

# COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 15<sup>th</sup> each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community Colleges Board of Governors, the Chancellor's Office and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting. Classified employees with a minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

Name of Nominee \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Job Title of Nominee

\_\_\_\_\_  
Address City Zip Code

\_\_\_\_\_  
Telephone:

\_\_\_\_\_  
College District

\_\_\_\_\_  
Address City Zip Code

\_\_\_\_\_  
Name of District Chancellor/College President Telephone

**Disqualification warning:** It is the responsibility of nominator to initiate this nomination form and see that all pages are COMPLETELY filled out, that it is on the CORRECT form, and that NO alterations have occurred.

**Signature Required.**

\_\_\_\_\_  
Signature of Nominator with Contact Telephone Number (Print Name)

\_\_\_\_\_  
Mailing Address City Zip Code

**INITIAL NOMINATIONS MUST BE SUBMITTED TO THE LOCAL BOARD OF TRUSTEES FOR REVIEW AND ENDORSEMENT.**

**Name of Nominee** \_\_\_\_\_

\_\_\_\_\_ **Years of service** with the district NOTE: minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award.

- 1. Explain ways the nominee demonstrates commitment to the fundamental principles of the California Community College mission as well as the mission of the local college district?**

2. **Describe the nominees' commitment to high standards of job performance and ways he/she exemplifies professionalism.** Factors to be considered include: motivated and interested in the job; demonstrates high skills, competence, and knowledge on the job; plays a leadership role in employee/management collaboration; promotes collaboration within the work environment; is committed to high standards of performance; exemplifies professionalism at all times; steps up to cooperatively work through problems.

3. **Provide examples of how the nominee demonstrates commitment to serving the institution through participation in college, professional and/or community activities.** Examples should include: involvement in college and/or district activities; efforts to organize others within the work environment; promotion of open communication among work groups; willingness to take the extra step.

- 4. Describe the nominees' commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities.** Provide evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations. Include acts of service above and beyond the call of duty.

5. **Briefly provide any additional reason(s) this nominee should be selected as Community College Classified Employee of the Year.**

**EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT POSTMARKED BY MIDNIGHT, MARCH 15, TO:**

(**Note:** If March 15 falls on a Saturday or Sunday, the deadline is the following Monday.)

California Community Colleges Chancellor's Office  
**Attn: Classified Employee Awards Program/BOG**  
1102 Q Street, 4<sup>th</sup> Floor  
Sacramento, California 95811-6549

\* Note: Signature Below certifies that the nominee has been endorsed by the local Board of Trustees

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Signature of Board of Trustees President

(Print Name)

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Name of Community College District