

Chapter 4 – Academic Affairs

AP 4104 Contract Education

Reference:

Title 5 Section 55170

The College may contract for instructional classes to be offered at the request of public or private agencies or groups.

The Training Sources

- A. The School of Continuing Education Contract Education Department will provide specialized programs at the request of public or private agencies or groups.**
- B.** ~~One College enterprise, The Training Source,~~ **Workforce Training Center** provides specialized services designed to assist business, industry, agencies, and other organizations to improve the quality of their products and services and to increase their competitiveness within domestic and international markets.
- 1.** Marketing efforts targeted to prospective clients for ~~The Training Source~~ **the Workforce Training Center** will be documented and evaluated.
 - 2.** Contact with the potential client may be College staff-initiated or client-initiated.
 - 3.** ~~The Training Source~~ **Workforce Training Center** staff will be responsible for the following contract education procedures:
 - a.** Initial personal contact will be conducted by appropriate personnel for the purpose of presenting a brief overview of ~~The Training Source~~ **the Workforce Training Center** programs, conducting a broad assessment of client needs, establishing an appointment ~~at client site~~, and distributing an initial information packet.
 - b.** Selected team members of ~~The Training Source~~ **the Workforce Training Center** and appropriate content experts will meet with the client to conduct an in-depth interview, assess client training needs, and determine client expectations as well as to gather information and schedule a follow-up presentation.
 - c.** Team meetings may be conducted to evaluate the initial contact, client needs, available resources, and develop a training program that incorporates the course ~~syllabus~~ **outline** and appropriate presenters. Additional contact with the client will be made as needed. The contract proposal will then be prepared.
 - d.** The negotiated contract will be signed by the ~~Chief Instructional Officer~~ **Vice President, School of Continuing Education**. An initial financial advance may be collected from the client and deposited in **the** Contract Education **fiscal** account.

- e. If contract negotiations are not successful, contact will be made with the client ~~within two working days~~ **to achieve contract acceptance**. The ~~Training Source~~ **Workforce Training Center** staff will continue to work with the client to achieve contract acceptance.
 - f. Board of Trustees agenda items will be developed for all completed contracts, and information about the selected presenter(s) will be submitted to the College President/CEO for Board of Trustees approval.
 - g. A written contract and appropriate personnel forms will be prepared for each presenter. A presenter orientation will be completed prior to the presenter(s) beginning the training program.
 - h. If necessary, credit **course and registration** numbers will be obtained from the appropriate Division Dean, and non-credit **noncredit course and registration** numbers will be obtained from ~~Community Education~~ **the School of Continuing Education**. Textbooks and supplies will be ordered as appropriate for each individual training program. Parking will be arranged for the presenter(s).
 - i. The ~~Training Source~~ **Workforce Training Center** staff will assist trainees in the ~~registration and admissions~~ **admissions and registration** process during **prior to** the first class meeting. ~~Registration/Admission~~ **Admission/Registration** forms will be submitted to the Admissions and Records Office for credit courses or ~~Community Education~~ **the School of Continuing Education** for non-credit **noncredit** courses as appropriate. A list of trainees enrolled in the program will be kept in the client file. Roll sheets will be provided to presenters by ~~The Training Source~~ **the Workforce Training Center** Office.
4. The training program will be implemented as outlined in the ~~proposal and~~ contract. The client ~~will~~ **may** receive an invoice for services rendered.
 5. Upon completion of the training/contract, the program will be evaluated by the client, trainees, presenter(s), and ~~The Training Source~~ **the Workforce Training Center**.
 6. The client will receive a program summary ~~within two weeks of~~ **following the** completion of the contract. Permission will be requested to use the client as a reference for ~~The Training Source's~~ **the Workforce Training Center's** promotional marketing efforts.
 7. The ~~Training Source~~ **Workforce Training Center** staff will continue active marketing efforts with the client in pursuit of additional contract education opportunities.

Fees

The contract fee is determined by the complexity of the client's need. The following factors may be used to establish the fee:

- curriculum development;
- supplies and materials ~~needed~~ **needs**;
- the required level of expertise of the presenter(s);

- the total hours of instruction or consulting;
- the total hours of staff support and project coordination;
- equipment **or facility** needed **needs**; and
- indirect cost.

State support, apportionment, is not collected for contract education classes.

New contracts, extensions, or amendments of existing contracts require Board of Trustees approval or ratification in a public session.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016