

Procedure 4.0801

Live Projects Procedure

1. Live projects are defined: (a) Educational programs in which students as part of their educational experiences repair or remodel equipment not owned by the institution or: (b) Educational programs that produce services that are sold or services for which charges are made. Such goods or services should be the normal and necessary product of learning activities of students.

2. In case of (1) (a) above, the owner of the equipment must supply or pay for all parts required. In the case of (1) (b) above, the following regulations apply: (a) Where Federal Programs are involved, Federal regulations do not permit goods to be sold. In such programs, goods produced may be used for the benefit of the institution or donated to another non-profit charitable or educational agency or institution: (b) For live projects that involve the purchase of equipment from the State or a Federal surplus property agency, the repair of this equipment and its sale as surplus should occur under the regulations of the State Division of Purchase and Contract. The proceeds of such sales shall be deposited with the State Board of Community Colleges and credited to the equipment budget of the institution.

a. Other programs that fall under the above definition of live projects are:

(1) The local Board of Trustees shall approve regulations, consistent with State laws and regulations, covering the disposal of goods and services, charges made, etc.

(2) The local Board of Trustees shall provide that the receipts be deposited to State funds (unless a "special local" fund account arrangement has been worked out in keeping with regulations of the State Auditor). Receipts deposited to State funds under this Provision should be allotted back to the institution for expenditures during the same fiscal year.

(3) Where a "special local" fund arrangement is set up as provided in (2) (a) (2) above this Rule, all costs made necessary because goods and/or services are produced and then sold shall be paid from the "special local" account that receives the income. This includes materials used in producing the goods and services, extra personnel required to serve customers, specialized equipment that would not otherwise be required for instruction alone, and other costs directly related to a live project as distinguished from an instructional program that does not produce income. Detailed records must be maintained on the special local fund account in order that periodic financial statements

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may be prepared and a complete audit for the account made after the close of the fiscal year.

(4) Where a “special local” fund arrangement is set up as provided in (2) (c)(2) of this Rule, the local Board of Trustees shall adopt regulations setting forth the classes of items or purposes for which funds from this special fund in excess of those required under (2)(c)(3) of this Rule may be used. Such funds shall not be used to supplement regular salaries of regular employees whose base salaries are paid from State or local appropriations.

3. The clientele served in providing clinical experience for students by carrying on live projects shall be limited to students and employees in the Community College

System so far as possible. When, however, outside clients become necessary in order to provide enough experience to carry out educational programs, clients should be selected from the general public on the basis of standing criteria adopted and published by the institution, not inconsistent with State Board policies.

4. The above regulations except those under (2) (b) of this Rule do not apply to the disposal of any State owned equipment, which must be declared surplus and sold by the State Board of Community Colleges.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Live Projects Policy](#)

History

Senior Staff Review/Approval Dates: 11/6/13

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*