

PROCEDURE:

5.1.11p1. Business Office Procedures for Live Work Projects

Revised: November 2008; February 17, 2010; February 16, 2010; February 16, 2011; February 15, 2012; February 20, 2013; November 20, 2013; February 18, 2015; November 28, 2018; February 19, 2020; February 17, 2021

Last Reviewed: November 2008; February 17, 2010; February 16, 2010; February 16, 2011; February 15, 2012; February 20, 2013; November 20, 2013; February 18, 2015; February 17, 2016; February 15, 2017; February 21, 2018; November 28, 2018; February 19, 2020; February 17, 2021; February 16, 2022; January 18, 2023

Adopted: January 16, 2008

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. This procedure guides the processes related to the Business Office.

II. RELATED AUTHORITY

Ogeechee Technical College Procedure 5.1.11p2. Automotive Technology Live Work Projects

Ogeechee Technical College Procedure 5.1.11p3. Cosmetology/Esthetician Live Work Projects

Ogeechee Technical College Procedure 5.1.11p4. Electrical Systems Technology Live Work Projects

Ogeechee Technical College Procedure 5.1.11p5. Funeral Service Education Live Work Projects

Ogeechee Technical College Procedure 5.1.11p6. Hospitality/Culinary Arts Live Work Projects

Ogeechee Technical College Procedure 5.1.11p7. Opticianry Live Work Projects

Ogeechee Technical College Procedure 5.1.11p10. Heavy Diesel Technology Live Work Projects

III. APPLICABILITY

This procedure applies to programs at Ogeechee Technical College which contain a live work component.

IV. DEFINITIONS

None.

V. ATTACHMENTS

None.

VI. PROCEDURE

Financial Administration

1. Ogeechee Technical College must be fully reimbursed for all direct costs associated with the delivery of Live Work Projects. The college may generate a reasonable profit.
2. The individual Live Work Projects 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, nor 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 instructional Live Work Projects shall be used only to enhance instructional programs.
9. Employees of Ogeechee Technical College 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.

Purchasing Procedures

All federal, state, and local purchasing guidelines must be adhered to.

VII. RECORD RETENTION

All forms will be reviewed on an annual basis and revised as needed. All completed forms will be retained according to the TCSG Records Management Policy.