DATE: June 26, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GENERAL FUND
Approval of Special Services Agreement
With SCT Corporation
(Resolution No: 030626-B3)

BACKGROUND INFORMATION:

City College of San Francisco entered into a contract with SCT Corporation to purchase their Banner administrative software application for finance and human resources in June 1993. By July 1994, the College was in production with the finance module. Subsequently, the financial aid and student modules were purchased. In November 1997, the student module was ready for registering of students for Spring 1998. In Fall 1998, the financial aid module came on-line. During July 1999, the last piece of Banner Payroll was fully implemented, thereby reducing the College’s annual payment to the City for payroll services by $500,000 per year. In addition, the College has implemented the Banner “Web For” products. Now all of the College’s major administrative systems are on Banner software.

As with all areas of technology, Banner software is being upgraded by SCT on a regular basis to provide new functionality and to keep technologically current. Securing training services directly from SCT in the past has enabled the College to progress smoothly through Banner’s various iterations. In fact, virtually all colleges that use Banner enter into similar contracts for these critical training services. The services of SCT consultants will be needed once again to train district staff on new functionality as well as to provide assistance with implementing the new functionality contained in Banner 6.0 which will be implemented during the new fiscal year. This resolution authorizes establishing a special services agreement with SCT for such consulting services.
Actual approved level of usage for SCT consulting services totaled $83,000 during fiscal year 2000-2001, $88,000 during fiscal year 2001-2002 and $50,000 during fiscal year 2002-2003. The ITS Department will use its general fund budget to pay for these services during fiscal year 2003-2004 at a total cost not to exceed $25,000.

**SHARED GOVERNANCE REVIEW:**

Yes _____; No ___X____; If yes, which committee: __________________________

Date of Review: __________________________

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to establish a special services agreement with SCT Corporation for consulting services from July 1, 2003 through June 30, 2004 for a cost not to exceed $25,000 (this is a reduction from $50,000 last fiscal year), and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
Douglas Re, Originator