

Procedure: 5.1.11p. (IV.M. & II.A.2.f.v)

Live Work Projects

Revised: May 17, 2016; December 6, 2007

Last Reviewed: October 14, 2016

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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. Appropriate procedures for the implementation of Live Work Projects shall be developed by each technical college. The procedures shall include, but are not limited to, the following items:

1. A list of programs which are eligible to perform live work;
2. A list of the type of work that may be performed;
3. Definitions of the type and scope of Live Work Projects which may be performed for profit and those for which the college will only be reimbursed for actual costs associated with the project;
4. Prioritized list of persons for whom live work may be performed (i.e. faculty, staff, students, general public);
5. Establishes definite parameters within which live work may be conducted (i.e. business hours, school days, etc.);
6. Includes a statement that live work shall always involve student participation and that live work may not be performed solely by instructors;
7. Sets forth the procedures that must be followed when live work is conducted (scheduling procedures, forms, etc.);
8. Includes a statement to inform the customers that they assume the risk of the work being performed;
9. Emphasizes that the students and facilities may not be used for personal gain or profit;
10. Informs customers of the costs related to the services (i.e. fees and/or purchase of parts/supplies);
11. States that live work projects shall not be of a production nature and do not compete with private enterprises; and
12. A statement that all Live Work Projects shall comply with the Governor's Executive Order on Ethics (Attachment: 4.3.2p1.a1).

B. **Financial Administration**

1. Technical colleges must normally be fully reimbursed for all direct costs associated with the delivery of Live Work Projects. The technical colleges may generate a reasonable profit.
2. The individual technical colleges shall determine the amount to be charged for each product or service provided.
3. 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.
4. Monies generated by Live Work Projects shall be classified as special revenue funds.
5. Monies generated by Live Work Projects shall be considered as a source of revenue

when developing annual budgets.

6. Monies generated by Live Work Projects shall not be used to supplant existing state, federal, or local funding.

7. Live Work Projects revenues exceeding budgeted estimates shall be amended into the annual operating budget during the course of the fiscal year.

8. Excess monies or "profits" generated by Live Work Projects shall be used only to enhance instructional programs.

9. Employees of technical colleges shall be assigned to Live Work Projects within the scope of their employment and shall not receive extra compensation except as may be warranted by normal overtime or overload policies.

C. Liability, Defense and Indemnification

Although Live Work Projects, as an integral part of the System's academic curriculum, are governed by the State of Georgia's constitutional doctrine of sovereign immunity and its related statutes, each technical college shall take all necessary steps to ensure that its Live Work Projects are managed in a way so as to minimize or eliminate the risk of harm to patrons, students and employees. Moreover, the Commissioner and the presidents of each technical college shall take appropriate steps to legally protect the System and the technical colleges from liability arising out of Live Work Projects. This may include requiring potential patrons and other recipients of instructional service project services to sign declarations of assumption of risk and waivers of liability.

VII. RECORD RETENTION: n/a