

## CALIFORNIA COMMUNITY COLLEGES CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The Classified Employee of the Year Awards honor community college classified employees who demonstrate the highest level of commitment to the *Vision for Success* and equitable student outcomes. 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 sent via email or postmarked by **April 16, 2021**. Award winners are selected by representatives from the California Community Colleges Board of Governors, Consultation Council and the Chancellor's Office. Recipients will be announced and honored at the May 2021 Board of Governors meeting. 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* and equitable student outcomes; professional ethics and standards; serving the institution's diverse student population through participation in professional and/or community activities; and serving as a leader beyond their local institution.

**Nominee's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

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Job Title of Nominee

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Nominee Address, City, Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

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

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

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

**Disqualification warning:** It is the responsibility of the nominator to initiate this nomination form and see that all pages are COMPLETELY filled out, on the CORRECT form, and 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 and equitable student outcomes*?** Please provide examples of the employee's demonstrated commitment.

**2. Describe the nominees' commitment to high standards of job performance and ways the classified employee exemplifies professionalism.** Factors to be considered may include: competency and knowledge on the job to serve a diverse student population; 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's diverse student population through participation in college, professional and/or community activities.** Factors to be considered may include: involvement in college and/or district activities; organizes others within the work environment; promotes 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 a 2021 Classified Employee of the Year.**

**EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT IN A DIGITAL OR HARD COPY POSTMARKED BY APRIL 16, 2021 TO:**

**INFO@CCCCO.EDU**

**SUBJECT: 2021 CLASSIFIED EMPLOYEE OF THE YEAR AWARDS**

**TO MAIL A HARD COPY SEND MATERIALS TO:**

California Community Colleges Chancellor's Office

**Attn: Classified Employee Awards Program/BOG**

1102 Q Street, 4th Floor

Sacramento, California 95811-6549

\* Note: The 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