________________________
(Signature)