Memorandum to Presidents

Date: October 10, 1990

From: Office of Community Colleges

Subject: Guidelines for Approval of Non-Credit Community Service Courses for State Support

To: Presidents, Community Colleges

Following are procedures for submitting non-credit community service courses for review for state aid purposes. These procedures have been made necessary by the 1990-91 Budget, which separated these from other non-credit courses and appropriated $1 million in aid. They are in accordance with Section 602.6 of the Code of Standards and Procedures as it was amended by action of the State University Board of Trustees. A copy of the Board resolution is attached.

Included in the regulations is the definition for courses which are eligible in the community service category. In addition, these guidelines make clear that avocational, recreational, and social group courses are not eligible for State aid.

Approval Process

1) Each campus must conduct a review of non-credit community service courses to be offered and determine those that appear to be eligible for State aid according to the definition.

2) Courses are to be submitted to the Office of Community Colleges on a form provided by the Office. A copy of the form is attached. Forms should be submitted prior to the registration, if possible. The description for each course offered after September 1, 1990 must be submitted for State aid determination even if the course was previously approved and the description has not changed. In order for the University to determine the total amount of community service activity, colleges should submit forms for all courses, even if it is expected that funding will not be available for some offerings.

3) The Office of Community Colleges will review the descriptions and certify whether or not courses are eligible for State aid. A copy of the approval form will be returned to the campus within thirty days.
4) Special considerations in the community service category.

a) Each request for funding in the community service category shall include documentation as to the need for the course, including, specifically, how the course assists in the solution of a community problem and aids in the development and maintenance of a desirable social condition in a locality.

b) Courses designed primarily for the personal enhancement of citizens and not having clear benefits in such areas as health, safety and other necessary broader societal benefits will not be approved.

c) Each community college shall maintain a record of costs and revenues, charges to students and sources of funding, including in-kind contributions, and other descriptive data comprised of projected FTEs, projected headcount, and any co-sponsors.

All courses that are not supported under Section 602.6 must, in the aggregate, be self-supporting. All offerings shall be considered self-supporting when the revenues collectively received are adequate to cover the direct costs of all the courses and programs, including faculty salaries and fringe benefits, the costs of supplies and materials consumed in the courses and programs, the costs of equipment used only for the programs, and other expenses directly incurred by the courses and programs. It is not necessary for each individual course to be operated on a self-sustaining basis.

Funds Available

The 1990-91 appropriation for SUNY’s community colleges amounts to $1,000,000. Community service course FTEs no longer result in an entitlement of State funding. Hence, a new method is required to distribute the available funds in which grants are provided to carry out community service programs. Although the grants are not intended to fund FTEs directly, the previous FTE activity levels have been used to determine individual college grants through a proration methodology. Twenty percent of the allocation is being held in reserve as a contingency to respond to any major problems that may occur. Any reserve funds remaining by December 31, 1990 will be distributed to the colleges. The distribution chart is enclosed. Any special problems with the initial grant should be brought to the attention of Mr. Charles A. Burns, Director of Community College Educational Services, in the SUNY Central Office of Community Colleges.
I hope that you find these procedures acceptable and helpful, and that they allow for a continuation of the courses which have served the citizens of your sponsorship area so well.

Thomas S. Kubala

Attachment
cc: Continuing Education Directors
    Non-Credit Contacts

Copies for information only to:
Presidents, State-operated Campuses
Deans, Statutory Colleges
President Coll
Provost Nesheim
Request for State Aid Approval of
a Non-Credit Community Service Course

1. College: __________________________________________

2. Title of Course: _______________________________________

3. Course Description: (Use reverse side if necessary)

4. Projected Headcount: ______

5. Projected FTEs: ______

6. Cosponsor (if any): _______________________________________

7. Briefly describe the college's control of the operation of
the course in the areas of fiscal administration, selection
of faculty, and course development.

8. Funding sources (other than state aid, including in-kind
contributions):

9. If previously approved, date of initial approval: ______

Determination

Submitted by: ____________________________
Title: ____________________________
Date: ____________________________
## State University of New York
Community Colleges

1990-91 Distribution of Non-Credit Community Service State Aid

<table>
<thead>
<tr>
<th>Total</th>
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<tbody>
<tr>
<td>Reserve</td>
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</tr>
<tr>
<td>Allocated</td>
<td>800,063</td>
</tr>
</tbody>
</table>

**INITIAL GRANT AMOUNTS TO BE DISTRIBUTED**

<table>
<thead>
<tr>
<th>800,063</th>
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</thead>
</table>

- Adirondack: 7,245
- Broome: 7,245
- Cayuga County: 9,833
- Clinton: 12,248
- Columbia-Greene: 24,323
- CC Of Finger Lakes: 85,388
- Corning: 21,323
- Dutchess: 60,892
- Erie: 4,830
- Fashion Institute: 4,830
- Fulton-Montgomery: 4,830
- Genesee: 12,248
- Herkimer County: 9,833
- Hudson Valley: 12,248
- Jamestown: 24,323
- Jefferson: 12,248
- Mohawk Valley: 12,248
- Monroe: 48,818
- Nassau: 4,830
- Niagara County: 158,528
- North Country: 9,833
- Onondaga: 12,248
- Orange County: 48,818
- Rockland: 24,323
- Schenectady County: 4,830
- Suffolk County: 19,493
- Sullivan County: 4,830
- Tompkins-Cortland: 29,325
- Ulster County: 48,818
- Westchester: 97,635
MEMORANDUM

September 27, 1990

To: The Board of Trustees

From: D. Bruce Johnstone

Subject: Amendment to the Code of Standards and Procedures for the Administration and Operation of Community Colleges (Limitations on Operating Costs for Purposes of State Financial Assistance, Community College Tuition Limitation)

I recommend that the Board of Trustees adopt the following resolution:

Resolved that Subchapter D of Chapter V of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York, said Subchapter D constituting the Code of Standards and Procedures for the Administration and Operation of Community Colleges, as last amended on September 28, 1989, by Resolution 89-158, be, and hereby is, further amended as set forth below; and, be it further

Resolved that section 602.5 of said Title, be, and hereby is, amended as follows (brackets denote old material to be deleted; underlining denotes new material to be added):

602.5 State aid for non-credit remedial[,] and vocational preparation[, community service and continuing education] programs.

(a) Non-credit[,] remedial[,] and vocational preparation[, community service and continuing education] programs operated by community colleges can be included for State aid if the sponsor contributes its share of operating costs and each program meets at least one of the following criteria:

(1) Remedial instruction. Instruction concerned with diagnosing, correcting or improving such basic skills as
oral and written communications, reading, analytical concepts and general study habits and patterns, to overcome in part or in whole any particular marked deficiency which interferes with a student's ability to pursue an educational objective effectively.

(2) Vocational preparation. Courses designed to provide education, training or retraining in one or more semi-skilled, skilled, technical or other occupational categories, to prepare the student for entrance into a particular chosen vocation, upgrading of present employment opportunity or achievement of other career goals.

(3) Community service. An educational program activity or service designed to assist in the solution of community problems, or aid in the development and maintenance of desirable social conditions in a locality.

(b) Fees for non-credit courses shall not exceed the tuition for credit-bearing courses having an equivalent number of credit hours.

(c) The following courses are specifically not eligible for State aid: avocational, recreational, and social group courses.

(d) The local operating budget shall indicate whether such non-credit courses are offered. Additional procedures for annual review of all non-credit courses to determine eligibility for State aid shall be in accord with guidelines developed and issued by the chancellor or designee.

(e) All courses and programs not eligible for State aid shall be in the aggregate self-sustaining. The revenues collectively received for such courses and programs must be adequate to cover the direct costs of all the courses and programs including faculty salaries and fringe benefits, the costs of supplies and materials consumed in the courses and programs, the costs of equipment used only for the programs and other expenses directly incurred by the courses and programs. Each individual course or program need not be operated on a self-sustaining basis.

(f) Fees for non-credit courses which are not eligible for State aid and which have no practical credit equivalency shall be determined by policy of the local trustees or their designee.

(g) [Each request in the community service category for funding shall include documentation as to the need for the course,
including how specifically the course meets one or more of the requirements of the category, which requirements shall be specified in guidelines issued by the chancellor, or designee.

(h) In order to receive State financial assistance for non-credit courses, each community college must submit to the chancellor, or designee, a request for funding which, at a minimum, shall contain the name of any co-sponsoring institutional group or agency, a description of the college's control of operation of the course in the areas of fiscal administration, selection of faculty and course development, a description of the course or program to be offered, the major purpose of the course or program as it relates to the mission of the college, the projected full-time equivalent student or headcount enrollment of the proposed course or program, and such other data as required by the chancellor, or designee, on forms designated for this purpose.

[(i)] (h) Each community college shall maintain a record of costs and revenues, and other descriptive data in accordance with guidelines issued by the chancellor, or designee, for its total non-credit program in order to be eligible for State financial assistance for such courses. Each community college shall submit such records to the chancellor, or designee, at the time and in the manner established by the chancellor, or designee.

[(j)] (i) State financial assistance shall be allowed for all non-credit, remedial, community service, continuing education, and vocational preparation programs, which programs may, as a prerequisite to enrollment, require specific educational or occupational training requirements, heretofore or presently undertaken by community colleges including, but not limited to, courses providing training to municipal police, fire and emergency medical personnel, welfare clients and dislocated workers.

and, be it further

Resolved that existing sections 602.6 through 602.13 of said Title, be renumbered to read sections 602.7 through 602.14, respectively, and add new section 602.6 to read as follows:

602.6 State aid for non-credit community service courses and programs.

(a) Non-credit community service courses and programs operated by community colleges can be included for State aid if the sponsor contributes its share of operating costs and such
programs constitute an educational program, activity or
service designed to assist in the solution of community
problems or aid in the development and maintenance of
desirable social conditions in a locality.

(b) The following courses are specifically not eligible for
State aid: avocational, recreational, and social group
courses.

(c) Each community college's operating budget shall indicate
whether such non-credit community service courses and
programs are offered. All non-credit community service
courses and programs will be reviewed annually by the
chancellor or designee to determine eligibility for State
aid.

(d) Each request for funding of non-credit community service
courses or programs shall include documentation as to the
need for the course, including specifically how the course
meets the requirements of subdivision (a).

(e) In order to receive State financial assistance for non-credit
community service courses and programs, each community
college must submit to the chancellor, or designee, a
request for funding which, at a minimum, shall contain the
name of any co-sponsoring institutional group or agency, a
description of the college's control of operation of the
course in the areas of fiscal administration, selection of
faculty and course development, a description of the course
or program to be offered, the major purpose of the course or
program as it relates to the mission of the college, the
projected full-time equivalent student or headcount enroll-
ment of the proposed course or program on forms designated
by the chancellor, or designee, for this purpose.

(f) Each community college shall maintain a record of costs and
revenues, charges to students and sources of funding,
including in-kind contributions and other descriptive data
in accordance with guidelines issued by the chancellor, or
designee, for its total non-credit community service program
in order to be eligible for State financial assistance for
such courses. Each community college shall submit such
records to the chancellor, or designee, at the time and in
the manner established by the chancellor, or designee.

(g) State financial assistance shall be allowed for all non-
credit community service courses and programs, which may, as
a prerequisite to enrollment, require specific educational
or occupational training requirements, heretofore or pres-
ently undertaken by community colleges including, but not
limited to, courses providing training to municipal police, fire and emergency medical personnel, welfare clients and dislocated workers.

(h) All non-credit community service courses and programs shall be in the aggregate self-sustaining. The revenues collectively received for such courses and programs must be adequate to cover the direct costs of all the courses and programs including faculty salaries and fringe benefits, the costs of supplies and materials consumed in the courses and programs, the costs of equipment used only for the programs and other expenses directly incurred by the courses and programs. For the purposes of this section, such revenues shall include any appropriated State financial assistance which is available for the support of non-credit community service courses and programs within the purpose of such appropriation. Each individual course or program need not be operated on a self-sustaining basis.

and, be it further

Resolved that subdivisions (c), (d) and (e) of section 602.9 of said Title be, and hereby are, amended as follows:

(c) Basic State financial assistance.

(1) Full opportunity colleges. The basic State financial assistance for community colleges, implementing approved full opportunity programs, shall be the lowest of the following:

(i) two-fifths of the net operating budget of the college, or campus of a multiple campus college, as approved by the State University trustees;

(ii) two-fifths of the net operating costs of the college, or campus of a multiple campus college; or

(iii) the total of the following:

(a) the budgeted or actual number (whichever is less) of full-time equivalent students enrolled in programs eligible for State financial assistance multiplied by [($1675) $1725 plus a $35 increment if the financial contribution to the operating costs of the college, by the local sponsoring jurisdiction, is no less than the equivalent in dollars of one-half mill (50 cents per $1,000) as calculated against the total valuation of taxable real property in such jurisdiction as most recently tabulated by the State Board of Equalization and Assessment;
(b) the budgeted or actual total average number (whichever is less) of full-time disadvantaged students multiplied by $212 if the average number of full-time disadvantaged students coming from the sponsorship area as a percentage of the total average number of full-time students coming from the sponsorship area is no less than the average number of disadvantaged in the population of the sponsorship area for the calendar year immediately preceding the year in which the community college fiscal year commences as a percentage of the total population in the sponsorship area, as reported in the most recently available census; and

(c) one-half of rental costs for physical space.

(2) Non-full opportunity colleges. The basic State financial assistance for community colleges not implementing approved full opportunity programs shall be the lowest of the following:

(i) one-third of the net operating budget of the college, or campus of a multiple campus college, as approved by the State University trustees;

(ii) one-third of the net operating costs of the college, or campus of a multiple campus college; or

(iii) the total of the following:

(a) the budgeted or actual number (whichever is less) of full-time equivalent students enrolled in programs eligible for State financial assistance multiplied by [($1396] $1438 plus a $29 increment if the financial contribution to the operating costs of the college, by the local sponsoring jurisdiction, is no less than the equivalent in dollars of one-half mill (50 cents per $1,000) as calculated against the total valuation of taxable real property in such jurisdiction as most recently tabulated by the State Board of Equalization and Assessment;

(b) the budgeted or actual total average number (whichever is less) of full-time disadvantaged students multiplied by $177 if the average number of full-time disadvantaged students
coming from the sponsorship area as a percentage of the average number of total full-time students coming from the sponsorship area is no less than the average number of disadvantaged in the population of the sponsorship area for the calendar year immediately preceding the year in which the community college fiscal year commences as a percentage of the total population in the sponsorship area, as reported in the most recently available census; and

(c) one-half of rental cost for physical space.

(3) Notwithstanding the provisions of paragraphs (1) and (2) of this subdivision, a community college or a new campus of a multiple campus community college in the process of formation shall be eligible for basic State financial assistance in the amount of one-third of the net operating budget or one-third of the net operating costs, whichever is the lesser, for those colleges not implementing an approved full opportunity program plan, or two-fifths of the net operating budget or two-fifths of the net operating costs, whichever is the lesser, for those colleges implementing an approved full opportunity program, during the organization year and the first two fiscal years in which students are enrolled.

(d) Supplemental State financial assistance. Community colleges shall be eligible for supplemental State financial assistance in the [1989-90] 1990-91 community college fiscal year in the amount of $195 for each full-time equivalent student enrolled in technical programs and $82 for each full-time equivalent student enrolled in business programs, the actual number of which shall be certified by the college president to the State University trustees. A community college which changes its status from non-full opportunity to full opportunity effective with the [1989-90] 1990-91 college fiscal year shall be entitled to receive supplemental State financial assistance. With the exception of a community college which changes its status from non-full opportunity to full opportunity effective with the [1989-90] 1990-91 college fiscal year, such supplemental State financial assistance shall be made available only if the college's revenues from local sponsor's contributions either in the aggregate or per full-time equivalent student coming from the sponsorship area, and full-time and part-time student tuition rates, are maintained at not less than the comparable actual rates in the [1988-89] 1989-90 community college fiscal year. The total State aid paid to any college for the [1989-90] 1990-91 community college fiscal year may exceed the statu-
tory limitations of one-third or two-fifths of operating costs of the college only if the amount of aid for full-time equivalent students in technical and business programs approved for a college pursuant to this section would cause the statutory limitations to be exceeded. In such cases the amount that the total State aid may exceed the statutory limitations shall not be greater than the amount of supplemental State financial assistance approved pursuant to this section for full-time equivalent students in technical and business programs.

(1) Notwithstanding the provisions of this section, assistance payable for the [1989-90] 1990-91 community college fiscal year on the basis of full-time equivalent credit enrollment and non-credit remedial and vocational enrollment shall be paid on [a calculated] an aidable college enrollment defined to be the greater of:

(i) The actual full-time equivalent credit enrollment and non-credit remedial and vocational enrollment for the [1988-89] 1989-90 community college fiscal year; or

(ii) The sum of the following: 50 percent of the actual full-time equivalent credit enrollment and non-credit remedial and vocational enrollment for college fiscal year [1988-89] 1989-90, plus 30 percent of the actual full-time equivalent credit enrollment and non-credit remedial and vocational enrollment for college fiscal year [1987-88] 1988-89, plus 20 percent of the actual full-time equivalent credit enrollment and non-credit remedial and vocational enrollment for college fiscal year [1986-87] 1987-88. For such enrollment full assistance is payable as provided in clause (a) of subparagraph (iii) of paragraph (1) and clause (a) of subparagraph (iii) of paragraph (2) of subdivision (c) of this section.

(2) Local sponsors may use funds contained in reserves for excess student revenue, excluding any excess student revenues attributable to the [1989-90] 1990-91 community college fiscal year, for operating support of the community college program even though said expenditure may cause expenses from student revenues to exceed one-third of the college's net operating budget provided that such funds do not cause the college's revenues from the local sponsor's contributions in aggregate to be less than the comparable rates for the previous community college fiscal year.
(e) Base State financial assistance for contract courses. Notwithstanding any other provision of this subchapter, community colleges shall be eligible for base State financial assistance for each full-time equivalent student enrolled in a course offered for the purpose of providing occupational training or assistance to business for the creation and the retention of job opportunities and for the improvement of productivity, through contracts or arrangements between a community college and a business, labor organization, or not-for-profit corporations or other nongovernmental organizations, including labor-management committees composed of labor, business and community leaders organized to promote labor-management relations, productivity, the quality of working life, industrial development, and retention of business in the community. Such courses shall have been approved by the chancellor, or designee, as eligible for such State financial assistance and shall not be entitled to capital or operating chargeback payment by the county of residence of non-resident students. The chancellor, or designee, shall also establish procedures for the projection, monitoring and reporting of contract course activity in accordance with this subdivision. For the [1989-90] 1990-91 community college fiscal year, base State financial assistance shall be in the amount of [$1675] $1725 plus a $35 increment if the financial contribution to the operating costs of the college, by the local sponsoring jurisdiction is no less than the equivalent in dollars of one-half mill (50 cents per $1,000) as calculated against the total valuation of taxable real property in such jurisdiction as most recently tabulated by the State Board of Equalization and Assessment. The chancellor, or designee, may provide for the apportionment of the available funding among the colleges.

and, be it further

Resolved that new subdivision (f) of section 602.9 of said Title, be, and hereby is, added to read as follows:

(f) State financial assistance for part-time students. Notwithstanding any other provisions of this subchapter, community colleges shall be eligible for State financial assistance for the 1990-91 community college fiscal year in the amount of $50 for each part-time student enrolled in credit bearing courses. For purposes of this subdivision, a part-time student is one who is enrolled in not more than eleven credit hours. Such financial assistance is provided to meet the costs of services for part-time students enrolled in credit-bearing courses including, but not limited to, student support services.
Background

This resolution will modify the existing limitations formula for State financial assistance for operating expenses of community colleges. The amendment will implement the requirements of the Aid to Localities Budget (Laws of 1990, Chapter 53). This year, Chapter 53 of the Laws of 1990 adds State financial assistance for core operations support and part-time students enrolled in credit-bearing courses. State financial assistance for non-credit courses has been changed by separately funding non-credit community service courses and programs and capping the amount of State financial assistance available for such courses. In addition, the calculation of full-time equivalent students for purposes of base State financial assistance will no longer include non-credit community service courses.

The budget also continues additional funds for non-credit vocational training for dislocated workers or the marginally employed, and a youth internship program to provide non-credit employability training and work experience for unemployed, economically disadvantaged youth. These additional funds along with the funds for core operations support will be distributed pursuant to guidelines to be developed by the Chancellor, or designee.

Basic State assistance for the 1990-91 community college fiscal year will be increased from $1675 to $1725 per full-time equivalent student. This amount will be subject to limitations based upon a calculation of the greater of either the actual full-time equivalent credit and non-credit remedial and vocational enrollment for the 1989-90 community college fiscal year or the weighted average of college credit and non-credit remedial and vocational enrollment for the previous three years. State financial assistance is also increased from $1675 to $1725 for each full-time equivalent student enrolled in contract courses.

In addition, this year's Aid to Localities Budget also requires the State University and City University Trustees to jointly promulgate regulations to implement the allocation of $50 per each part-time student enrolled in credit-bearing courses. Since non-credit community service courses and programs are now funded separately, this resolution establishes a separate section in the regulations for such courses. Pursuant to a 1984 amendment to the Education Law and the provisions of the 1989-90 Aid to Localities Budget, regulations governing State aid for community college operating costs must be promulgated jointly by the State University and City University Trustees.