

CPTC Procedure: Instructional Live Work Projects

Eligible Programs

Coastal Pines Technical College's (CPTC) instructional Live Work Projects may be utilized to provide a needed dimension to laboratory learning and may be integrated into the curriculum of authorized programs: The President has authorized the following areas to perform Live Work Projects:

- a. air conditioning technology
- b. automotive collision and repair
- c. automotive technology
- d. environmental horticulture
- e. cosmetology
- f. neuromuscular massage therapy
- g. welding technology

Other programs seeking to utilize live work projects must obtain approval of the Vice President for Academic Affairs (VPAA).

Approval Process

Program Coordinators or Lead Instructors will be the approval authority for project acceptance and project completion for live work projects involving costs less than \$100. The VPAA will be the approval authority for project acceptance and project completion for live work projects involving costs \$100 or more. Program Coordinators or Lead Instructors will provide advice through the Dean for Academic Affairs to the VPAA concerning project acceptance and project completion for live work projects involving costs of \$100 or more.

Live work projects may not be of a production nature and may not compete with private enterprises. Program Coordinators or Lead Instructors will consider the scope of the proposed project, value to students, and the eligibility of the "customer". Completion of a Live Work Project Form will constitute approval. A Live Work Project Form is required for each instructional live work project except for cosmetology, retail horticulture sales, and other specifically identified transactions where customers are presented a numbered receipt following payment.

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 Coordinators or Lead Instructors and submitted to the Dean for Academic Affairs and VPAA for approval. Fees will be reviewed and revised as needed or on an annual basis. A listing of fees and examples of the types of projects in each category should be available in each shop/lab area.

Project Approval Process

Program Coordinators or Lead Instructors initiate Live Work Project Forms on acceptable projects. Live Work Project Forms must be completed for projects requiring use of parts, materials, supplies, etc. and include customer and project identification. Program Coordinators or Lead Instructors must request project approval of the VPAA on projects involving \$100 or more.

Complete classic car restoration is not within the scope of live work projects for Automotive Collision Repair and Automotive Technology Programs. Work on live work projects must be completed during normal business hours within 60 class days. Exceptions will require the

VPAA's approval of a written request that explains any extenuating circumstances.

Instructors, who participate in live work projects, will inform customers of live work procedures and conditions and request customers to sign acknowledgement and agreement forms of the same. Customers must be informed and accept the fact that they assume the risk of the work and waive any liability of Coastal Pines Technical College, the Technical College System of Georgia, or the State of Georgia. If a customer refuses to sign such a statement, the project must be declined.

Customers are responsible for supplying their own parts, materials, supplies, etc., or making arrangements with vendors to have these items delivered to the program area where the project work will be conducted. Automotive Collision and Repair or 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 will be towed at the customer's expense. Automotive Collision customers will purchase and provide all paint necessary for a project.

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 Project Form. Deans for Academic Affairs can delegate responsibility and authority to inspect and release projects.

Fees and Local Accounting Procedures

A cost-recovery lab fee will be charged to recover the cost of College supplies consumed during live work projects. Lab fees will vary based upon the size of the project. Specific lab fee amounts for each classification of project will be posted in the program area. Lab fees will be developed by Program Coordinators or Lead Instructors and submitted to the Dean or on an annual basis.

Cosmetology and neuromuscular massage therapy live work projects are different from projects carried out in other live work areas. Therefore, Cosmetology Program Coordinators or Lead Instructors will ensure current charges for services and supplies are posted. Cosmetology instructors will explain live work procedures during each customer's visit for live work.

Cosmetology and neuromuscular massage therapy live work customers and Environmental Horticulture retail customers are required to render full payment immediately upon receiving services or products. Instructors will accept immediate payments from customers and deliver monies and sales receipts to the College's Administrative Services office daily to minimize the risk of loss. Customers will be given a numbered receipt for payment. Sales tax will be collected for all retail sales.

For all other live work, instructors will document completion of the work on the Live Work Project Form and Customers will remit payment to Coastal Pines Technical College at the campus cashier's office. Instructors who participate in projects must verify that payments were received by Administrative Services before releasing completed project items to customers.

CPTC will be fully reimbursed for all direct costs related to instructional service projects. The College may generate a reasonable profit. 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. Monies generated by live work projects 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. Live work project revenues exceeding budgeted estimates shall be amended into the annual operating budget during the course of the fiscal year.

CPTC students and facilities may not be used for personal gain or profit in the completion of live work projects. CPTC employees shall not receive extra compensation for live work projects except as may be warranted by normal overtime or overload policies for any instructional service projects.

Tips or gratuities to students working on live work projects, while not expected or encouraged, may be permitted at the discretion of the President depending, inter alia, on the nature of the service provided. All live work projects shall comply with the Governor’s Executive Order on Ethics.

Approved Clientele

1. Coastal Pines Technical College Students
2. Coastal Pines Technical College Employees
3. General Public
4. Other Governmental Agencies
5. Outside Customers

NOTE: Unless prior arrangements are approved, completed project items left at Coastal Pines Technical College in excess of 30 days will be abandoned without any security and will not in any way be the responsibility of Coastal Pines Technical College. In addition, collection procedures will be employed to recover any funds due Coastal Pines Technical College.

Responsibility

The Vice President for Academic Affairs has the overall responsibility of ensuring this procedure is implemented.

Adopted: May 8, 2014

Reviewed: August 9, 2022