

CP – 4.9.1

LIVE CLIENT PROJECTS

Related Board of Trustees Policy: BP 4.9

OPR: President

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LIVE CLIENT PROJECTS

The College conducts “Live Client Projects,” as defined by Board of Trustees Policy 4.9, as an integral part of student learning experiences. These projects fall within one of two categories:

(1) Educational programs that produce goods that are sold or provide services for a fee. These live projects are continuous in nature and are a normal and necessary product of the learning activities of students. They are conducted for the following academic programs:

- Cosmetology
- Esthetics
- Barbering
- Hospitality

The appropriate Vice President shall create and sustain Internal Control Processes to ensure efficient and appropriate conduct of live projects that comply with Policies and Procedures as well as the regulations of the applicable program licensing or approving agency(ies). The Vice President shall give a report annually to the College President regarding these programs.

(2) Educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, create, repair or remodel non-college owned personal property or real property. This College Procedure sets forth the requirements for these live client projects.

Project Prioritization

- (1) Student projects
- (2) College employee projects
- (3) Community projects

Project Requests

Individuals or groups (“client”) may initially request a live client project by contacting the appropriate instructor or program manager. This initial request may be verbal or written.

When the instructor or program manager deems the project to be potentially suitable, he/she completes College Form 4.9.1a, “*Live Client Project Evaluation*.” If the evaluation is favorable, the instructor or program director works with the client to complete College Form 4.9.1b, “*Live Client Project Agreement*.” The agreement documents:

- A description of the project,
- The client’s contact information,
- The instructional course(s) applicable,
- The responsible instructor(s) or program director,
- Timeline for completion,
- Materials and tools to be provided by the client,
- Costs to be borne by the client (which are limited to actual cost necessary to complete the project), and,
- Client acceptance of liability disclaimer. In particular, the client must acknowledge the project is to be performed by students for the sole purpose of instruction, and whose work is not guaranteed to be free of defects.

Project Closeout

The instructor or program director will notify the client upon completion of the project, and ensure all applicable costs have been paid. Excess materials will be returned to the client, unless the client requests they be donated to the College or disposed of.

The College will maintain records of the live client project, within the applicable academic department, for three (3) years following project completion. The records will include, at a minimum, the completed *Live Client Project Evaluation* and *Live Client Project Agreement* forms.

Project Liability Considerations

Prior to beginning a live client project, the instructor or program director must ensure the *Live Client Project Agreement* is signed by the client. Clients must agree to release the College from liability for workmanship, projects, and services provided to the client. Clients shall assume any and all risk, as well as all future liability, arising from the use of any property or materials resulting from a completed live client project.

Off-campus Live Client Project Sites

Prior to commencing any live client project at an off-campus location, the client must provide documentation of liability insurance covering College trustees, employees, students, and agents in an amount of no less than one million dollars from an insurance company authorized to conduct business in North Carolina.

The client must acknowledge that project work performed by College students at an off-campus location is non-reimbursable. The College shall not assume liability for students or property owners for accidents occurring as a result of work performed in connection with an off-campus project. Projects are not warranted regarding the quality or quantity of the work performed.

Transportation to and from off-campus project sites is the responsibility of the students and is not reimbursed by the College. Students are responsible for providing their own work clothes, gloves, safety glasses, and other basic gear as appropriate for the job site.

Associated Forms

- 4.9.1a. *Live Client Project Evaluation* form
- 4.9.1b. *Live Client Project Agreement* form