

# ADMINISTRATIVE REGULATION 4104

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

## CONTRACT EDUCATION

As part of its Economic and Workforce Development efforts, the District provides instructional classes and customized training and services to businesses, industry partners, government agencies, and other public or private organizations. The process may involve delivery of instruction, creation and delivery of new training materials for use in a customized training program, special assistance and assessment, and consultative or developmental services to define specific client needs. The District may contract with businesses, industry partners, 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 for the direct cost of delivery.

When contract education involves academic credit and noncredit classes, faculty appointments will be consistent with minimum qualifications, approved curriculum, and the faculty Collective Bargaining Agreement (CBA) and MOUs. Courses taught through contract may only be assigned as an overload assignment; it may not be considered as part of a full-time faculty member's regular workload. College application and registration procedures will be in accordance with local and state requirements.

## 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:

1. The aims and objectives of the agreement shall further the District's mission, mandates, and goals.
2. The scope, objectives, and outcomes of the agreement shall be feasible, measurable, and attainable.
3. The District shall recover, from all revenue sources, an amount equal to or greater than the actual costs, including administrative costs, of delivery of training and/or instruction 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.

1. 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.
2. Program Development and Implementation: Typically involves customization or development of training materials and/or curricula, delivery of training, services and/or instruction, and administration.
3. Outcomes Evaluation: Involves 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:

1. For-credit: Closed classes, offered for community college credit for a particular client on a self-supporting contractual basis utilizing approved college curriculum delivered by college faculty in accordance with the CBA.
2. Non-credit: Closed classes, offered as non-credit instruction for a particular client on a self-supporting contractual basis utilizing approved college non-credit curriculum delivered by college faculty in accordance with the CBA.
3. Not-for-credit: Training offered as a seminar, workshop, and/or technical nature for a particular client on a self-supporting customized contractual basis not earning college credit, not utilizing college curriculum, and not recorded on a college transcript.

The attendance of credit and non-credit students enrolled in these contract education programs shall not be included for purposes of calculating the full-time equivalent students (FTES) for apportionments to the District, unless all statutory and regulatory conditions for generating FTES are met.

### FEES

The contract fee is determined by the complexity of the client's need. The Economic and Workforce Development staff may use the following factors to establish the fee:

1. Materials development;
2. Supplies and materials needed;
3. The required level of expertise of the trainer, facilitator, or presenter;
4. The total hours of training, instruction, or consulting;
5. The total hours of staff support and project coordination;
6. Equipment needed; and
7. Indirect cost.

State support, apportionment, is not collected for contract education classes, unless all statutory and regulatory conditions for generating FTES are met.

*References:*

*Title 5 Section 55170*

*Education Code 78020 - 78022*