AP 4104  Contract Education

The District may contract for instructional classes to be offered in service to public or private agencies or groups.

As part of its economic and workforce development efforts, the District provides instructional classes and customized training and services to business, industry, government agencies, and other public or private organizations. The process may involve creation of new courses or training, revision of existing course outlines for use in a particular training program, special assistance and assessment, and consultative or developmental services to define specific needs. The District may contract with business, industry, government agencies, other public or private organizations, or individuals to develop and/or deliver these services. In certain cases, these services may be funded by the contractor (client) through public training funds. These contracted activities are generally closed to the public. Contracted services shall be self-supporting and shall not use unrestricted general funds of the District. When contract education involves academic credit classes, faculty appointments will be consistent with minimum qualifications, and curriculum approval processes and registration procedures will be followed.

Feasibility Criteria
These basic criteria shall serve as a method to evaluate the District’s involvement in any given agreement. District administrators shall review and recommend agreements on the basis of these standards:

- The aims and objectives of the agreement shall further the District’s mission, mandates, and goals.
- The scope, objectives and outcomes of the agreement shall be feasible, measurable, and attainable.
- The District and/or its institution shall recover, from all revenue sources, an amount equal to or greater than the actual costs, including administrative costs, incurred in providing contracted services.

Scope of Work Definition
Contract education generally involves three broad and distinct areas: Needs Analysis, Program Development and Implementation, and Outcomes Evaluation.

- Needs Analysis: May involve consultation, assessments, skills testing, job and function analyses, etc., to determine the client’s needs, skills or performance gaps and prepare action plans to meet the client’s objectives.
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- Program Development and Implementation: Typically involves customization or development of new curricula, delivery of services and/or instruction, and program administration.
- Outcomes Evaluation: Creation and/or utilization of methods or instruments to track client’s training and performance outcomes.

Contract Education Options
When contracted services include instructional components, various options are available as follows:

- For-credit: Closed classes, offered for community college credit for a particular client on a self-supporting contractual basis.
- Not-for-credit: Classes of a seminar, workshop, and/or technical nature not earning community college credit and offered for a particular client on a self-supporting contractual basis.

Contract Ratification by Governing Board or District Administration
The District’s Governing Board shall ratify all performance agreements. For the purpose of this procedure, performance agreements are defined as a contract that requires an expenditure tied to specific deliverables.

The Superintendent/President or designee shall have authority to ratify agreements which do not involve District expenditure. Examples include income generating agreements, facility use agreements, and service agreements in which the parties agree to perform specific roles in exchange for service.

Reference: Title 5 Section 55170

Approved: 11/18/14