



## **Employee Recognition Program – Tribune Tribute**

### ***Purpose:***

- Recognize and promote positive behaviors that support individuals in achieving the College's mission, vision and values
- Assist in creating a culture of mutual respect, reward, and recognition for employees at all levels
- Celebrate our inspiring faculty and staff
- Create value for an employee's contribution

### ***Criteria for award:***

- Demonstrated commitment to student success and the College's mission, vision and values as noted by college community members
- The activities or actions recognized in the Tribute should be exemplary and over and above normal customer service or expectations for employees

### ***Nominations:***

- Made by students, parents, employees, and the general public
- Submissions made via the website to a tribute URL; or on a postcard available on all campuses and will contain the website address
- Nominee information collected includes the employee name and department, the nominee's name and email, description of the employee's performance and why it is worthy of a Tribune Tribute
- All nominations will be acknowledged with a letter to the nominator and to the individual who has been nominated
- A small committee will be established to review the nominations to determine whether the nominee merits a full Tribune Tribute or an acknowledgement of the nomination by the Vice President of the nominee's division

### ***Promoting the Program:***

#### **Rollout**

- Tribune article
- LinkedIn article

#### **Ongoing**

- MyMCC student home page with link
- MyMCC employee home page with link
- Facebook, Instagram and Twitter
- Posters on campuses
- Inserts in parent and student correspondence sent by Admissions and Student Services

### ***Recognition:***

- Employee pictured with the college mascot will appear in the Tribune and an article describing the performance recognized
- The Board of Trustees will receive the employee information contained in the Tribune article and will acknowledge the Tribune Tribute at a Board meeting
- A gift chosen by the employee from a selection of gifts pre-purchased from the college bookstore containing the college logo



## **Employee Recognition Ceremony**

Employees are gathered together each year in May to acknowledge and honor their colleagues for the following milestones and accomplishments:

- Academic and Performance Awards
- Length of service recognition
- Retirements

The President and Vice Presidents present the awards and information about the employees in their divisions who are recognized. Retirees are given the opportunity to select a song that accompanies their journey up to the podium where their division leader provides the group with a brief summary of their career at MCC and their plans in retirement.

The event is intended to be a fun gathering that recognizes and acknowledges the contributions that our employees make to our students and to the college community. At the end of the formal presentation, all employees and attendees are invited to an ice cream social where they are given the opportunity to meet and greet each other.

The program contains the following acknowledgements and activities:

### *Academic and Performance Awards:*

Chancellor's Award for Excellence in Classified Service  
Chancellor's Award for Excellence in Faculty Service  
Chancellor's Award for Excellence in Professional Service  
Dr. Wesley T. Hanson Award for Teaching Excellence  
MCC Award for Excellence in Professional Service  
John & Suanne Roueche Excellence Award  
The Monroe Community College Emerging Excellence Award (MEEA)  
Writing Across the Curriculum Outstanding Faculty Award  
Outstanding Faculty Advisor Award  
Outstanding Advisor Award  
Distinguished Support Staff Award  
Innovation of the Year Award  
MCC Advocates for Education

### *Service Awards:*

Employees receive the following gifts based on their service:

15 years – umbrella	30 years – cooler	45 years – crystal bowl
20 years – blanket	35 years – auto kit	50 years – determined each year
25 years – watch	40 years – clock	

### *Retirees:*

Employees retiring or have retired during the year  
Personalized slide show presentation and song of their choice shown for each retiree

The Faculty Association leadership is invited to address the gathering and has two awards that it provides to its longest serving members in both the faculty and the professional staff.