

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4104 CONTRACT EDUCATION (Instructional Service Agreements)

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:

An agreement will be prepared by Continuing Education, reviewed and recommended by the Office of Academic Affairs and/or Office of Finance and Administrative Services, and approved by the Superintendent/President or his/her designee.

The agreement must identify the classes being taught and/or services being offered, length of the contract, the billing cycle and the fees paid to the college.

Proposed contracts will be evaluated for their feasibility using the following criteria:

- The contract shall be congruent with the District's mission, mandates, and goals.
- The scope, objectives, and outcomes of the contract shall be feasible, measurable, and attainable.
- The costs of delivering the contract; including administrative costs, supplies, rentals, etc. shall be recovered from the funds generated by the contract.

Contract Education Options:

- Credit or noncredit classes from the approved curriculum may be offered.
- Students in credit classes 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.

Fees:

The contract fee is determined by the complexity of the client's need. The following factors should be considered when establishing the fee:

- Curriculum development
- Supplies and materials needed
- The required level of expertise of the presenter or instructor

- The total hours of instruction or consultation
- The total hours of staff support and project coordination
- Equipment needed
- Indirect cost

Contract Approval

- Contracts require the approval of the Superintendent/President or his/her designee.

Board Approved 05/18/10

Revised 07/16/13

Desk Review 04/03/17