

BP 4400 COMMUNITY EDUCATION PROGRAMS

Reference:

Education Code Section 78300

❖ From the current CLPCCD Policy 1120 titled Community Education Classes

**Basic Premise**

In accordance with provisions of Education Code Section 78300 and Title 5 of the California Code of Regulations Section 55002(d), it is the policy of the Governing Board of the Chabot-Las Positas Community College ~~the~~ District to provide ~~services~~ education classes, workshops, and seminars in civic, ~~vocational,~~ literacy, health, personal development, ~~homemaking,~~ general education and career and technical education topics. These classes are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals enrolled therein and shall be open to all members of the community.

Community ~~services~~ education classes shall not carry academic credit and shall be paid for by fees set so as to cover the full and complete cost associated with providing the classes. No state General Fund monies shall be used to establish and maintain community service classes. Students involved in community education courses shall be charged a fee not to exceed the total cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups. All community education activities will be self-supporting. Refund procedures shall be established by the colleges and plainly displayed in all program publicity.

**NOTE:** *The language shown as struck is included in AP 4400 titled Community Education Programs due to the detail contained therein.*

~~No refunds shall be made for registration cancellations made less than one week prior to the beginning of a community education class or activity. Each college shall submit a report annually to the Governing Board indicating community education activities offered during the year and program plans for the coming year.~~

**Goal Statement**

~~The mission statements for Chabot and Las Positas Colleges define the commitment of each college to creative and responsive programs and services for the communities~~

they serve. Providing a variety of high quality, low-cost Community Education activities for the community will respond to the continuing education, cultural and personal development needs of District residents.

### **Community Education Program Objectives**

Each college may provide a variety of Community Education activities including but not limited to workshops, cultural events, short-courses, classes and seminars depending on community needs, financial resources and the availability of appropriate facilities.

The colleges will coordinate and consult with one another regarding the development, publicity and other aspects of Community Education programming. There will also be coordination between Contract Education and Community Education staff.

All Community Education activities will be self-supporting.

Each College will prepare timely reports to the Board of Trustees regarding program effectiveness and future plans.

### **Accountability**

The Community Education program operated by each college shall have clearly described accountability statements indicating the reporting line, areas of task responsibility associated with each Community Education staff member and fiscal procedures to account for revenue and expenditures.

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**NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from the current Chabot-Las Positas CCD Policy 1120 titled Community Education Classes adopted on January 16, 1996. The language in **green ink** was added during the administrative review on April 10, 2013. This document was reviewed by representatives of the Academic Senates on December 12, 2013.

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### **Date Adopted:**

*(This policy replaces current CLPCCD Policy 1120)*

## Legal Citation for BP 4400

### EDUCATION CODE SECTION 78300

**78300.** (a) The governing board of any community college district may, without the approval of the Board of Governors of the California Community Colleges, establish and maintain community service classes in civic, vocational, literacy, health, homemaking, technical and general **education**, including, but not limited to, classes in the fields of visual and performing arts, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics. These classes shall be designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled therein.

(b) Community service classes shall be open for the admission of adults and of those minors as in the judgment of the governing board may profit therefrom.

(c) Governing boards shall not expend General Fund moneys to establish and maintain community service classes. Governing boards may charge students enrolled in community service classes a fee not to exceed the cost of maintaining community service classes, or may provide instruction in community service classes for remuneration by contract, or with contributions or donations of individuals or groups. The board of governors shall adopt guidelines defining the acceptable reimbursable costs for which a fee may be charged and shall collect data and maintain uniform accounting procedures to ensure that General Fund moneys are not used for community services classes.