

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

**PROCEDURE NUMBER:** 1-2-101.1

**PAGE:** 1 of 4

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**TITLE:** INTER-SERVICE AREA ACTIVITIES  
AND AGREEMENTS – CONTINUING  
EDUCATION

**POLICY  
REFERENCE NUMBER:** 1-2-101

**DIVISION OF  
RESPONSIBILITY:** EXECUTIVE DIRECTOR

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**DATE OF LAST REVISION:** June 3, 2020

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For definition purposes, Inter-Service Area Activities are all activities conducted by an institution that, due to the nature of the program and the organization requesting and funding it, is necessarily conducted at sites and/or for organizations outside of the service area of that institution. Any technical college conducting activities (including but not limited to any recruitment activities, responding to Requests for Proposals, participating in industry focus groups, or training discussions) outside its designated geographic service area must coordinate in advance all such activities with the college(s) in whose designated service area(s) such activities are proposed to take place. Colleges are prohibited from intentionally marketing their programs and recruiting outside of their geographic service area without a current, written agreement.

Collaboration between colleges is imperative to ensure a well-trained workforce for the citizens of South Carolina. Strong policies and procedures surrounding collaborations help ensure cooperation between our colleges. System wide procedures, which include sharing of information regarding such programs and the assignment of responsibilities for related records keeping and reporting, are imperative to prevent any misunderstanding. Failure to adhere to the procedures detailed below will result in forfeiture of revenues to the college in whose service area the organization resides, as outlined in Policy 1-2-101.

MULTI-AREA CONTRACTUAL PROGRAMS – There is a demand for single institution continuing education training contracts from state agencies, federal agencies, and/or

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## PROCEDURE

**PROCEDURE NUMBER:** 1-2-101.1

**PAGE:** 2 of 4

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industrial/commercial companies. These programs often require multi-site training sessions extending statewide and consequently beyond the normal service area of the contracting institution. Understandably, the agencies are concerned about standardization of presentations and also may prefer a single contractual process as opposed to multi-contract negotiations with several institutions. Some examples of this include:

- State agency training of a "one-time" short-term nature which can be most effectively conducted by a single resource person (or single group of resource persons) who travels or broadcasts to multiple designated training sites from one contracting college.
- Multi-site training for a company in which a single program must be conducted at two or more in-state plants and can be most effectively performed as mentioned in the previous point above. The instructional contract is administered by one college.
- Federal agency training for a dispersed targeted audience which makes it most effective to conduct regional sessions, utilizing a single resource group from an individual college.

TRAINING REQUESTS FROM OUTSIDE OF SERVICE AREA - Colleges may receive requests for training and development from business and industry customers outside of their geographic service area. It is most desirable for customers to work with their local college. However, there may be times when a local company will not want, or be able, to work with the local college. In these situations, a college outside of the customer's local area may do one of the following:

- a. Offer to conduct training for the customer, if the customer is willing to travel to the other college's location.
- b. Collaborate with the local college to offer training for the customer.
- c. Come into the company's service area to deliver the training for the customer only upon establishment of a settlement agreement with the local college (as described below) or successful resolution of disputed terms by the Vice President of Economic Development.

### AGREEMENTS

An agreement must be established between the Chief Continuing Education Officer (CCEO) at both institutions before a college outside of a customer's service area can conduct business with that customer. The following procedures relate to any Continuing Education program in which a college is conducting business outside of its designated geographic service area:

1. Prior to initiating any training, the potential contracting college must notify all affected local colleges of the customer's request and discuss the anticipated level of involvement of all colleges. The contracting college may be responsible for the coordination of all activities directly and indirectly related to the project. The local college may assume the role of co-sponsor during the implementation and operation of the programs in its

# STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

## PROCEDURE

**PROCEDURE NUMBER:** 1-2-101.1

**PAGE:** 3 of 4

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respective service area.

2. The contracting institution shall provide the local college in each service area involved with all pertinent information. In the instance of multi-area programs, the local college has the prerogative of recording information for headcount/contact hours and other benefits or waiving this privilege to the contracting institution.
3. Following discussion of the information by the CCEOs, an agreement will be established between the institutions containing all mutually agreed upon conditions relating to a specific activity in a given service area. This agreement should include information such as the length of time the agreement shall remain in force, provisions for the phase out or transfer to home college, management and coordinating responsibilities, methods of managing student enrollments, and financial and other considerations. The CCEOs can use an Agreement Form, such as the one attached, for this purpose. The participating colleges will retain copies of the agreement and make them available to System Office leadership upon request.
4. Records and reporting procedures will be accomplished in accordance with applicable existing procedures and those mutually agreed upon prior to the program as delineated in the agreement.
5. When the proposed activity involves distance education, the agreement must include designated responsibilities for scheduling, delivery of course materials, delivery of support services, recording of contact hours, and technical support.

In the event a college does not follow guidelines, as given in this procedure, and proceeds to do business with a company outside their service area without an agreement, they will be required to forfeit all revenues associated with the activities in question.

In any situation in which the colleges cannot reach mutual agreement, the Vice President for Economic Development shall serve as the point of appeal to facilitate resolution of the disagreement.

State designated training programs are exempt. A customer may request a designated training program from the college designated by the state as the authorized training provider for specialized training or from the local college, regardless of the service area. The colleges should enter into an agreement in these instances.

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STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION  
PROCEDURE

PROCEDURE NUMBER: 1-2-101.1

PAGE: 4 of 4

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