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Chapter: Educational Program

Modification No. 004

Subject: **Workforce Development & Continuing Education Program**

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- I. The Workforce Development & Continuing Education programs include the administration of off-campus credit courses for business, nonprofit, and governmental agencies and the development and administration of all noncredit offerings.
- II. Credit courses and programs offered through Workforce Development & Continuing Education are subject to the same academic standards, policies, and procedures as are campus-based credit courses and programs.
- III. The noncredit program includes courses, activities, and programs of a postsecondary nature which are of various lengths and formats and are responsive to community needs.
- IV. The primary area of service will be Montgomery County. However, in accordance with Board policy, the County community may also be served by conducting some programs at out-of-county locations.
- V. The Vice President for Workforce Development & Continuing Education is responsible and accountable to the President for the management of all programs offered through the Workforce Development & Continuing Education unit.
- VI. In order to facilitate the development and offering of a wide variety of continuing education programs, the College President or designee is authorized, within the authority of pertinent Board policies:
  - A. To establish a separate, continuing, revolving fund and budget that will be used to support the budgets adopted by the Board of Trustees for the support of the College's Workforce Development & Continuing Education program. This fund shall be for the receipt and expenditure of tuition, fees, special charges, state aid, grants, and other revenue necessary to conduct a continuing education program.
  - B. So that the Workforce Development & Continuing Education program is self-supporting, to establish the tuition and fees to be charged by those who enroll or otherwise participate in the various noncredit continuing education offerings.
  - C. To establish a salary schedule for noncredit instructional faculty that operates within the guidelines necessary for the support of the programs and activities sponsored by Workforce Development & Continuing Education.
- VII. All Workforce Development & Continuing Education programs will be conducted and financed in accordance with applicable State laws and regulations and in compliance with the policies and procedures of the College.
- VIII. The President is authorized to establish procedures to implement this policy.

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Board Approval: April 21, 1986; July 17, 1989, effective July 1, 1989; September 22, 2009; May 16, 2016.

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Chapter: Educational Program

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I. General

- A. The President has supervisory responsibility for the Workforce Development & Continuing Education programs. The Vice President for Workforce Development & Continuing Education directly manages the continuing education programs in conformity with the established College policies and procedures.
- B. The Vice President for Workforce Development & Continuing Education shall establish an office manual which describes the internal operation of the unit.
- C. Full-time and part-time administrative, support and associate staff, and faculty assigned to Workforce Development & Continuing Education are subject to the same College personnel policies and procedures as other College personnel, except that the continuance of all positions within the Unit is contingent upon the collection of sufficient revenues from continuing education activities to provide the financial support necessary to continue the positions.
- D. Registration and student record keeping for all Workforce Development & Continuing Education programs are administered by the Director of Enrollment Services/College Registrar.
- E. Off-campus educational centers are facilities used by Workforce Development & Continuing Education in the execution of its program responsibilities. These facilities may be leased sites, semi-permanent sites for the program, available through government agencies or business enterprises, or they may be incidental transient locations used infrequently for specialized purposes in the execution of a particular program. Off-campus sites, required to satisfy the needs of the program, may be established anywhere within the County and at out-of-county locations selected in accordance with Board policy pertaining to College out-of-county locations.
- F. Service to the community is the responsibility of the total College and not just that of Workforce Development & Continuing Education. Accordingly, it is to be expected that community service activities which do not generate income may be organized on a campus and not involve Workforce Development & Continuing Education. Such services may also be organized by Workforce Development & Continuing Education and not involve any of the campuses. Frequently, however, such community service programming will be a cooperative effort between a campus and Workforce Development & Continuing Education with either taking leadership and the other providing support. Community groups may likewise be involved in any of the above arrangements in a leadership, cosponsoring, or support role.
- G. The Vice President for Workforce Development & Continuing Education is authorized to issue such certificates (noncredit) and other items of recognition as are deemed appropriate by the nature of the course. The standards for such recognition will be recommended by the program director, approved by the Vice President for Workforce Development & Continuing Education, and retained in

the program files of Workforce Development & Continuing Education.

- H. The records of student participation, program management, and other operating documents shall be retained according to the provisions of the approved Comprehensive Records Schedule for Montgomery College.
- I. The Office of Institutional Research and Analysis shall be responsible for credit and noncredit enrollment projections, monitoring of enrollments, and reporting of enrollments as part of the routine reporting of all College enrollments.
- J. The Vice President for Workforce Development & Continuing Education is responsible for the accuracy of all records and data reported by personnel assigned to Workforce Development & Continuing Education, and for conformance with all applicable College policies and procedures and applicable laws and regulations.
- K. Contracts and Agreements

The format and general content of contracts or agreements with faculty or organizations for instructional services shall be approved by the President. Individual noncredit faculty contracts may be signed and issued by the Vice President for Workforce Development & Continuing Education. The Vice President for Workforce Development & Continuing Education has sub-delegated this authority to the six Instructional Deans of :Adult ESOL, Literacy & GED; Business, Information Technology & Safety; Community Education & Extended Learning Services, Health Sciences; Gudelsky Institute for Technical Education; and the Dean for the Arts, Humanities, and Social Sciences at TP/SS in conformance with College policies and procedures. Contracts or agreements with organizations, as well as grant applications, shall be processed and signed by the appropriate person, in accordance with College policies and procedures.

## II. Workforce Development & Continuing Education Offerings

The Workforce Development & Continuing Education programs include off-campus credit courses and all noncredit courses, programs and services.

- A. Off-campus credit courses for businesses, nonprofits, and governmental agencies consist of courses and programs offered at sites other than the three College campuses. The program offerings are cooperatively determined by the Vice President for Workforce Development & Continuing Education and the appropriate Vice President/Provost.
- B. The noncredit program has six major service areas:
  - 1. Adult ESOL, Literacy & GED program provides grant-funded basic levels of ESOL and GED programs throughout the community along with tuition-based vocational ESL and TESOL teacher training programs.
  - 2. Business, Information Technology & Safety program provides business, licensure, information technology, management, and vehicle operator training programs, with an additional focus on corporate contract training options.
  - 3. Community Education & Extended Learning Services program provides noncredit programs for youth through seniors, students with developmental disabilities and students in American pre-academic and professional English as a second language, veterinary and animal care,

cosmetology, taxation, career and professional development, writing, and off-site credit classes for business, nonprofits, and governmental agencies.

4. Health Science noncredit programs include health career programs, and continuing professional education for healthcare practitioners.
5. Gudelsky Institute for Technical Education programs include apprenticeships, and noncredit automotive, building, and manufacturing programs.
6. Noncredit Arts programs include pre-collegiate art portfolio development and special arts topics.

III. Fiscal Management

- A. Each Workforce Development & Continuing Education noncredit enterprise normally generates sufficient revenue to pay its share of general administrative expenses, as well as direct operating expenses, including provision for renewal and replacement of furniture and equipment.
- B. Proceeds from all Workforce Development & Continuing Education enterprises will be deposited in the Workforce Development & Continuing Education Revolving Fund. Expenditures from the fund will normally be made solely for the support of Continuing Education. Expenditures for other purposes must be approved by the President.
- C. College policies and procedures for the control of fiscal, procurement, contractual, personnel and other operations will be applicable to the operation of Workforce Development & Continuing Education. Workforce Development & Continuing Education is subject to auditing, both internal and external.
- D. Each type of Workforce Development & Continuing Education enterprise will have a budget developed and administered in accordance with College policies and procedures. Indirect costs for administration, plant operation, and maintenance should also be apportioned to each activity.
- E. The College Office of Business Services will provide the necessary support to expeditiously carry out Workforce Development & Continuing Education business. This office will also monitor regularly the revenue and expenditures of the unit to assure effective financial management.
- F. State aid support is requested in accordance with applicable State laws and regulations.

IV. Tuition, Fees, and Refunds

A. Tuition and Fees

It is the responsibility of the Vice President for Workforce Development & Continuing Education, within Board of Trustee policies, to establish such tuition and fees for noncredit continuing education activities as will promote the fiscal stability and the self-sustaining nature of the program.

B. Refunds

Refund guidelines shall be established by the Vice President for Workforce Development & Continuing Education in cooperation with the President and

Office of Business Services and published in an office procedures manual and promotional materials.

V. Noncredit Salaries and Honoraria

- A. Workforce Development & Continuing Education faculty and speakers are compensated from the income of the total Workforce Development & Continuing Education program.
- B. The rate of pay of individual instructors in the noncredit program shall be determined by the Vice President for Workforce Development & Continuing Education, within Board of Trustee policy. Because of the unique nature of some offerings (i.e., team teaching, laboratory supervision, and highly professional instruction that has been based on agreements with outside agencies), flexibility is authorized in the determination of faculty compensation patterns for the noncredit continuing education program. The Vice President for Workforce Development & Continuing Education, under the supervision of the President, shall be responsible for the effective administration of a flexible compensation program, and for the full justification of any compensation authorized for services rendered in the continuing education operations.
- C. In instances where noncredit courses have fewer than the required number of students to meet costs, a program director, with the approval of the Vice President for Workforce Development & Continuing Education, may negotiate with the instructor for a special salary rate appropriate to the reduced size of the class.
- D. Honoraria may be accorded various individuals who provide selected services in support of activities sponsored by Workforce Development & Continuing Education, such as courses, conferences, workshops and seminars. The payment in these cases shall be in conformity with the approved procedures for the use and payment of honoraria contained in the policies and procedures manual.
- E. Payment shall be made only after certification by the Vice President that the individual has completed the services for which payment is to be made.

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Administrative Approval: April 21, 1986; January 3, 1989; July 17, 1989; August 17, 2009; May 18, 2016.