

TCSG 5.1.11 Policy: SCTC Procedure Live Work Projects

Adopted:

I. PURPOSE:

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.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

Governor's Executive Order on Ethics (4.3.2p1.a1)

O.C.G.A. § 20-4-14 - Power and Authority of the TCSG:

(3) Operate instructional services projects, also known as student live work projects, in those occupational areas which require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with clients, real items, or projects, including, but not limited to, carpentry, child care, aviation, welding, and automotive repair, and, in connection with such projects:

(A) Receive, retain, and utilize donations, fees, and moneys generated as a result of the sale of such services or projects; (B) Retain any unexpended student live work funds from year to year;

(C) Expend retained student live work funds for any student live work project or for the benefit of instructional programs at the technical institute; and

(D) Acquire, improve, and sell real or personal property in connection with student live work projects, provided that all acquisitions and sales of real property in connection with student live work projects shall be approved by the state board;

III. APPLICATION:

All work units and technical colleges associated with the Technical College System of Georgia.

IV. DEFINITIONS: N/A

V. ATTACHMENTS: N/A

VI. PROCEDURE:

A. Standard Processes

1. Programs which are eligible to perform live work;
 - a. Horticulture
 - b. Automotive Technology
 - c. Auto Collision Repair
 - d. Cosmetology
 - e. Culinary Arts

2. The types of live work projects that may be performed are:
 - a. Plant sales
 - b. Vehicle mechanical repair
 - c. Vehicle collision repair and restoration
 - d. Cosmetology services taught in the diploma program
 - e. Food preparation

3. The scope of Live Work Projects which may be performed is:
 - a. Sale of plants produced by the horticulture program may be sold for profit at or near retail prices
 - b. Repair of vehicles for Automotive Technology and Auto Collision Repair are on a “first come, first served” basis. Repairs must be related to skills taught in the diploma program during the semester of instruction. Automotive Technology vehicles must be less than 10 years old and have all emission control devices appropriate to the vehicles model year installed. Vehicles older than 10 years may be accepted on a case by case basis. Auto Collision Repair vehicles do not have a manufacture year limit.
 - c. Fees are posted in the Automotive labs and are based on current retail costs. Current Automotive Collision Repair Technology or Automotive Technology students are responsible for parts and supplies only.
 - d. Repair of damage to vehicles or restoration of vehicles based on a “first come, first served” basis. All work must be related to skills taught in the diploma program. The customer is required to furnish all parts.
 - e. Services taught in the cosmetology diploma program may be provided to customers. Fees are posted in the cosmetology lab, and are based on current retail costs.
 - f. Culinary Arts students prepare and serve food sold in the Crescent Café as well as outside catering events. Prices are posted in the café or provided by the Program Coordinator, and based on current retail costs.

4. The prioritized list of persons for whom live work may be performed is:
 - a. Current Southern Crescent Technical College students
 - b. Current Southern Technical College faculty and staff
 - c. Retired Southern Crescent Technical College faculty and staff
 - d. General public

5. Live work is performed as part of the classes and shall always involve student participation. Live work may not be performed solely by instructors.

6. Live work is scheduled by contacting the program coordinator or his/her designee.

7. Customers assume the risk of the work being performed. No warranty expressed or implied is provided.

8. Vehicles will not be released to the owner until all fees associated with the live work project are paid.
9. Any vehicles left on Southern Crescent Technical College 30 days after notification to the owner of completion of work, will be removed at the owners expense.
10. Student workers and facilities may not be used for personal gain or profit;
11. All costs related to the services (i.e. fees and/or purchase of parts/supplies); are the responsibility of the customer.
12. Live work projects shall not be of a production nature, and may not compete with private enterprises.
13. All Live Work Projects shall comply with the Governor's Executive Order on Ethics.

B. Financial Administration

1. Southern Crescent Technical College must be fully reimbursed for all direct costs associated with the delivery of Live Work Projects by the customer. Southern Crescent Technical College may generate a reasonable profit.
2. All payments for live work services performed by automotive technology and auto collision repair will be made by the customer at the business office.
3. All live work for Horticulture, Cosmetology and Culinary payments are made to the cashier. At the end of the business day, the cashier reconciles receipts. The cashier takes the receipts to the business office, turns funds over to the business office, and remains until the transaction is verified.
4. All monies associated with Live Work Projects shall be subject to state fiscal and accounting policies, but excess revenues may be carried forward to successive fiscal years.
5. Monies generated by Live Work Projects shall be classified as special revenue funds
6. Monies generated by Live Work Projects shall be considered as a source of revenue.