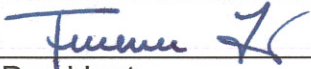


<b>Title:</b> Presidential Award for Meritorious Service	<b>AP 1006</b>	<b>Implementing Board Policy:</b> BP 1005
<b>Originating Department:</b> Human Resources	<b>Originated:</b> 1/15/16	<b>Effective Date:</b> 4/7/16
<b>Previous Revisions:</b> New	<b>Approved:</b>  President	

This procedure is intended to recognize the distinguished contributions of certain individuals upon retirement. The Classified Staff Presidential Award is an honor bestowed for distinguished service to Big Bend Community College (BBCC).

**Eligibility:**

Any full-time, classified staff employee who has retired or will retire with a minimum of fifteen (15) years of full-time classified staff service shall be eligible to be considered for the Presidential Award for Meritorious Service.

**Nominations:**

In April of each year, the VP of Human Resources will notify all full-time college employees of the process and timeline for nominations for the award. The communication will include a nomination form as well as the names of all full-time, classified staff retiring during the time period of July 1 through June 30, of the current academic year, that meet the eligibility criteria.

**Classified Staff Nominations:**

Eligible current and former classified employees may be nominated for the award by a current full-time employee of the college. Nominations should address the following criteria which shall be used in the selection process. Completed nomination forms should be submitted to the Lead STAR Committee Co-Chair. Using the criteria below, the STAR Committee shall meet, review nominations, and finalize a written recommendation to the BBCC President.

**Presidential Award for Meritorious Service Nomination Criteria (Must meet a minimum of five out of the seven criteria):**

- Long-term record of professional excellence
- Record of excellence in customer service
- Engagement in community partnership activities and/or service and/or events
- Leadership roles at the department, college, state, and/or national level
- Student engagement and participation at college functions/activities
- Significant participation in professional development and training activities
- Other significant contributions to departmental and/or college programs

**Decision:**

The President shall review the recommendation from the STAR Committee and make the final decision on the recipient(s) of the award. The President's Office shall coordinate all communication regarding the decision.

**Award Benefits:**

Recipients of the Presidential Award for Meritorious Service shall have their name and title listed in the college catalog, publication, and website. This award shall not entitle the recipient(s) to remuneration or other benefit in addition to any provided under this procedure.

# PRESIDENTIAL AWARD FOR MERITORIOUS SERVICE NOMINATION FORM

NAME OF NOMINEE \_\_\_\_\_

TITLE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

Has the nominee retired or will the nominee retire this year from Big Bend Community College with a minimum of 15 years of classified staff service?

Please explain how the nominee has demonstrated a long-term record of professional excellence.

Please explain how the nominee has demonstrated a record of positive customer service excellence.

Please explain how the nominee has demonstrated engagement in community partnership activities and/or service and/or events.

Please explain how the nominee has held leadership roles at their department, college, state, and/or national level.

Please explain how the nominee has demonstrated student engagement and participation at college functions/activities.

Please explain how the nominee has significantly participated in professional development and training activities.

Please explain how the nominee has made significant contributions to departmental and/or college programs.

