

Procedure: Live Work Projects



Live Work Projects

Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects. A laboratory environment introduces the “customer dimension” into personal service occupations such as cosmetology and provides real-world working conditions to such industrial and technical occupations as auto mechanics, auto body repair, welding, building construction, and others. Instructional Live Work Projects, when carefully managed and controlled, provide a needed dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum.

The forms used for the Live Work Projects procedure will vary according to the applicable program requirements. The forms below will be used as required.

- Service Request Form (may be used by any program)
- Live Work Agreement (must be used by all programs except Barbering, Cosmetology, Dental Hygiene, Esthetician, and Nail Technician)
- Customer Waiver (must be used by all programs except Dental Hygiene)
- Live Work Invoice (must be used by all programs except Barbering, Cosmetology, Dental Hygiene, Esthetician, and Nail Technician)

The forms below will be required for the Dental Hygiene program.

- Dental Clinic Medical History
- Notice of Privacy Practices
- Consent/Authorization
- Patient’s Rights
- Patient’s Responsibilities
- Dental History

Applicability: This procedure applies to all Live Work Projects unless specifically noted as an exception.

Procedure:

The Vice President for Academic Affairs (VPAA) has authorized the below programs to perform Live Work Projects. No other programs are authorized to perform Live Work.

- Air Conditioning Technology
- Automotive Collision and Repair

- Automotive Technology
- Barbering
- Cabinetmaking
- Carpentry
- Drafting Technology
- Cosmetology
- Dental Hygiene
- Esthetician
- Machine Tool Technology
- Major Appliance Technology
- Nail Technician
- Welding and Joining Technology

Other programs seeking to utilize Live Work Projects must submit a program-specific process for handling Live Work to obtain approval from the VPAA.

Project Approval Process

- Each Program Director will be responsible for scheduling an appropriate number of Live Work Projects with oversight from the appropriate Dean.
- Programs providing routine Live Work Projects to the general public from a published price list of services will provide services on a first-come, first-served basis and are not subject to the remainder of the Project Approval Process.
- Program Directors serve as the approval authority for project acceptance and project completion for routine Live Work Projects involving costs less than \$1,500. The appropriate academic Dean will be the approval authority for project acceptance and project completion for non-routine Live Work Projects or those involving costs of \$1,500 or more.
 - Program Directors may require customers complete a Service Request form.
 - Program Directors will consider the scope of the proposed project and value to students in approval decision. The essential criterion for selection of any Live Work Projects is that it will enhance student learning or instruction and is appropriate to the curriculum at the time of performance of the project.
 - Approved Live Work Projects are prioritized in the following order:
 - College projects;
 - Student projects;
 - College employees and Board members;
 - Retired employees and Board members;
 - Additional projects needed to meet student competencies; and
 - Unusual circumstances approved by Vice President of Academic Affairs.
 - Completion of a Live Work Project form will constitute approval and shall include a cost estimate, customer identification, and a description of the work to be performed.
 - Cost estimates shall include the cost of parts, unless provided by customer.

- Prior to work being performed, customers shall sign the Live Work Agreement form and Customer Waiver to authorize the requested services, acknowledge assumption of risk, waive any liability, and agree to provide payment when project is completed.
- A Live Work Agreement form is required for each instructional Live Work project unless program is specifically excluded from this requirement.

Requirements and Conditions

- Failure to follow the requirements within the Live Work Procedure may result in disciplinary action up to and including termination.
- Work on Live Work Projects must be completed during normal business hours within 60 class days. Exceptions will require the appropriate Dean's approval of a written request that explains any extenuating circumstances.
- Program Directors or Instructors will inform customers of Live Work procedures.
- All parts are to be included in cost estimate except Automotive Collision.
- Automotive Collision customers will purchase parts from vendor and have parts shipped to College.
- Automotive Collision and Automotive Technology Live Work Projects require customers to be responsible for their vehicle delivery to the project work area and vehicle pickup upon project completion. Vehicles that are not picked up within seven (7) working days following notification of project completion may be towed at the customer's expense.
- Live Work Projects are to benefit the students in their curriculum and may not be of a production nature and may not compete with private enterprises.
- Live Work Projects shall always require student participation in the completion of work and no project may be completed solely by instructors.
- Instructors will inspect the work and release the project by signing the Live Work Invoice.
- Columbus Technical College facilities may not be used for personal gain or profit in the completion of Live Work Projects.
- No Columbus Technical College employee shall receive additional compensation, or profit in any way, either directly or indirectly, for Live Work Projects, except as may be warranted by normal overtime or overload policies.
- Tips or gratuities from customers to students working on Live Work Projects are not encouraged but may be permitted at the discretion of the President; however, students are expressly forbidden from receiving compensation for Live Work Projects.
- Columbus Technical College must normally be fully reimbursed for all direct costs associated with the delivery of Live Work Projects.
- Under no circumstances shall Columbus Technical College give away public funds or property.
- Live Work Projects will be conducted on school property to enhance learning and skill development as an integral part of an approved program curriculum. Any off campus projects must be requested in writing and approved in advance by the Vice President of Academic Affairs.
- Under no circumstances shall college equipment and supplies be used, borrowed, loaned, or leased for personal use or for generating a profit.

- Program Directors or Instructors will explain Live Work procedures during each customer's visit for Live Work.
- Live Work customers are required to render full payment immediately upon receiving services or products.

Fees and Local Business Office Requirements

- An approved Schedule of Cost-Recovery Lab Fees will be used to recover the cost of consumable supplies used in projects.
- Lab fees will be developed by Program Directors and submitted to the appropriate Dean for approval and will be reviewed on an annual basis.
- A listing of fees and examples of the types of projects in each category will be visible in each shop/lab area.
- Barbering, Cosmetology, Dental Hygiene, Esthetician, and Nail Technician Live Work Projects are generally routine in nature with set pricing.
 - Program Directors in these programs will ensure current charges for services and supplies are posted conspicuously for customers' review.
 - Deposit forms require two signatures from issuing program
 - Program Directors or other authorized agent of the College will accept payments from customers and deliver monies and sales receipts to College cashier on agreed-upon schedule to minimize the risk of loss.
 - Funds received will be secured in locked containers with limited access until deposited with College cashier.
 - Customers will be given a numbered receipt for payment.
- For all other Live Work, Program Directors will document completion of the work on the Live Work Invoice form.
 - Customers will remit payment to Columbus Technical College at the cashier window of the business office during regular business hours.
 - Program Directors or Instructors must verify that payments were received by College cashier before releasing completed project items to customers.
- Sales tax will be collected for all retail sales, which excludes medical services.
- The College will be fully reimbursed for all direct costs related to Live Work Projects.
- The College may generate a reasonable profit.
 - When no other charges apply, a minimum processing fee of \$5.00 will be assessed to cover the cost of incidental expenses.
 - Customers are charged the cost for parts necessary to complete Live Work Projects.
 - Customers of Automotive Technology will be charged cost of parts plus 20%.
 - Customers of Automotive Technology and Automotive Collision will be charged \$20 per hour for labor.
- Monies associated with projects are subject to State fiscal and accounting policies. The monies can be carried over to successive fiscal years.
- Excess monies or "profits" generated by Live Work Projects shall be used only to enhance instructional programs and shall be classified as special revenue and as a source of revenue when developing annual budgets.

- Live Work project monies shall not be used to supplant existing state, federal, or local funding.
- All purchases of materials, parts and supplies for Live Work Projects must be processed in accordance with federal, state, and local purchasing guidelines and procedures. Instructors and students shall not purchase items at their own expense.
- College procedures must be followed for all business travel, including travel associated with Live Work Projects, and in compliance with State of Georgia Travel Regulations.
- Live Work project revenues exceeding budgeted estimates shall be amended into the annual operating budget during the course of the fiscal year.
- Unless prior arrangements are approved by Program Director, any completed project items left at Columbus Technical College in excess of 30 days, with the exception of Live Work Projects for automotive programs referenced under the Requirements and Conditions section, will be abandoned without any security and will not in any way be the responsibility of Columbus Technical College.
- Collection procedures may be employed to recover any funds due Columbus Technical College.

Retention: 7 years



Implementation Date: 8/24/16

Revised: 7/19/17

Next Review Date: 12/1/18

Responsible Division: Administrative Services, Academic Affairs

Reference: TCSG SB Policy IV.M. Live Work Projects