

Parameters and Guidelines Drafted by:
Keith B. Petersen
SixTen and Associates

DATED 6/16/2011

CLAIMANT'S PROPOSED PARAMETERS AND GUIDELINES

Education Code Section 78015, subdivisions (a) (1) and (2), (b), and (c)
(Statutes of 1998, Chapter 365)

Education Code Section 78016, subdivisions (a), (b), (c), and (e)
(Statutes of 1998, Chapter 365)

VOCATIONAL EDUCATION PROGRAMS

CSM 02-TC-25 and 31

(Effective Beginning July 1, 2001)

I. SUMMARY OF THE MANDATE

Per Statement of Decision

II. ELIGIBLE CLAIMANTS

Community college districts only.

III. PERIOD OF REIMBURSEMENT

Per Commission boilerplate language.

The parameters and guidelines are effective beginning July 1, 2001.

IV. REIMBURSABLE ACTIVITIES

The preamble per Commission boilerplate language.

A. Job Market Study

- ~~4.~~ Conduct a job market study of the labor market area, as defined by Education Code section 52301.5, in which it proposes to establish the program prior to establishing the program.

The labor market study must use the State-Local Cooperative Labor Market Information Program established by Unemployment Insurance Code section 10533, or if this program is not available for the labor market area, the study

Proposed Parameters and Guidelines 6/16/11
CSM 02-TC-25 and 31 Vocational Education Programs (Effective Beg July 1, 2001)

must use other sources of labor market information.

The study must include a California Occupational Information System supply analysis of existing vocational and occupational education or training programs for adults maintained by high schools, community colleges, and private postsecondary schools in the area to ensure that the anticipated employment demand for students in the proposed programs justifies the establishment of the proposed courses of instruction. (Education Code, § 78015, subdivision (a)(1) (Statutes of 1998, Chapter 365).)

2. Make copies of each job market study available to the public. (Education Code, § 78015, subdivision (a)(2) (Statutes of 1998, Chapter 365).)
3. Determine whether or not the job market study justifies the proposed vocational education program. (Education Code, § 78015, subdivision (b) (Statutes of 1998, Chapter 365).)
4. Determine by resolution whether the program will be offered through the district's own facilities or through a contract with an approved private postsecondary school pursuant to Education Code section 8092, if the district determines that the job market study justifies the initiation of the proposed program. (Education Code, § 78015, subdivision (c) (Statutes of 1998, Chapter 365).)

B. Biennial Program Review

5. Review every vocational or occupational training program offered by the district and commenced subsequent to July 28, 1983, every two years to ensure that each program: (1) meets a documented labor market demand; (2) does not represent unnecessary duplication of other manpower training programs in the area; and (3) is of demonstrated effectiveness as measured by the employment and completion success of its students.

These three requirements are to be demonstrated by the California Occupational Information System, including State-Local Cooperative Labor Market Information Program established in Unemployment Insurance Code section 10533, or if this program is not available in the labor market area, other available sources of labor market information. (Education Code, § 78016, subdivision (a) (Statutes of 1998, Chapter 365).)

7. Include the review and comments by the local Private Industry Council, established pursuant to Unemployment Insurance Code section 15000 et seq., in the review process of every vocational or occupational training program offered

Proposed Parameters and Guidelines 6/16/11
CSM 02-TC-25 and 31 Vocational Education Programs (Effective Beg July 1, 2001)

by the district and commenced subsequent to July 28, 1983, the review and comments by the Private Industry Council shall occur prior to any decision by the district governing board. (Education Code, § 78016, subdivision (c) (Statutes of 1998, Chapter 365).)

8. Make a written summary of the findings of each review available to the public. (Education Code, § 78016, subdivision (e) (Statutes of 1998, Chapter 365).)

C. Program Termination

6. Terminate any program that does not meet the requirements of Education Code section 78016, subdivision (a), and the standards promulgated by the governing board within one year. (Education Code, § 78016, subdivision (b) (Statutes of 1998, Chapter 365).)

V. CLAIM PREPARATION AND SUBMISSION

The preamble per Commission boilerplate language.

A. Direct Cost Reporting

Per Commission boilerplate (e.g., the Mandate Reimbursement Process 2 parameters and guidelines adopted May 26, 2011)

B. Indirect Cost Reporting

Community colleges have the option of using:

1. A federally approved rate, utilizing the cost accounting principles from the OMB Circular A-21.
2. The rate calculated using the Controller's Form FAM 29-C.
3. A 7% indirect cost rate.

VI. RECORD RETENTION

Per Commission boilerplate language.

VII. OFFSETTING REVENUES AND REIMBURSEMENTS

Per Commission boilerplate language. The Statement of Decision does not identify any

Proposed Parameters and Guidelines 6/16/11
CSM 02-TC-25 and 31 Vocational Education Programs (Effective Beg July 1, 2001)

specific offsetting state or federal funds.

VIII. STATE CONTROLLER'S CLAIMING INSTRUCTIONS

Per Commission boilerplate language.

IX. REMEDIES BEFORE THE COMMISSION

Per Commission boilerplate language.

X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

Per Commission boilerplate language.