

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.

All Contract Education or Instructional Service Agreement arrangements must be accompanied by a fully executed agreement. Such an agreement will be prepared by the Office of Continuing Education or appropriate department/division, reviewed and recommended by the Office of Academic Affairs and/or Office of Finance and Administrative Services, and approved/executed by the Superintendent/President or an authorized signer for the District designee.

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

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

- The contract shall be congruent with the District's mission, vision, 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.
 - 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

Examples of Contract Education arrangements include:

- Credit or noncredit classes from the approved curriculum.
- Students in credit classes may earn college credit upon successful completion.
- Customized classes designed for a particular purpose may be offered and will not be credit bearing.

- Specialized services may be offered.

Board Approved	05/18/10
Revised	07/16/13
Desk Review	04/03/17
Desk Review	10/14/19
Revised	04/08/25