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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4104 CONTRACT EDUCATION**

### **Reference:**

Title 5 Section 55170

The District may contract for instructional classes to be offered at the request of public or private agencies or groups.

The Vice President of Academic Affairs shall administer these procedures.

As part of its economic and workforce development and community outreach efforts, the District may provide customized training to business, industry, government agencies, and other public or private organizations. 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.

In recognition of these special activities, the District may contract with business, industry, government agencies, and other public or private organizations to deliver specified services. These contracted activities are generally closed to the public.

The Vice President, Academic Affairs, shall be responsible for supervising and ensuring the following:

- A. Development, review, approval, and evaluation processes and criteria.
- B. Submission of contract education course offerings each primary term to the Curriculum Committee for information.
- C. Criteria for and limits on contracts, including differentiation of courses for which state support is sought and those for which it is not.
- D. Ratification of contracts by the Board of Trustees as set forth in AP 6340 Bids and Contracts.

### **Contract Feasibility Criteria**

- A. These basic criteria shall serve as a method to evaluate the District's involvement in any given contract. District staff shall review and approve contracts on the basis of these standards:
1. The aims and objectives of the contract shall further the District's mission, mandates, and goals.
  2. The scope, objectives, and outcomes of the contract shall be feasible, measurable, and attainable.
  3. The District shall recover an amount equal to or greater than the actual costs (including administrative costs) incurred in providing contracted services.

Also see BP 4104 Contract Education.

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*(Replaces former LBCC Administrative Regulation 4031)*