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GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

# CHANCELLOR/ CLASSIFIED SENATE QUARTERLY AWARD

## HANDBOOK

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# INTRODUCTION

The Chancellor's/Classified Senate Quarterly Award provides an opportunity to honor classified employees whose outstanding job performance and work ethic inspires others. The award celebrates four classified employees annually with recognition for their outstanding work.

This award was initiated in 1996 and given on a monthly basis. In 2005 after celebrating 100 awards, it was decided to shift to quarterly recognitions.

All nominations are reviewed by the Chancellor/Classified Senate Review Committee. The Chancellor/Classified Senate Review Committee forwards the top scoring individuals (up to five) to the Classified Senate E-Board. The Classified Senate E-Board will review and forward the finalist to the Chancellor with a recommendation. One classified staff will receive an award each quarter. The award recipient will be notified from the Chancellor's office of their selection.

Since the Chancellor/Classified Senate Quarterly Award became so popular, it was necessary to streamline the process and a Review Committee was established in 2008. The Review Committee established criteria guidelines (see pg. 7) for scoring the submitted applications and forwards the top scoring individuals (up to five) to the E-Board where they also score the candidates (see pg. 8). The top scoring individual will be forwarded to the Chancellor for final decision.

**Who is eligible:** Any contract, or percent of contract, classified employee. Any district employee can complete the nomination form.

**The Award:** The award includes an engraved trophy, \$250.00 gift certificate, recognition at the Statewide Classified Leadership Conference and lunch out with the Chancellor and Governing Board President.

**The Selection Process:** The Classified Senate will recommend nominees each quarter for final selection to the Chancellor. The nominator(s) will be invited to join the Classified Senate President and the Chancellor in presenting the award at a governing board meeting.

This handbook includes the application process, e-mail, request for nominations, timelines, and procedures for handling the award from start to finish.

# PROCEDURES

## REQUEST FOR NOMINATIONS:

The request includes the nomination form (see pg. 6) and reference to the pertinent web address for additional information: Classified Senate: [www.gcccd.edu/class\\_senate](http://www.gcccd.edu/class_senate) and the district website for an explanation of "The Way Forward" five key values [www.gcccd.edu/about/mission.asp](http://www.gcccd.edu/about/mission.asp)

A request for nominations is sent out to the district via e-mail. The submittals are forwarded to the Classified Senate e-mail box [classified.senate@gcccd.edu](mailto:classified.senate@gcccd.edu) or the presiding Classified Senate President's e-mail address for consideration.

The Review Committee establishes timelines for the following:

- ❖ E-mails to all district sites
- ❖ Deadline for submittals
- ❖ Committee Review
- ❖ Committee Decision
- ❖ E-Board Review
- ❖ E-Board Decision
- ❖ DEC Presented
- ❖ BOARD

Once the timelines are established, they are sent to all the E-Board members. A designated classified staff will send out all-campus e-mails on indicated timeline dates.

## NOMINATIONS RECEIVED AND REVIEWED

Once the nominations have been received, the Review Committee goes through and scores the submittals based on an established criteria (see Committee Selection Plan – pg. 10). The Chair of the Review Committee then forwards the top individuals and their totals (pg. 11) to the E-Board along with the nominations for review.

The E-Board reviews and scores the submittals (see E-Board Selection Plan – see pg. 12). The E-Board President forwards the top candidate name to the Chancellor along with the submitted nomination form(s).

IN CASE OF A TIE BY THE E-BOARD: The nomination packet will go back to the Review Committee and their Selection Plan scoring results will be the determining factor.

IN CASE OF ONE NOMINEE:

- ✓ Does nominee meet criteria?
  - No, then no nomination will be brought forward
  - Yes, then no scoring is necessary and the name will be forwarded to the Chancellor's office

## CHECKLISTS

### CHANCELLOR CHECKLIST

- Classified Senate President forwards 3 candidates for final review and decision
- Chancellor notifies DEC of recognized awardee
- Chancellor's office sends letter to recipient, including information to have a picture taken (by campus photographer), and cc to the recipients' supervisor
- Chancellor's office will handle gift certificate purchase (Barnes & Noble)
- Chancellor's office will bring trophy and gift certificate to the Board meeting

### CLASSIFIED SENATE PRESIDENT WILL:

- Personally call recipient and congratulate them and ask them if they will be attending Governing Board meeting and if any family or friends will be able to attend to support them
- Personally call or e-mail nominators and thank them for the nomination and ask if they will be attending the Governing Board meeting and if they intend to make a presentation
- Notify the Chancellor's office on who will be in attendance for the presentation and who from the Classified Senate will be making the presentation with the Chancellor

### COMMITTEE CHECKLIST

- Notify and thank awardees' nominator(s) for the nomination
- Thank You cards sent (card) to all other nominators whose nominee was ***not*** chosen

We want to thank you personally for your nomination of \_\_\_\_\_ for the Chancellor/Classified Senate Quarterly Award. It was a pleasure reading about his/her commitments to the District. Even though the committee did not select her/him for this quarter, we appreciate your time in recognizing \_\_\_\_\_ as an exceptional classified employee. We invite you to re-submit your nomination for the next quarter.

We are fortunate that our district recognizes outstanding work through programs such as the Chancellor/Classified Senate Quarterly Awards and hope to continue energizing our most talented employees with commendations for many years to come.

Yours sincerely,

Chancellor/Classified Senate Quarterly Awards Committee  
and Chancellor

- Notify recipient's supervisor(s) of the recognition
- Contact Navajo Engraving to arrange for pick up of trophy at least 2 weeks before Governing Board meeting
- Contact District Business Office assistant to have PR submitted for the Award and work with Chancellor's office to process the request for the \$250 gift certificate
- Arrange for a picture and announcement to be sent out electronically district-wide one week before the Governing Board meeting (CC=Phu Nguyen GC=Steve Harvey)
- Annually in October the Classified Senate Treasurer will work with District Business Office on an open PO for the four trophy's to be purchased that year)
- Update Classified Senate website to include award recipient recognition.
- Check the inventory on acknowledgement cards. If out, generate new print run if necessary. (Senate pays for this.) Jamie Gassert has the original file to print. Just need to check and update the E-Board information.





GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

★ ★ ★ ★ E-MAIL ★ ★ ★ ★

## THE CHANCELLOR/CLASSIFIED SENATE QUARTERLY AWARD

Provides an opportunity to honor employees whose outstanding job performance and work ethic inspires others. The quarterly award celebrates a classified employee with recognition for truly exceptional work.

Anyone may nominate any classified employee for the award. The deadline for the next quarterly award is **XXXXXXXXXX**. The nomination form is attached for your convenience. **Submit your nomination today!!!** to [classified.senate@gcccd.edu](mailto:classified.senate@gcccd.edu)

For more information, please access the Grossmont-Cuyamaca Community College District Classified Senate website at: [www.gcccd.edu/class\\_senate](http://www.gcccd.edu/class_senate) and click on "Chancellors Award".



The recipient will receive this award plus a \$250 gift certificate.





GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

## Chancellor/Classified Senate QUARTERLY AWARD NOMINATION FORM

Your nomination will provide an opportunity to describe how the employee has gone above and beyond the scope of assigned work duties. We know they are hardworking dedicated employees. Now we want to know what they have done *extra*

When preparing your nomination, please be sure to give **SPECIFIC** examples of how the employee embraces the five key values of "The Way Forward" (Academic Excellence, Unity, Standardization, Alignment and Resources). For an explanation of these values see question no. 1 below or go to: [www.gcccd.edu/about/mission.asp](http://www.gcccd.edu/about/mission.asp) for a expanded explanation.

All applications must be received **no later than 5:00 pm on XXXXXXXX** by e-mail to [classified.senate@gcccd.edu](mailto:classified.senate@gcccd.edu) or to **XXXXXXXX**, presiding Classified Senate President e-mail address for consideration.

Nominator: \_\_\_\_\_ Nominee: \_\_\_\_\_

Please respond to each of the following questions. All responses should be typed or printed neatly in black ink. Please limit your response to a maximum of two pages.

- How has the employee embraced one of these five key values of "The Way Forward"?
  - ✓ Academic Excellence: Everything we do is focused on achieving education excellence;
  - ✓ Unity: Bringing us together will benefit everyone;
  - ✓ Standardization: of our systems and processes saves resources and facilitates operations;
  - ✓ Alignment: Aligning curriculum and practices in common programs and services will assist students in aching their educational goals efficiently;
  - ✓ Resources: Human, physical and fiscal resources enable us to deliver our educational programs and services.

Please give *specific* examples.

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2. How has the employee helped promote the district's vision and mission? See the District website [www.gcccd.edu/about/mission.asp](http://www.gcccd.edu/about/mission.asp). Please give *specific* examples.

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3. How has the employee *gone above and beyond* the scope of assigned work duties, or has done something *extra* for their area? Please include examples of how this nominee demonstrates professionalism, sensitivity, commitment, and good communication skills to provide exemplary services to students, fellow employees and the general public.

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4. Please list district or college committees that this nominee serves on.

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5. How has the nominee participated in campus/district activities in the last year? Please list and explain.

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6. Please list any community involvement.

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Letter(s) of Support will not be included in the scoring of the nomination.

**Thank you for taking the time to nominate this outstanding classified person.**

CHANCELLOR/CLASSIFIED SENATE AWARD  
REVIEW COMMITTEE  
SELECTION PLAN

Committee Members: Sharron Hamlett, Cheryl Houston, Debi Miller, Pat Murray

Candidate Name. \_\_\_\_\_

Minimum Qualifications

- A. Values:     Academic Excellence: Everything we do is focused on achieving education excellence  
                   Unity: Bringing us together will benefit everyone  
                   Standardization: of our systems and processes saves resources and facilitates operations.  
                   Alignment: Aligning curriculum and practices in common programs and services will assist students in reaching their educational goals efficiently  
                   Resources: Human, physical and fiscal resources enable us to deliver our educational programs and services.
- B. Above & Beyond:     Demonstrated/Example  
                                   Make a difference for their working environment

Minimum Qualifications (must be met)

		P/NP	Comments
A	One Value Described		
B	Above & Beyond		

Other values brought forward in nominating form:

Other Qualifications (subjective & discussion)

	Score 1-3	Comments
Academic Excellence		
Unity		
Standardization		
Alignment		
Resources		
<b>TOTAL SCORE</b>		

## E-MAIL TO CLASSIFIED SENATE E-BOARD MEMBERS

Hi All-

Here are the top three candidates for your consideration of the **XXX** Quarter Chancellor/Classified Senate Award. I have included the scores from the Review Committee. Please let me know your scoring totals (document attached) by **XXXXX** so we can forward to the Chancellor's office in time to be placed on the docket for the upcoming DEC meeting.

Just a reminder that although we have forwarded the names of the nominees, the Review Committee asks that you try to remain as unbiased as possible when reviewing the nominations, and if you do feel you need to recuse yourself from voting, please indicate on the scoring sheet with an explanation of why.

Let me know if you have any questions or concerns. Thank you.

### Chancellor/Classified Senate Award Review Committee Selection (Totals)

Qualifications	Candidate 1	Candidate 2	Candidate 2
Academic Excellence			
Unity			
Standardization			
Alignment			
Resources			
<b>TOTAL SCORE</b>			

Note: The blank boxes indicate the Review Committee did not find any representation in the nomination form for this value.

CHANCELLOR/CLASSIFIED SENATE AWARD  
E-BOARD  
SELECTION PLAN

E-BOARD OFFICER NAME. \_\_\_\_\_

Keep in mind you are scoring is on a scale of 1-3 and based ***only*** on the nomination not on your personal knowledge of the employee.

Qualifications	Candidate 1	Candidate 2	Candidate 3
Academic Excellence*			
Unity*			
Standardization*			
Alignment*			
Resources*			

Once you are done scoring the candidates, please forward to Chancellor/Classified Senate Review Committee Chair.

\*Each candidate will be scored 1-3 on each of The Way Forward areas.

- ✓ Academic Excellence: Everything we do is focused on achieving education excellence.
- ✓ Unity: Bringing us together will benefit everyone
- ✓ Standardization: of our systems and processes saves resources and facilitates operations.
- ✓ Alignment: Aligning curriculum and practices in common programs and services will assist students in reaching their educational goals efficiently.
- ✓ Resources: Human, physical and fiscal resources enable us to deliver our educational programs and services.

The E-Board President will forward the top scoring candidate to the Chancellor's office along with the submitted awards nomination.

★ ★ ★ RECIPIENT E-MAIL NOTIFICATION TO THE SITES ★ ★ ★

<p>RECIPIENT PICTURE</p>	<p><b><i>Congratulations!</i></b> <b>Name</b> <i>Title"</i> for receiving the <b>Chancellor/Classified Senate Quarterly Award</b></p> <p><i>The Chancellor will present the award to <u>her/him</u> xxxxx during the Governing Board Meeting on XXXXX.</i></p> <p><i>Best Wishes from the Grossmont-Cuyamaca Community College District Classified Senate Executive Board</i></p>
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**The Chancellor/Classified Senate Quarterly Award** provides an opportunity to honor employees whose job excellence and work ethic inspires others. The quarterly award celebrates a classified employee with recognition for outstanding work. If you have an opportunity, stop by and congratulate XXXX on this outstanding award.

The deadline for the next quarter is **XXXXXXXXXX** – Submit your nomination today! A Nomination form is attached here! For more information, please take a look at the Classified Senate website [http://www.gcccd.edu/class\\_senate](http://www.gcccd.edu/class_senate) Click on "Chancellor's Award"!

# Timeline for Chancellor/Senate Award: 2009

## First Quarter:

- ❖ All Site E-mails: 12/1/08, 12/12/08, 1/12/09, 1/26/09, 2/05/09
- ❖ Deadline for submittals: 2/12/09
- ❖ Committee Review: 2/17/09 – 2/19/09
- ❖ Committee Decision: 2/20/09
- ❖ E-Board Review: 2/23/09 – 2/26/09 (noon)
- ❖ E-Board Decision: 3/03/09
- ❖ DEC Presented: 3/09/09
- ❖ BOARD: 4/21/09

## Second Quarter:

- ❖ All Site E-mails: 4/27/09, 5/11/09
- ❖ Deadline for submittals: 5/15/09
- ❖ Committee Review: 5/18/09 – 5/21/09
- ❖ Committee Decision: 5/22/09
- ❖ E-Board Review: 5/26/09 – 5/29/09 (noon)
- ❖ E-Board Decision: 6/02/09
- ❖ DEC Presented: 6/08/09
- ❖ BOARD: 7/21/09