

# Draft

## Introduction:

With the signing of the 2013-14 Budget Act by Governor Brown, the Related and Supplemental Instruction (RSI) funds administered by the California Department of Education (CDE) were shifted to the California Community College Chancellors Office (CCCCO) in order to streamline the RSI allocation, distribution and oversight process. Changes to the Ed Code language were finalized and included was a new provision, 8155 (b) and 79149 (b) that stated:

*(b) By March 14, 2014, the Chancellor of the California Community Colleges and the Division of Apprenticeship Standards of the Department of Industrial Relations, with equal participation by local educational agencies and community college apprenticeship administrators, shall develop common administrative practices and treatment of costs and services, as well as other policies related to apprenticeship programs. Any policies developed pursuant to this subdivision shall become operative upon approval by the California Apprenticeship Council.*

## Guiding Principles:

To ensure that the Work Team focuses on the priority issues, the following were the main objectives of the Team as it relates to developing “*common administrative practices and treatment of costs...*” per Ed Code.

- Ensure proper oversight of funding for Related and Supplemental Instruction
- Agreement that Apprenticeship as a training model should be more readily available to current and future workers in California
- Creation of a document that will provide guidance to enable the Apprenticeship training model to grow and thrive in California
- Provide equitable funding opportunities for current and emerging crafts in all industry sectors, in order to expand Apprenticeship as a training model while supporting existing programs

## Process:

Over the past 3 months, electronic surveys have been sent to the Work Team participants to gather information, suggestions and recommendations. The responses have been thoughtful and, as expected, very helpful in determining where common areas already exists, where significant differences lie and how best to meet the Ed Code provision.

With this draft document, more input will now be collected from the larger Apprenticeship community and other interested parties. While the final document will focus on the Ed Code provision requirements, additional comments and suggestions are welcome to strengthen Apprenticeship overall.

Public Discussion events have been planned, two in Southern and two Northern California. The dates/locations for these events are as follows (all from 10am to Noon): Nov. 6 in Los Angeles; Nov. 7 in San Diego/San Marcos; Nov. 12 in San Jose; and Dec. 6<sup>th</sup> in Sacramento. All meetings will be from 10am to 12 noon and online RSVPs are required in order to prepare the meeting space appropriately.

Please visit the EventBrite website to RSVP for the meeting:

November 6: Slawson Southeast Occupational Center - <https://LosAngelesRSI.eventbrite.com/>

November 7: Palomar College - <https://SanDiegoRSI.eventbrite.com/>

November 12: San Jose, Foothill College: <https://SanJoseRSI.eventbrite.com/>

December 6: Sacramento, California Community College Chancellors Office: <http://SacramentoRSI.eventbrite.com/>

You can see all of the events on one page here: <http://www.eventbrite.com/org/4727386675>

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## Common administrative practices and treatment of costs, as well as other policies as related to Apprenticeship programs

### **Definitions:**

- **LEA – Local Education Agency, including: community colleges, school districts, Regional Occupational Programs (ROPs) or adult schools**
- **CCCCO – California Community College Chancellors Office**
- **CDE – California Department of Education**
- **RSI – Related and Supplemental Instruction**
- **DAS – Division of Apprenticeship Standards**
- **Program Sponsor – as defined by DAS, the apprenticeship program sponsor**

### **To ensure proper oversight of funding for Related and Supplemental Instruction and to increase Apprenticeship participation as a career option:**

- **LEAs should:**
  - **Attend committee meetings minimum once per year per program sponsor**
  - **Attend CAC meetings minimum of once per year**
  - **Review curriculum as needed**
  - **Ensure that all RSI hours are accurately collected from program sponsors and reported to the CCCCCO on regular apportionment timelines (P1, P2, P3)**
  - **Complete other reporting documents on time as requested by CCCCCO**
  - **Provide other educational support to the program sponsor as needed.**
- **Program Sponsors should:**
  - **Report attendance to their LEA on a regular (monthly preferred) basis, to meet Controllers Office P1, P2, P3 deadlines.**
  - **Ensure that sign in sheets and/or electronic attendance procedures are in place and auditable**
  - **Invite LEA to attend Committee meetings and other events as their educational partner**
  - **Provide access to professional development opportunities for instructors to improve their classroom instruction**
- **LEA and Program Sponsors, working together, should:**
  - **Ensure that a consistent instructor evaluation process is in place and followed**
  - **Ensure that a professional development process is in place and followed to improve instructor teaching skills**
  - **Leverage resources to increase apprentice completion rate if needed**
- **The CCCCCO shall:**
  - **Provide training, guidance and support to all LEAs and Program Sponsors as needed, especially as it relates to RSI attendance collection and reporting procedures**
  - **Review and evaluate LEAs annually through an Annual Review Document and/or other means as necessary**
  - **Conduct bi-annual meetings, (two North, two South), for all LEAs to ensure consistent monitoring of program sponsors and RSI funding statewide**
  - **Provide training, guidance and support to new CDE and Community College LEAs and Apprenticeship Program Sponsors as needed**
  - **Provide Labor Market Information (LMI) data to all stakeholders to assist in identifying new and emerging apprenticeship opportunities statewide**

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- The CCCCCO and DAS shall, in partnership:
  - o Create a process by which a program sponsor can, without undue disruption to classroom instruction, move to a different LEA
  - o Establish policies by which future RSI funding is allocated to established programs, regardless of LEA affiliation, based on quality of instruction, employer contributions, LMI data, completion rates and other criteria.
  - o Establish policies by which future RSI funding is allocated to new programs, based on LMI data, employer contributions, expected completion rates and other criteria
  
- The DAS should:
  - o Continue to promote new programs in non-traditional areas/crafts
  - o Support LEA attendance review processes when appropriate
  - o Provide technical assistance to LEAs who are looking to develop new apprenticeship and/or pre-apprenticeship programs
  - o Work with CCCCCO to provide completion data for Apprentices to enable all LEAs to receive credit for Apprentices who graduate/complete/journey out

## *Treatment of Costs and Services*

With the limited resources available to provide RSI funding to current apprenticeship programs, much emphasis has been placed on the varying percentages charged by LEAs to provide the services that the state has asked them to provide. Each LEA provides different levels of support, depending on the very specific nature of their relationship with the program sponsor.

For example, some LEAs provide the classroom space, materials and pay for the instructor salary, which may equal the total amount of RSI funding that is currently allocated to that particular program sponsor. Other LEAs provide instructor evaluation support, review curriculum, and attend most committee meetings but the instruction takes place at the sponsor facility. LEAs may also work with the program sponsor to provide college credit and/or certificates of completion to apprentices, which could increase the administrative costs.

Essentially, each partnership between an LEA and a program sponsor has very specific requirements, spelled out in their contract agreements. The overall goal then is to outline the minimum expectations for both parties and provide guidance as to what a “reasonable” administrative cost structure might be. If a college is willing to provide additional support, that is a negotiable cost to be agreed upon by the two parties.

Taking all of these items into account, it seems that a “reasonable” percentage for an LEA to charge the program sponsor would range from 10% to 20%, total. Mandating an exact minimum amount (or maximum) would not take into consideration the wide range of local situations and relationships.

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The following are discussion topics and comments from the field:

- **Other Suggestions, comments to improve Apprenticeship:**
  - Program sponsors should follow DAS guidelines regarding regularly scheduled committee meetings and other rules/regulations
  - Pro-rate all RSI funds to create equity across all programs.
  - CCCCO supported professional development/seminar(s) on curriculum development and approval process. Perhaps through CCCAOE Conference
  - LEAs should give credit to apprenticeship instructors who complete industry supported professional development
  - LEAs should give credit to Journeymen for their Apprenticeship college coursework as it relates to the Minimum Qualifications for instructors.
  - Improve web site at CCCCO to include more information on allocations, timelines, etc.
  - Improve program sponsor knowledge of the attendance reporting system
  
- **Barriers to improving Apprenticeship classroom instruction:**
  - Title 5 rigidity (College Ed Code) – minimum instructor qualifications, etc.
  - Cumbersome curriculum approval process at CCCCO and local Academic Senates
  - Unbalanced funding cuts between CDE and CCCCO accounts still in place
  - Lack of adequate funding to provide \$5.04 per RSI hour to all apprentices currently in the system
  - Lack of funding to support new apprenticeship programs