

## **SCHEDULING AND FUNDING OF COMMUNITY EDUCATION CLASSES**

**BP 7000**

The Cabrillo College Governing Board recognizes the need for and encourages the offering of not-for-credit, fee-supported Community Education Classes. Such classes meet important educational needs for personal and professional development, avocational learning and recreational activities.

The Cabrillo College Governing Board therefore authorizes the establishment and maintenance of Community Education classes developed, scheduled and supervised through the Community Education Office within the Office of Instruction.

Further, the Governing Board authorizes and encourages the establishment and maintenance of Community Education classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study and athletics. Such classes shall be designed to provide instruction and to contribute to the physical, mental, moral economic, or civic development of those enrolled.

Community Education classes may be designed as seminars, lecture series, concerts, public forums, workshops, conferences, professional and occupational in-service classes, and avocational or recreational classes.

Community Education classes provide subject matter content, resource materials, and teaching methods appropriate for the enrolled students. They are conducted in accordance with a predetermined class outline or plan. Attendance in Community Education classes may not be reported for apportionment, and general fund incomes may not be used to develop or maintain Community Education classes.

*Legal Reference: Education Code Sections 78300, 78302, 78303, 78304 and 78305; and Ca. Adm. Code, Title 5, Sections 55001 and 55006.*

Adopted: June 6, 1988

## **SCHEDULING AND FUNDING OF COMMUNITY EDUCATION CLASSES**

**BP 7010**

The Governing Board authorizes that Community Education classes may be scheduled during the hours, length of time and period during the school year which are determined appropriate for the subject matter and the audience served.

Student fees are authorized to cover, but not exceed, the cost of developing and maintaining the fee-supported class program. Community Education classes may provide instruction for remuneration by contract, or with contributions or donations of individuals or groups.

*Legal Reference: Education Code Sections 78302 and 78305.*

Adopted: June 6, 1988

## **SCHEDULING AND FUNDING OF COMMUNITY EDUCATION CLASSES**

**AR 7010**

Following is the chronology of the approval of Community Education fee-supported classes and events:

Community Education staff, in consultation with divisions or because of community requests may invite prospective class leaders to submit proposals for classes. Proposals also may be received unsolicited from community members.

A copy of the proposal is sent to the member(s) of the Community Education Advisory Committee whose division's offerings are related to the subject matter of the proposal. The Advisory Committee member is responsible to solicit comments from all affected members of the division and to relay those comments to the Community Education Director within three weeks of receipt of the proposal.

A proposal will not be implemented if there is an unanimous agreement among affected faculty that a proposed class should not be offered. The definition of ©affected faculty<sup>a</sup> shall be all faculty who wish to contribute ideas and suggestions from their areas of expertise. In case of divided opinion among affected faculty, the proposal will be examined further in a discussion which will include representatives of the affected departments and their respective division chairs, the Curriculum Committee chair, the Dean of Occupational and Community Development and the Community Education Coordinator. The decisions reached at the end of the discussion will determine whether or not a proposed class will be recommended. In the event that consensus cannot be reached, a vote will be taken, with a simple majority vote determining the final outcome.

Once a quarter, for the upcoming period, copies of proposed classes which have been reviewed by the process described above are listed by category and are distributed to all division chairs, to the members of the Community Education Advisory Committee, to the Faculty Senate President, the chair of the Curriculum Committee and to appropriate administrators.

The Community Education and the Dean of Occupational and Community Development recommend these proposals to the Vice President/Assistant Superintendent, Instruction who makes the final selection of classes to be recommended for offering. The Governing Board receives a list of recommended classes and takes action on them prior to their publication.

After a class has been approved by the above process and is held, if new information comes forward about the subject matter or class leader, then an affected faculty member may request a repeat of the review process.

An individual budget is prepared for each class or event. Student fees and minimum enrollment figures are set to ensure that the direct and indirect costs of operating the class are covered by fees. If minimum enrollment is not reached, either the class is cancelled or the amount of expenditure is curtailed in order to match revenue.

Costs which are covered by fees include:

- class leaders compensation
- supplies and printing used in class publicity for the class, including postage and printing, if applicable
- student health fees
- rental of equipment, facilities and transportation
- compensation for college staff who develop and maintain the community education program

Community Education accounts may carry over net revenue between fiscal years. This is to recognize the fact that revenue for the program may be generated in one fiscal year while expenditures against that

revenue may not occur until the next fiscal year. For example, enrollment for summer programs begins in May, but payment to class leaders for those programs may not occur until July or August.

Classes which are approved for offering are usually listed in the Cabrillo College Community Education Calendar, and they may be publicized in other brochures or flyers as well.

Revised: March 29, 1995

## **EMPLOYMENT OF COMMUNITY EDUCATION CLASS LEADERS**

**BP 7020**

Community Education Class Leader is the employment classification for those who conduct Community Education classes. Class Leaders are selected by the Vice President/Assistant Superintendent, Instruction upon recommendation by the Community Education Coordinator and the Dean of Occupational and Community Development. Class Leaders are not required to hold California community college teaching credentials, but they must have the appropriate education and experience as recommended by the Community Education Coordinator and the Dean of Occupational and Community Development and determined by the Vice President/Assistant Superintendent, Instruction.

Time spent instructing Community Education classes does not accrue toward attainment of tenure or completion of a 60% regular assignment for certificated employees of the District.

Payments for leading Community Education classes are based on hourly rates and/or on percentages of net income in individual classes.

Minimum enrollments are set for each class. If that number is not reached, the class may be cancelled, or by mutual agreement, the payment to the class leader may be altered so that fees collected cover costs.

*Legal Reference: Education Code Sections 78300, 78301, 78302, 78303, 78304 and 78305; and Ca. Adm. Code, Title 5, Sections 55001 and 55006.*

Adopted: June 6, 1988

Revised: July 1, 1995

## **REFUND OF COMMUNITY EDUCATION FEES**

**AR 7020**

A written agreement with class leaders designates the date, time place, location, fee, and minimum/maximum class enrollments. In addition, it describes compensation to the class leader.

Compensation to class leaders is based on one, or a combination of, the following:

- the overload rate for contract faculty;
- a percentage of the net or gross income derived from class fees;
- a set stipend which is in keeping with the rates charged by professionals in selected fields.

Individual budgets are developed for each class or event, and if revenue from student fees is not adequate to cover costs, the class is cancelled, or the costs are reduced by the Community Education Coordinator who will notify the class leader regarding changes in his/her compensation.

Revised: March 29, 1995

## **OPEN ADMISSION TO COMMUNITY EDUCATION CLASSES BP 7040**

Community Education classes are open for admission of all adults who may profit from the classes offered. Minors may participate in appropriate classes specifically designed for them, and they also may be admitted to other classes at the discretion of the class leader, the Community Education Coordinator and the Dean of Occupational and Community Development.

Since Community Education classes are fee supported, registrants must pay the established class fees before admission to classes.

*Legal Reference: Education Code Section 78301.*

Adopted: June 6, 1988

Revised: May 1, 1995

**CERTIFICATES OF COMPLETION FOR  
COMMUNITY EDUCATION CLASSES**

**BP 7050**

The Governing Board authorizes the granting of appropriate certificates or other recognition of skill or accomplishment earned in Community Education classes.

The selection of programs or individual classes for which certificates may be issued is by recommendation of the Community Education Coordinator and the Dean of Occupational and Community Development, and determined by the Vice President/Assistant Superintendent, Instruction.

*Legal Reference: Education Code Section 78303.*

Adopted: June 6, 1988

Revised: May 1, 1995

**RECORDING OF COMMUNITY EDUCATION CLASSES      BP 7060**

The Governing Board retains the right and authorizes staff to record all or any part of class presentations with any recording device, audio and/or video, and to use those recordings for instructional purposes in any area of the college.

*Legal Reference: None*

Adopted: June 6, 1988

## **EVALUATION OF COMMUNITY EDUCATION CLASSES BP 7070**

In order to ensure that Community Education classes meet community needs, to maintain quality and to improve the scope of offerings, the Governing Board authorizes and encourages evaluation of Community Education classes and class leaders.

Suitable means of evaluation are recommended by the Community Education and the Dean of Occupational and Community Development and are determined by the Vice President/Assistant Superintendent, Instruction. Results of evaluations are reported to the Governing Board annually.

*Legal Reference: None*

Adopted: June 6, 1988

Revised: May 1, 1995

## **EVALUATION OF COMMUNITY EDUCATION CLASSES AR 7070**

Students in each Community Education class shall have the opportunity to complete a written evaluation form at the end of each class series. Evaluations are distributed by the class leader who then collects completed forms, reviews them, and returns them to the Community Education Office. Verbal comments to Community Education staff and to class leaders are accepted also.

Community Education staff members shall visit classes to perform evaluations of instructors and of class progress. In addition, members of the college staff, faculty, administration and Governing Board are encouraged to attend Community Education classes, not only to benefit from the presentation, but also to assess the quality of the classes and to make recommendations for improvement. The combined written and oral evaluations of students and staff serve as the basis for recommendation to repeat classes and/or engage the services of class leaders.

An annual report to the Governing Board includes evaluation of the program in terms of number of classes offered and held, total student enrollments, selected student profiles and other information.

## **COMMUNITY EDUCATION ACTIVITIES**

**BP 7080**

Community Education activities are intended to extend the college's programs into the community, and to attract support for the college by building relationships with other entities in the community. The Cabrillo College Governing Board therefore authorizes the establishment and maintenance of community activities which are developed, scheduled and supervised through the Community Education Office within the Office of Instruction. Community Education activities include cultural and recreational activities, community development activities, and Civic Center Act activities. Included also are the functions related to ticket sales for college events and selected events sponsored by non-college organizations.

Community Education cultural and recreational activities are developed and maintained on a fee basis in accordance with Governing Board policy on Community Education classes.

Community development activities include special projects which may be accomplished in cooperation with other community or governmental organizations and agencies. Those special projects are developed in response to community need upon recommendation of the Community Education Coordinator and the Dean of Occupational and Community Development and approval by the Vice President/Assistant Superintendent, Instruction.

Civic Center Act activities include making available college facilities for the use of local organizations when the college does not require the facilities to carry on its programs.

*Legal Reference: Education Code Sections 78300 through 78305, and 82530 through 82540; and Ca. Adm. Code, Title 5, Section 55001.*

Adopted: June 6, 1988

Revised: May 1, 1995

## **ROCEDURES FOR CASH COLLECTION AND ACCOUNTING**

**AR 7080**

1. Community Education is responsible for engaging the services of an approved ticket seller for all college events at which cash transactions occur.
2. The ticket seller is recognized as “approved” when s/he had been trained by Community Education staff.
3. Training includes cash handling and ticket accounting procedures, along with appropriate customer communications.
4. All events for which cash is collected, whether as ticket sales or as donations, must be reported on a Cabrillo college ticket sellers report.
5. Trained students or faculty may support a college event by volunteering to work without compensation; other volunteers are not allowed.
6. All revenue collected as ticket sales and/or donations must be deposited into the College Bank. Generally, Community Education staff deposit these revenues through regular cash accounting procedures. The sponsoring college organization is responsible for designating an appropriate account number into which revenue is deposited.
7. Disbursements against revenue are made by the Business Office after receipt of appropriate back up to the request, including the authorizing signature of the college manager or administrator responsible for the account.

Revised: December 7, 1992

## **USE OF COLLEGE FACILITIES BY NON-COLLEGE USERS**

**BP 7090**

The Cabrillo College Governing Board authorizes the use of college buildings and grounds and other properties for appropriate use by clubs, nonprofit groups, associations, and public agencies. Allowable activities can be recreational, educational, political, economic, and/or artistic in nature.

The Governing Board reserves the right to deny facility use to any applicant when, in the judgment of college officials, the request involves facility use which is not appropriate for a college environment, or which may have a detrimental effect on college facilities.

Churches or religious organizations may use college facilities under conditions as authorized in the California Education Code, established by the Governing Board and determined by the Vice President/Assistant Superintendent, Instruction upon recommendation by the Community Education Coordinator and the Dean of Occupational and Community Development. Churches and religious groups are charged a facility use fee that is at least equal to the fair-rental value of facilities and grounds, plus all direct costs incurred.

Commercial organizations not affiliated with the college and which on a continuous basis charge either a fee or tuition for a product or service are generally prohibited from using college facilities. Exceptions to this may be made at the discretion of the Vice President/Assistant Superintendent, Instruction.

The Governing Board sets a Schedule of Fees for facility use on an annual basis. Fee schedules are presented by the Vice President/Assistant Superintendent, Business upon recommendation by the Community Education Coordinator and the Dean of Occupational and Community Development.

Fees may be waived if, in the judgement of the Vice President/Assistant Superintendent, Business, the college and/or the community benefit by doing so.

*Legal Reference: Education Code Sections 78300 through 78305 and 82530 through 82540; and Ca. Adm. Code, Title 5, Section 55001.*

Adopted: June 6, 1988

Revised: May 1, 1989

Revised: May 1, 1995

# **USE OF COLLEGE FACILITIES BY NON-COLLEGE USERS**

**AR 7090**

## **Timing and Procedures for Scheduling Facilities**

Requests for use of college facilities should be filed with the Facilities Office at least one month in advance of the time for which use of the facilities is requested.

All college facilities are held exclusively for reservations by college users until three weeks before the beginning of each semester or summer session. After that time, noncollege applications for facility use will be considered. No noncollege use of facilities will be scheduled further in advance than one semester or for more than one summer session. Scheduled use of facilities by an eligible organization may be cancelled if facilities are needed for a college program. Exceptions may be made by the Vice President/Assistant Superintendent, Instruction, upon recommendation by the Community Education Coordinator and the Dean of Occupational and Community Development.

Requests for facility use by noncollege users originate with established responsible organizations located in the college district.

Requests from individuals will not be considered.

A detailed Facility Use Proposal form is completed during the initial conversation between applicant and the Community Education Program Specialist. This form documents all aspects of the requested use, including details of services required, the nature of activity, the number of participants, and full description of fees to be levied. Before availability of facility can be confirmed, the form must be reviewed and approved by the following: 1) the supervisor of the facility; 2) the Community Education Coordinator; 3) the Dean of Occupational and Community Development. In the case of activities for which 75 or more participants are expected, the Chief of Campus Police also reviews and approves the proposal. In the case of elaborate staging of any sort, a final safety inspection also may be required. Under normal circumstances, applicants for facility use will be informed within ten working days whether or not their request can be accommodated.

Upon final approval and not less than two weeks before the date requested, a use agreement will be mailed from the college to the applicant. Reviewed and signed by the Community Education Coordinator and initialed by the Dean of Occupational and Community Development, the use agreement reiterates the details of, and gives final approval for the requested facilities use. Only use of college facilities, equipment, or grounds as specified on the use agreement is allowed.

All other activity involved with or peripheral to the event is expressly forbidden on the use agreement. The use agreement is not valid until it is signed by the official representative of the user and returned to the college Facilities Office, along with a certificate of insurance, if required.

All groups qualifying for use must adhere to the facility use instructions set forth by the Governing Board, including all county ordinances and fire regulations. Negligence and violation of facility use instructions and regulations will result in accountability for damages and likely restriction of subsequent requests.

## **College Cosponsorship**

Cosponsorship by Cabrillo College departments or divisions is defined as the joint planning, production and evaluation of an event open to the public. Formal action by the members of the involved department or division, plus approval by the appropriate dean, is required to confirm agreements for cosponsorship. Individual members of the college are not authorized to establish a relationship of college cosponsorship outside of this procedure. College cosponsorship implies that facility use fees will be waived for the noncollege partner, but direct costs of staff time, equipment rental, or other expenses still will be charged.

## **Fees, Deposits And Billing Procedures**

A deposit of fees may be required in advance if, in the judgment of the Community Education Program Specialist and the Community Education Coordinator, substantial expenses must be paid prior to the event. In the case of commercial organizations, the facility use fee must be paid in advance at the time the facilities use application is approved.

Approved events whose primary purpose is to raise funds for a noncollege organization will be charged facility use fees from the fee schedule for commercial users, or at twice the normal rate for noncommercial uses, whichever sum is greater.

Only college personnel may operate college equipment which requires skilled operators. College personnel shall supervise and monitor use of those facilities which require special care as determined by the Community Education Program Specialist, the Community Education Coordinator, and the supervisor of the facility. The need for hiring college personnel to perform potentially dangerous tasks, such as hanging lights, is determined by the Community Education and the supervisor of the facility. Payment for these services shall be billed to the noncollege users.

Final summary of financial information along with charge-backs to cover expenditures for college staff overtime or other services related to facility use is prepared within ten working days after the event.

## **College Representation During Noncollege Use of Facilities**

A college employee must be available on campus as college representative whenever a facility is being used. At minimum, a campus police officer serves in this capacity. At the discretion of the Community Education Coordinator, in consultation with the supervisor of the facility involved, additional college employees may be required to be present for certain activities and/or to clean after the activities. In all cases, facility users will be charged the cost of staff time and the use of any special equipment.

All requests for staff overtime must accompany the final use agreement when it is presented to the Community Education Coordinator.

## **Decorations, Display Materials, and Publicity for Events**

Decorations, if permitted, must be flameproof and be erected and taken down in a manner not destructive to property.

Details about type of decorations and manner of securing them to walls and windows are to be included in the Facility Use Proposal form. All promotional materials (e.g., handbills, news releases, posters and programs) must carry the name of the sponsoring organization as it appears on the facility use request. Copies of this material must be filed with the Facilities Office in advance of the date of the event.

Display materials used on campus must be approved in advance, and they must be removed immediately after the event. All promotional materials which are placed on campus must conform to college policies on posting and distribution of printed material as per Board Policy 6100. Any request to display or post materials in locations other than designated bulletin boards must be approved by the Dean of Student Services.

## **Facilities Use For Youth Activities**

Activities for youths under 18 must be sponsored by schools or school-related organizations, or other qualified organizations operating in the Cabrillo Community College District. The schools or organizations must provide adult supervision of such activities and of related preparation and/or cleanup performed by students. This is in addition to supervision by Campus Police or other college employees as required by the college.

## **Use of Specialized Facilities**

Some facilities, such as the College Theater, may develop separate procedures for allowing community access, and these procedures will comply with Governing Board policy regarding facility use.

Revised: March 29, 1995

# **ADMINISTRATIVE REGULATION SESNON HOUSE USE**

**AR 7092**

## **General**

The Sesnon House provides a facility for college and non-profit community group use. The facility may also be used by private parties in accordance with established regulations and procedures to provide a learning laboratory and financial support for the Culinary Arts Program, and to generate funds for maintenance, operation and upkeep of the facility.

Use of the Sesnon House by private parties will be given priority during the period from Friday afternoon through Sunday evening. The Culinary Arts Program will have first right of refusal for providing catering services. For scheduled events that Culinary Arts does not cater, the Cabrillo College Food Service Program will have second right of refusal for providing catering services.

## **Distribution of Usage Fees for Private Party Events**

Fees collected for the use of the facility by non-profit organizations and private parties will be distributed as follows:

1. A portion of the rental fees, initially 15%, will go to the General Fund in the form of standard overhead rate to be determined and periodically updated by Business Services.
2. Any portion of the fees charged to cover direct additional costs incurred by a college unit will be deposited in the account of the college unit (for example, requested additional security services).
3. The remaining fees will go into an account earmarked for the Sesnon House to supplement the maintenance of the buildings and grounds, to fund the staffing cost of scheduling and monitoring private party events, and to provide a reserve fund for furnishings replacement and deferred maintenance. Expenditures of reserve funds must be authorized by the Assistant Superintendent/Vice President of Business Services.

## **Catering Fees**

Culinary Arts and other caterers will set the fees for food service and negotiate with the users directly. Fees collected by Culinary Arts for food service will go into the Culinary Arts Program for items such as maintenance of the kitchen area, catering staff and to be determined related costs to keep the house and grounds suitable for catered events. The terms and conditions of the agreement with caterers are separate from the rental agreement with the facility. Use of Culinary Arts kitchen facilities and equipment by other caterers will be determined by Culinary Arts.

## **Additional Procedures**

Detailed written procedures for the use of the facility will be developed and updated as required by the college office responsible for scheduling of the facility. Initial procedures and updates require review and approval by the Vice President of Instruction, Vice President of Business Services, and the Superintendent/President. The procedures will address such issues as fees, refunds, security deposits, reservation requirements, parking, use of alcohol, music amplification restrictions, insurance requirements, and any other user restriction or requirements.

## **Advisory Committee**

A standing advisory committee will be formed to provide a forum for communication and discussion among the constituencies most involved with the use, operation and funding of the Sesnon House.

The committee will meet periodically and provide input on operating policy and procedures, budgetary issues, and needed equipment and furnishings upgrading and replacement.

The committee will be made up of faculty and staff representing Culinary Arts, Contract and Community Education, Maintenance and Operations, the Foundation, community members nominated by the Foundation, the Faculty Senate, the Student Senate, and other appropriate college representatives.

Adopted: October 7, 1996

**USE OF ALCOHOLIC BEVERAGES AND  
ILLEGAL DRUGS FORBIDDEN ON CAMPUS**

**BP 7100**

The use of any alcoholic beverage or illegal drug is prohibited on the Cabrillo College campus. Under special circumstances, wine or beer may be served with food for educational purposes. Such use requires the permission of the Superintendent/President for each individual occasion.

*Legal Reference: Business and Professions Code Section 25608.*

Adopted: June 6, 1988