AP 4104   CONTRACT EDUCATION

Reference:
   Title 5, Section 55170

The District may contract to offer instructional classes or services for businesses, industry, public agencies, and/or other groups. These contracted activities shall be self-supporting and shall not use the unrestricted general fund of the college. If the contract covers the full cost of the classes, the classes shall not be submitted for apportionment from the state and are not required to be open to the public.

Procedure

Requests for Board approval will be prepared by the Office of Economic Development, reviewed by the Office of Business Services, and recommended by the Office of Academic Affairs.
   • Proposed contracts will be evaluated for their feasibility by the Office of Economic Development using the following criteria:
     o The contract shall be congruent with the District’s mission, mandates, and goals.
     o The scope, objectives, and outcomes of the contract shall be feasible, measurable, and attainable.
     o The costs of delivering the contract, including administrative costs, shall be recovered from the funds generated by the contract.
   • Contracts will be issued by the District through the Purchasing Office after approval by the Board of Trustees.

Contract Education Options

   • Credit or non-credit classes from the approved curriculum may be offered. Students may earn college credit upon successful completion.
   • Customized classes designed for a particular purpose may be offered, but they will not be credit bearing.
   • Specialized services may be offered.

Contract Approval

   • Contracts shall require approval by the Board of Trustees.

Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: August 20, 2007