

## 1.0 Contracted Services

- 1.1 Outreach programs/offerings covered by contracts with other agencies will be outside existing formulas with contract terms providing for coverage of all costs incurred by the District.

## 2.0 Counseling or Instructional Services Only With No Other Attendant Costs

- 2.1 Instructional staffing and budgeting is to be accomplished through the same processes and formulas applicable to regular college operations.
- 2.2 Counseling only operations will be outside existing formulas. Colleges involved in such activities will, during the annual budgeting processes, seek approval from the District for maintaining or beginning programs.

## 3.0 Centers (Up to 200 ADA) Providing Instruction and Counseling Services with Special Costs

### 3.1 Instructors

- 3.1.1 Instructional offerings should be on a break-even basis. Classes should be offered only if there is sufficient enrollment to generate ADA equal to or above cost of instructor's salary. Instructional staffing will be budgeted outside of college formulas.
- 3.1.2 During the preparation of each budget, the Colleges will present to District the projection of offerings and the amount of FTE instructor time needed.

### 3.2 Counselors

- 3.2.1 Counseling time assigned to the center will be outside of college formulas and will be requested and defended by each college on the basis of the special needs of the center. Initial approvals will continue until conditions change that would require decreases/increases.

### 3.3 Classified Clerical Staffing

- 3.3.1 To provide office and clerical coverage at each center, an Outreach Clerk II (Range 22) will be employed for whatever hours up to full time as necessary to maintain the office and provide necessary services. A description of duties and responsibilities is on file in the District Personnel Office.
- 3.3.2 Student help and other temporary or permanent staff financed from College Work Study (CWS) and/or Extended Opportunity Programs and Services (EOPS) funds will be used to supplement coverage of office and telephone.

- 3.4 Coordination (Applicable to Centers Offering More than 20 Classes and Under 200 ADA).
- 3.4.1 A regular instructor or counselor who already has an assignment at the center will be selected as the center coordinator and liaison person with the campus and the community. A description of duties and responsibilities is on file in the District Personnel Office.
- 3.4.1.1 Center coordinators will serve for the regular academic year plus four (4) additional days per semester and will be given a stipend of \$1000 in addition to regular salary to cover the extra days and additional responsibility.
- 3.4.1.2 Coordinators will be given 0.2 reassigned time for centers offering twenty (20) to forty (40) classes; 0.4 reassigned time for centers offering from forty (40) classes up to 200 ADA.
- 3.4.1.3 Consideration will be given to the needs to centers offering programs during summer session. Coordinators serving beyond the time indicated in 3.4.1.1 will be given appropriate remuneration.
- 3.4.2 Centers with fewer than twenty (20) classes will be coordinated by existing campus management staff.
- 3.5 Housing
- 3.5.1 Rental of facilities, phone, utilities, and alterations will be provided as needed.
- 3.6 Supplies/Equipment
- 3.6.1 Supplies and equipment will be furnished according to WSCH formula established for other block grant funding.

#### 4.0 Centers Over 200 ADA

- 4.1 Instructor and Counselor Staffing
- 4.1.1 ADA (200 to 400)
- One (1) FTE Instructor per four-hundred forty (440) projected WSCH
- One (1) FTE Counselor per five-hundred (500) student count
- 4.1.2 ADA (400 to 600)
- One (1) FTE Instructor per four-hundred sixty (460) projected WSCH
- One (1) FTE Counselor per six-hundred fifty (650) student count
- 4.1.3 ADA (Over 600)

One (1) FTE Instructor per four-hundred eighty (480) projected WSCH

One (1) FTE Counselor per nine-hundred (900) student count

4.2 Coordination/Management

4.2.1 ADA (200 to 400)

Assistant Dean II

4.2.2 ADA (400 to 600)

Assistant Dean I

4.2.3 ADA (Over 600)

Associate Dean

4.3 Classified Staffing

4.3.1 ADA (Over 200)

Appropriate secretary to Management Personnel Clerk II (same responsibilities as in 3.3.1)

Custodians as needed

Library/AV Clerk as library services demand

4.4 Housing

4.4.1 Rental of facilities, utilities, and alterations will be provided as needed.

4.5 Supplies/Equipment

4.5.1 Supplies and equipment will be furnished according to small college block grant funding formula.

## 5.0 Categorical Funding at All Levels

5.1 Supplemental staffing and budgeting will be allowed beyond stated formulas or guidelines at any of the above levels when based upon external categorical/special funding.

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LRCCD

Adm. Regulation Adopted: 11/20/74  
 Adm. Regulation Revised: 9/5/79; 1/28/81; 4/21/82  
 Adm. Regulation Reviewed:  
 Board Policy: [P-7423](#)