



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**MEMORANDUM**

**TO:** Community College Presidents

**FROM:** H. Martin Lancaster

**DATE:** April 18, 2005

**SUBJECT: NOMINATIONS FOR STAFF AWARD**

On behalf of the State Board of Community Colleges, The North Carolina Community College Foundation, and BB & T Corporation, I am pleased to solicit your nomination for the *2005 North Carolina Community College Staff Award*. This program, which was begun in 2001, recognizes excellent performance and commitment to the community college mission by the non-teaching staff of the 59 institutions of the North Carolina Community College System and the System Office.

The *Staff Award* winner will receive a cash prize of \$6,750, a certificate and a plaque, and will be among the honorees at the November *Day of Recognition* ceremony. In addition, the foundation of the institution where the recipient is employed will receive a cash prize of \$1,250.

Please find attached a program overview, which includes the nomination form. The deadline for this year's nomination is Friday, June 3<sup>rd</sup>. We look forward to receiving a nomination from each of our 59 institutions.

Questions regarding the awards program should be directed to Dr. Sandra Williams, Vice President for Administration at 919-807-6977.

Thank you for your participation.

HML/sh  
Attachments

CC05-081  
E-Mail

4/18/05

**STATE BOARD OF COMMUNITY COLLEGES  
North Carolina Community Colleges Foundation, Inc.  
BB & T Corporation**

**2005 NORTH CAROLINA COMMUNITY COLLEGE SYSTEM STAFF AWARD**

The State Board of Community Colleges, the North Carolina Community Colleges Foundation, Inc. and BB and T Corporation are soliciting nominations for the 2005 North Carolina Community College System Staff Award.

The objective of this program is to encourage, identify and reward excellent performance and commitment to the community college mission by the non-teaching staff of the 59 institutions of the North Carolina Community College System and of the System Office.

**Selection of Award Recipient**

A single award will be made each calendar year. The award recipient will receive a cash prize of \$6,750, a certificate and plaque, and will be among the honorees at the November Day of Recognition ceremony. In addition, the foundation of the institution where the recipient is employed will receive a cash prize of \$ 1,250. **(Note: In the future, the award amounts will increase to \$7,500 and \$2,500 when the endowments are fully funded.)**

The recipient will be chosen by a committee including:

- ?? The Vice President for Administration of the System Office, who will serve as committee chair.
- ?? A representative from the BB & T Corporation.
- ?? One State Board member, appointed by the State Board chair.
- ?? One Foundation board member, appointed by the Foundation chair.
- ?? One local community college trustee, appointed by the President of the NCACCT.
- ?? One local community college president, appointed by the President of the NCACCP.
- ?? One local community college student, appointed by the President of the N4CSGA.
- ?? Two local community college staff members, chosen by the Vice President for Administration upon recommendation from professional associations. (Those members would not be eligible for the award during their term of service.)

The screening and selection process will occur in two stages. First, the Screening Committee will conduct the initial screening based on written nominations (as described below). Second, the Interview Committee will interview the selected semi-finalists at the System Office in Raleigh and recommend the winner to the State Board. The travel expenses associated with the interview will be the responsibility of the nominating college. The winner will be notified immediately following the September State Board meeting and will be officially announced at the Day of Recognition program on November 18, 2005.

### **Eligibility**

Any permanent staff member, full-time or part-time, other than instructors, the presidents of individual institutions and the System Office, and past award winners, is eligible to be considered for this nomination. Nominations are limited to one per institution and one from the System Office.

### **Nomination Process**

Each local president and the system president are requested to nominate one person from his or her non-teaching staff each year. **Nominations for 2005 are due Friday, June 3, 2005 at 5:00 p.m.** Colleges are encouraged to use a peer recommendation process on their campuses to solicit nominations. **Ten copies of the nominee's packet must be received by 5:00 p.m. on June 3, 2005 to be eligible.**

### **Application**

Attached is a one-page nomination form that must be completed and returned with the nomination packet. In addition, please develop a narrative, not to exceed seven pages (one page per criteria), that addresses each of the following seven qualities that are used as the selection criteria. **This narrative must be formatted to address each of the seven individual criteria, one page per criteria, as numbered below:**

1. Commitment and contributions to the mission of the institution and of the North Carolina Community College System.
2. Consistent, excellent performance on the job, exhibiting unselfish devotion to duty far and above normal requirements and significant contribution to the advancement of the institution and its students.
3. Initiative, innovation and leadership in the workplace.

4. Responsible, efficient use of time, money, technology, personnel and/or other resources for the benefit of the institution, its students, and its community.
5. Attention to professional and personal development, modeling "lifelong learning" commitment.
6. Willingness to share time and expertise through service to the institution, its students, and the wider community.
7. Suggestions to the college or the system which when implemented resulted in substantial financial savings to one or both and/or which resulted in a unique program which became a model for the system or which met a pressing community need.

The narrative should expand and focus on specific examples which demonstrate your nominee's commitment and unique contributions to your institution, its students, and to the community college experience. Please do not submit pictures, videos, portfolios, etc. Supplemental material accepted will be limited to letters of support, job descriptions, and personal vita. Letters of support should focus on the seven selection criteria. Nomination materials will not be returned.

**STATE BOARD OF COMMUNITY COLLEGES**  
**North Carolina Community Colleges Foundation, Inc.**  
**BB & T Corporation**  
**2005 NORTH CAROLINA COMMUNITY COLLEGE SYSTEM STAFF AWARD**

Ten copies of each nomination must be received by 5 p.m. Friday, June 3, 2005. Please deliver by hand or mail (no faxes or emails please) to the following address:

Dr. Sandra Williams, Vice President for Administration  
 North Carolina Community College System  
 5006 Mail Service Center  
 Raleigh, NC 27699-5006  
 Telephone: 919-807-6977

Name of Nominee:

College:

College Address:

Current Position/Title:

Years of Community College Experience:

President's Signature:

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3. Initiative, innovation and leadership in the workplace.
4. Responsible, efficient use of time, money, technology, personnel and/or other resources for the benefit of the institution, its students, and its community.
5. Attention to professional and personal development, modeling "lifelong learning" commitment.
6. Willingness to share time and expertise through service to the institution, its students, and the wider community.
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**TIMELINE FOR THE**  
**2005 NORTH CAROLINA COMMUNITY COLLEGE STAFF AWARD**

<b>Date</b>	<b>Activity</b>
April 18, 2005	Award announcement sent to the colleges
June 3, 2005	Deadline to receive nominations in System Office
June 3, 2005	Committee members identified and confirmed
June 10, 2005	Nomination packets mailed to committee members
July 22, 2005	Committee members submit top 5 candidates
Week of August 1-5, 2005	Committee meets to select finalists
Week of August 22-26, 2005	Interviews of finalists and winner selected
September 16, 2005	Winner submitted to September State Board
September 19, 2005	Winner notified
November 18, 2005	Winner announced at Day of Recognition