

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 6.94 Contract Courses and Services

**Revision Date:** 3/15

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1. The San Mateo County Community College District is committed to meeting the educational and training needs of business, industry, government and community agencies within its service area to the maximum extent possible. In addition to offering College courses and services (i.e., counseling and assessment), the Colleges will actively seek opportunities for providing specialized education and training, on a contract basis, to such outside organizations.
2. Contract courses and services shall be planned with the participation of the organization requesting the course. Faculty for these courses and services shall be hired, evaluated and remunerated in the same manner as faculty employed in regular college courses and services.
3. Contract courses may be offered either as credit courses or as not-for-credit classes.
  - a. A contract course for credit requested by an organization may be a closed course and such courses shall meet all District criteria for credit courses. All costs of the course (direct and indirect) shall be paid by the requesting organization; the District may not claim apportionment funding for the course. Such closed courses need not be advertised to the public.
  - b. Contract courses may also be offered open to the public and reported for apportionment under the conditions stated in Education Code Section 78021. The District shall recover, from all revenue sources, including, but not limited to, public and private sources, or any combination thereof, an amount equal to, but not less than, the actual costs, including administrative costs, incurred in providing these programs or services.
  - c. A not-for-credit contract class requested by an organization may be an open or closed class and shall conform to all District Rules and Regulations governing such classes. The requesting organization shall pay all direct and indirect costs of the class.
4. Contract educational services shall be coordinated through the office of the Vice Chancellor of Educational Services and Planning.
5. All contracts for courses and services shall be reviewed by the Executive Vice Chancellor and, if deemed necessary, by the District's legal counsel.
6. The Chancellor and/or Executive Vice Chancellor are authorized to approve contracts for instructional courses and services. Such contracts shall be ratified by the Board as part of the quarterly Bills and Salaries Report.