



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4 – Instructional Services

5140.5 - CONTRACT CLASSES

This procedure outlines the tasks that must be completed in order to establish a contract class taught by the District under contract to an outside agency.

FUNCTION

1. Definitions
 - a. Contract: an agreement between the District and an outside agency.
 - b. Contract classes: classes that are closed to the general public because the agency does not want the subject content to be available to the general public, the agency's students mixed with the general public, or because the class is taught in a location not accessible to the general public.
 - c. Cost of Instruction: all costs associated with planning a class, equipping the classroom, rental of the classroom, teaching the class, student records, and district overhead.
 - d. District Contract Negotiator: the program president, the Assistant Chancellor - Manpower Training and Vocational Education Services, the Assistant Chancellor - Instructional Services - Arts and Sciences, the Chancellor, or their designees.
2. Restrictions
 - a. Contracts may be negotiated by an agent of the District with a representative of the contracting agency, but no contract is binding until approved by the District Board of Trustees and the agency.
 - b. The District shall not contract for classes which are held in another California community college district. However, students may be residents of another district, state, or country.

IMPLEMENTATION

1. Responsibility
 - a. The District's contract negotiator is responsible for:
 - 1) Determining cost

- 2) Evaluating facilities that must be rented or leased for the class
- 3) Developing the draft of the contract (Current year contract class negotiation packet, containing needed forms and instructions, are stocked and issued by the District office, grants and contracts coordinator).

2. Development and Approval of the Contract

- a. District contract negotiator shall act as point of contact with the outside agency to secure information concerning:
 - 1) Course description
 - 2) Length of course
 - 3) Hours per day and days per week of course
 - 4) Number of students in program
 - 5) Number of students in each class
 - 6) Number of class sections
 - 7) Facilities required to house the program
 - 8) Equipment required for instruction
 - 9) Supplies required for instruction
 - 10) Teacher's salary
 - 11) Travel and mileage
 - 12) Excess costs incurred because of requirements other than normal services such as additional management, clerical, student services, etc., required by the program
 - 13) Standard overhead costs
- b. District contract negotiator shall compute costs and list costs on SDCCD Form 5140.5
- c. District contract negotiator shall write draft of contract using sample contract SDCCD Form 5140.5a.
- d. District contract negotiator shall evaluate any facility to be leased or rented using MASTER CHECK LIST FOR PROPOSED LEASED, RENTED, OR DONATED BUILDINGS, which has been published by Assistant Chancellor - Facilities and Equipment Services.
- e. District contract negotiator shall forward all written documents, with a letter of transmittal, to the program president for review.
- f. Program president shall submit written documents with a letter of transmittal to grants and contracts coordinator.
- g. Grants and contracts coordinator shall submit contract to Legal Counsel for review and approval.

- h. Legal Counsel shall return contract to grants and contracts coordinator.
 - i. Grants and contracts coordinator shall notify program president to submit Board docket exhibit to Grants and Contracts Office.
 - j. Program president shall submit docket exhibit to grants and contracts coordinator for review.
 - k. Grants and contracts coordinator shall review docket exhibit and submit both contract and exhibit to Board docket office for review by Chancellor.
 - l. If Chancellor approves contract and exhibit, he/she will place them on the appropriate Board docket.
3. Procedures for Establishing Contract Classes
- a. Board of Trustees approves contract at a public meeting.
 - b. Authorized representative of the Board signs contract for the District.
 - c. Authorized representative of agency signs contract for agency.

FORMS/REFERENCES

Contract Class Negotiation Packet containing:

- 1. SDCCD Form 5140.5
- 2. SDCCD Form 5140.5a
- 3. Master Check List for Proposed Leased, Rented, or Donated Buildings District Policy 5110

(Forms are stocked and issued by the District Office, Grants and Contracts

Adopted: September 7, 1977

SUPERSEDES:
New Procedure