



AP 4104 Contract Education

References:

Title 5 Section 55170

Education Code Sections 78020-78023

1. The District, as part of its workforce and economic advancement and community outreach efforts, may be asked to provide customized training, instructional classes, or services for businesses, industry, public agencies, and other groups. The process may involve creation of new training courses, revision of existing course outlines for use in a particular training program, special assistance and assessment, and consultative or developmental services to define specific needs.
2. The District may provide educational, training and related services to public and private organizations or individuals by means of contract education in those circumstances where the District is prohibited from using public funds to provide the requested training or services, or where public funds are not available to provide the training or services.
3. These contracted activities shall be self-supporting and shall not use the unrestricted general fund of the college. The contract must cover the full cost of the classes and the classes shall not be submitted for apportionment from the state and are not required to be open to the public. Thus, Contract Education courses are neither approved by the Curriculum Committee nor taught by instructors who must meet minimum qualifications established by the State of California.
4. From long-term sustained relationships with businesses, labor, and colleges in the region, the Santa Clarita Community College District's Employee Training Institute (ETI) shall support, develop, and deliver direct services to businesses, colleges, labor organizations, employees, and employers. The ETI shall identify, acquire, and leverage the community college system and other vocational training resources, when possible, to support local, regional and statewide economic development. The ETI shall research academic, for-credit, course offerings in the college catalog to assure that contract training courses do not duplicate for-credit offerings. This information will be verified by the Office of Instruction. ETI training programs shall not offer FTES generating courses. The ETI courses shall be specific to business and worker performance improvement training and include the following:

- A. An initial needs assessment process that identifies both training and non-training issues that must be addressed to improve employee and organizational performance.
 - B. Consultation with employers to develop action plans that address business or non-profit performance improvements.
 - C. Training programs that link individual performance requirements with quantifiable business measures resulting in demonstrable productivity gains, and, as appropriate, job retention, job creation, or improvement in wages or living wages.
- 5. Contract development, review, approval, and evaluation for the services offered through the ETI shall be a joint process between the ETI, Division of Workforce & Economic Advancement and Business Services. Contracts must be approved by the Board of Trustees.
 - 6. Resources may be provided for contract education only after all necessary District resources have already been allocated to existing credit programs.

Reviewed by CPC: 10-24-2023

Next Review Date: Fall 2029