

## COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The Classified Employee awards honors community college classified employees who demonstrate the highest level of commitment to the *Vision for Success*, professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. Each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office postmarked by March 25th. Award winners are selected by representatives of the Community Colleges Board of Governors and the Chancellor's Office. Recipients will be announced and honored at the May Board of Governors meeting in Sacramento, California. Classified employees with a minimum service of 5 years 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 Vision for Success*; the California Community Colleges mission; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond their local institution.

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

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

\_\_\_\_\_  
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.**

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Signature of Nominator with Contact Telephone Number

(Print Name)

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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:** employees with a minimum 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. Describe how the nominee demonstrates a commitment to the *Vision for Success*, the California Community Colleges mission, and 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 may include: competence and knowledge on the job; leadership role in employee/management collaboration; promotes collaboration within the work environment; commitment to high standards of performance and professionalism.

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

**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 a Community College Classified Employee of the Year.**

**EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT POSTMARKED BY MIDNIGHT, MARCH 25, TO:**

**(Note:** If March 25 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, 4th 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