



AP 4104 Contract Education

References: Education Code Section 78020, 78021, 78022, 78023
 California Code of Regulations Title 5 Section 55170

Approved: March 2015

Last Revised:

Last Reviewed:

The District may contract for instructional classes to be offered in service to public or private agencies or groups.

As part of its economic and workforce development efforts, the District may contract with business, industry, government agencies, other public or private organizations, or individuals to develop and/or deliver these services. Contract Education courses can be for credit, noncredit or not for credit.

The development, review, approval, and evaluation processes and criteria for for-credit and noncredit contract education classes follows the same approval processes as all for-credit courses offered at Butte College. For credit courses offered through contract education are not submitted for apportionment from the state, are typically held at the site of the contracting agency and are normally closed to the public. The contracting agency pays the full costs of delivering the instruction of a specified course and associated administrative fees. When contract education involves academic credit classes, faculty appointments will be consistent with minimum qualifications, and curriculum approval processes and registration procedures will be followed.

The process of not for credit courses may involve creation of new courses or training, revision of existing courses for use in a particular training program, specialized training planning assistance and assessment, and consultative or developmental services to define specific needs. In certain cases, these services may be funded by the contractor (client) and through other contracted public training funds. These contracted activities are generally closed to the public. Contracted services shall be self-supporting with 100% cost recovery and shall not use unrestricted general funds of the District.

Feasibility Criteria

The following criteria guide the development and feasibility of offering contract education courses.

- The contract is consistent with the mission and goals of the District and is in direct response to the contracting agency's needs.
- For credit courses, the Contract Education Director agrees to work with the Academic Deans to select the instructor and work closely with the Economic and Workforce Development team to coordinate scheduling and monitor the course.

- Not for credit courses are customized to the needs of the contracting agency and when feasibly will be designed in collaboration with related department faculty.
- All costs associated with delivering the contract including administrative costs, instructional supplies and materials, equipment, indirect costs, etc., will be recovered from the funds generated by the contract.

Scope of Work Definition

- Contract education generally involves four broad and distinct areas: Needs Analysis, Program Development, Comprehensive Planning and Scheduling, Implementation, and Outcomes Evaluation.
- 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. Assessment of total training costs and client qualification for state and federal funding programs is included.
- Program Development and Implementation: Typically involves customization or development of new curricula, delivery of services and/or instruction, and program administration.
- Comprehensive Planning and Scheduling: Development of professional development plans for all levels in the organization, coordination of scheduling and logistics according to client needs.
- Outcomes Evaluation: Creation and/or utilization of methods or instruments to track client's training and performance outcomes.

Contract Ratification by Governing Board or District Administration

The Contract Education, Training and Development Director creates the contract with the agency which includes a contract scope of work, date and time logistics, and scope of work for the instructor, and the contract fee for all costs associated with the contract. The contract is signed by the Contract Education, Training and Development Director, Executive Director Economic Workforce Development, Vice President for the Office of Student Learning and Economic Development and Vice President of Administration is submitted for ratification by the District Board of Trustees.

The District's Governing Board shall ratify all performance agreements. For the purpose of this procedure, performance agreements are defined as a contract that requires an expenditure tied to specific deliverables.