



# Classified Professional of the Year

*The Classified Professional Steering Committee believes that there are individuals who exemplify what being a "Classified Professional" represents. These individuals excel in such areas as customer service, leadership & teamwork, and community involvement. In order to recognize these individuals, the "CP of the Year" award program was developed to provide well-deserved recognition. It is our hope that these Classified Professionals recognized thru this program will be the role-models for their fellow peers and co-workers now and for years to come.*

## **Policies and Procedures**

Any permanent Classified Professional employee of SCCCD is eligible to receive this award.

## **Award Criteria**

This award will recognize customer service, community involvement, leadership and teamwork. Persons nominating individuals must complete the application and explain these characteristics of the nominee in each of the four, above named criteria.

## **Award Amount**

Prize of \$500 professional development scholarship, sponsored by the SCCCD Foundation, and plaque awarded to winner. Certificates will be given to top ten nominees.

## **Application Procedure**

The person nominating the employee must fill out all sections of the application and include documentation whenever possible.

The subcommittee chair will pull the nominations and remove all identifying information to render the entries anonymous. The remaining members will review the entries and choose the top ten to be considered by a panel of voters. This deciding panel will be made up of 5 persons including one faculty, one administrator and a board of Trustees member.

## **Recognition**

In addition to the \$500 in professional development funds prize from the SCCCD Foundation, the name of the award recipient will be placed on a perpetual recognition plaque displayed in the district office of the State Center Community College District.

## **Timeline**

- Application deadline of ~~January 31, 2009~~ **Deadline Extended to March 1, 2009**
- Winner announced at 2009 Mega Conference on April 7, 2009

*A special "thank you" to our SCCCD Foundation for making this award possible!*



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## NOMINATION FORM

Person Being Nominated:

\_\_\_\_\_

Nominee's Work Location:

Department:

\_\_\_\_\_

Nominee's Position:

Extension: \_\_\_\_\_

1. How has the nominee demonstrated **customer service**?

2. How has the nominee demonstrated **leadership**?

3. How has the nominee demonstrated **teamwork**?

4. How has the nominee demonstrated **community involvement**?

Nominated By: \_\_\_\_\_ Department: \_\_\_\_\_ Ext: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please write answers on additional sheets of paper if needed to complete application.  
Please return all nominations to Gina Tarvin at FCC Bookstore by interoffice mail or fax to 265-5700.**