

MEMORANDUM

To: The College Community

From: Support Staff Distinguished Service Award Committee Members:

Lauren Cherry	Ann Gilbert	Rebecca Horwitz
Anne Kirkpatrick	Sue O'Brien	Nancy Soregi
Kristine Reed	Joanna Waters	Sandy Warren

Re: Support Staff Distinguished Service Nomination

As members of the Support Staff Distinguished Service Award Committee, we are pleased to announce the continuation of the program. All full-time support staff at Monroe Community College are eligible to receive this award. We want to ask your help as we prepare to consider candidates for future awards.

There are so many hardworking and deserving individuals who through their dedication, service, leadership, professionalism, enthusiasm and commitment to our mission, not only help make Monroe Community College a distinguished school, but an excellent place to work. We want to publicly recognize the superior effort of our support staff.

We are encouraging self-nomination. Please use the attached nomination form and refer to the listed criteria. You may find it helpful to begin your recommendation with a short statement followed by specifics and examples supporting the nomination. The more material the committee has to evaluate the criteria; the easier it is to make a decision. Forms can be obtained in Human Resources, or on the M Drive: M:/MCC/Forms/Human Resources/User Forms.

Anyone may nominate an individual. It does not have to be a supervisor or faculty member, and it does not have to be an individual in the nominee's department, division or campus. All that is required is taking the time to fill out the nomination form and an explanation of how or why the person is deserving of the award.

The winner of the Distinguished Service Award will receive the following benefits:

- The recipient's picture along with a brief description about the winner will be placed outside Human Resources on the Brighton Campus and the main entrance to the Damon City Campus.
- A special gift from the College for recognition of distinguished service.
- The recipient will be honored at the Employees' Recognition Ceremony.
- Each recipient will be featured in an article of the Campus News.
- A preferred parking space during the months of recognition.

We are confident, that with your help, we will receive many new nominations of deserving staff members.

/attachment

**MONROE COMMUNITY COLLEGE'S
SUPPORT STAFF DISTINGUISHED SERVICE
NOMINATION AWARD**

I would like to nominate:

Name: _____

Title: _____

Dept/Division: _____

NOTE: *Using specific instances, briefly describe your candidate's strengths and how the candidate demonstrates eligibility for the award in each category. Use **additional sheets if necessary**.*

Leadership Criteria: *The nominee inspires others to accomplish their objectives and helps to make the surrounding environment more cohesive and coherent. This person's leadership is shown by guiding others in their development.*

My candidate meets the/this criterion/criteria in this/these way(s): _____

Dedication/Involvement: *The nominee is dedicated to the job and actively serves the College community over and above routine job duties.*

My candidate meets the/this criterion/criteria in this/these way(s): _____

Service Criteria: *The nominee focuses on bringing to MCC the highest degree of service to the student population as well as supporting the MCC community.*

My candidate meets the/this criterion/criteria in this/these way(s): _____

Professionalism/Expertise Criteria: *The nominee is a credit to the occupation and a participant in defining it. Please show examples of their knowledge and expertise in their profession.*

My candidate meets the/this criterion/criteria in this/these way(s): _____

Enthusiasm/Initiative Criteria: *The nominee is a self-starter and approaches the job with vigor and creativity.*

My candidate meets the/this criterion/criteria in this/these way(s): _____

Mission Criteria: *The nominee demonstrates through his/her actions, a belief in the College's mission/vision as a stimulus for economic development and values partnerships, innovation and educational leadership.*

My candidate meets the/this criterion/criteria in this/these way(s): _____

Nominator(s): _____

Department: _____

Date: _____ Phone: _____

This nomination will retained, reviewed, and considered for a period of two years only.

Please return completed nomination form to Director, Human Resources