

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

HUMAN RESOURCES

Chapter 7

**District/College and Community Relations (Stipends)**

**BP 7131**

It is the policy of the Victor Valley Community College District to encourage administrative support for public participation and awareness of District and College programs, services, and activities through direct professional contact with individuals and community groups. The Board of Trustees affirms that the authorized activities specified in 1.1 below facilitate communication in accordance with this policy.

Upon recommendation of the Superintendent/President, the Board of Trustees shall authorize the purpose and the amount of each stipend and to which District employees it will be paid.

All authorized actual, reasonable, and prudent expenditures shall facilitate communication and increase public participation in District sponsored meetings, events, and activities. Authorized expenditures may include the following:

- Activities honoring individuals in education
- Automobile allowance
- Board of Trustees-sponsored meetings and events
- District-wide and/or College-wide planning and operational meetings
- Staff recognition and team-building activities
- Service club membership dues, fees, and expenses
- Other activities designed to encourage public participation and awareness of District and College programs as authorized by the Board of Trustees

The annual stipend shall be included in the individual employee's contract.

The annual stipend shall be included in the employee's monthly salary.

In accordance with prudent accounting practices, each authorized payee shall submit an annual ledger to the Chief Business Officer. The ledger shall contain a general accounting by percentages of expenditures authorized under this policy. Each District and College employee shall ensure that the annual stipend is used for appropriate and authorized expenditures.