

Special Projects / PAC Stipends Guidelines

Description

This document describes East Region Adult Education (ERAE) policies regarding faculty and staff stipend payments on special projects, and outlines when to issue stipend payments to individuals and the basic procedure for payment.

Policies

- Only non-classified staff and instructors from Grossmont Adult Education, GCCCD, and Mountain Empire USD are eligible for stipends.
- Payments to qualified participants will be processed once the ERAE's Director and the Grant Manager have identified them as a stipend recipient.
- A stipend payment can only be used for purposes related to the work of a special project.
- PAC membership and PAC activities are considered a special project.
- Each PAC should have at minimum four members; at maximum eight members.
- Stipends have the following accompanying terms and conditions, and the stipend may be adjusted or suspended by the Executive Director if those terms and conditions are not met.

A PAC chair will receive a stipend (\$ 1,000 per semester) once the following responsibilities have been met:

- Prepare meeting agendas, minutes, and reports monthly.
- Call and facilitate a PAC meeting at least once a month.
- Ensure that all stakeholders are included in the discussion of action steps.
- Conduct at least one visit to two other PACs.
- Actively participate in the consortium's Steering Committee.
- Maintain communication with grant manager monthly.

- Oversee, guide, and ensure the development and facilitation of at least two (2) “Best Practices,” public workshops.
- Actively engage in the development of cross-communication between PACs and across funding sources.

A PAC member will receive a stipend (\$ 500 per semester) once the following responsibilities have been met:

- Participate actively in all meetings. (This can include participating by phone or – if there are scheduling conflicts – contributions made in preparation for the meeting.)
- Share responsibilities for note-taking (minutes) when necessary during PAC meetings.
- Contribute to the development and facilitation of two workshops.
- Participate in at least one workshop organized by another PAC.
- Actively recruit workshop participants.
- Observe a class at one of the other institutions of the consortium or a class at a partner institution of adult education. Submit a brief written summary of the observation to the PAC chair and the grant manager.

Policies and stipends may be adjusted depending on consortium needs and objectives.