

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 Source

One College enterprise, The Training Source, provides specialized service 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.

- A. Marketing efforts targeted to prospective clients for The Training Source will be documented and evaluated.
- B. Contact with the potential client may be College staff initiated or client initiated.
- C. The Training Source staff will be responsible for the following contract education procedures:
 1. Initial personal contact will be conducted by appropriate personnel for the purpose of presenting a brief overview of The Training Source programs, conducting a broad assessment of client needs, establishing an appointment at client site, and distributing an initial information packet.
 2. Selected team members of The Training Source 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.
 3. Team meetings may be conducted to evaluate the initial contact, client needs, available resources, and develop a training program that incorporates the course syllabus and appropriate presenters. Additional contact with the client will be made as needed. The contract proposal will then be prepared.
 4. The negotiated contract will be signed by the Chief Instructional Officer. An initial financial advance may be collected from the client and deposited in Contract Education account.
 5. If contract negotiations are not successful, contact will be made with the client within two working days. The Training Source staff will continue to work with the client to achieve contract acceptance.
 6. Board of Trustees agenda items will be developed for all completed contracts and information about the selected presenters will be submitted to the College President/CEO for Board of Trustees approval.

7. A written contract and appropriate personnel forms will be prepared for each presenter. A presenter orientation will be completed prior to the presenter beginning the training program.
 8. If necessary, credit numbers will be obtained from the appropriate Division Dean, and non-credit numbers will be obtained from Community Education. Textbooks and supplies will be ordered as appropriate for each individual training program. Parking will be arranged for the presenter.
 9. The Training Source staff will assist trainees in the registration and admissions process during the first class meeting. Registration/Admission forms will be submitted to the Admissions and Records Office for credit courses or the Community Education for non-credit 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 Office.
- D. The training program will be implemented as outlined in the proposal and contract. The client will receive an invoice for services rendered.
- E. Upon completion of the training/contract, the program will be evaluated by the client, trainee, presenter, and The Training Source.
- F. The client will receive a program summary within two weeks of completion of the contract. Permission will be requested to use the client as a reference for The Training Source's promotional marketing efforts.
- G. The Training Source 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;
- the required level of expertise of the presenter;
- the total hours of instruction or consulting;
- the total hours of staff support and project coordination;
- equipment needed; and
- indirect cost.

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

Reviewed: May 14, 2013

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Reviewed: June 9, 2015

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