

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-3060.1

FOR POLICY NUMBER: BP – 3060

ACHIEVEMENT AWARDS PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for recognizing individuals who have contributed to the success of Northeast Community College. This procedure includes the following achievement awards: Alumni Hall of Success, Distinguished Service, Honorary Associate Degree, and the Nebraska Community College (NCCA) Distinguished Alumni and Friend of Community Colleges awards.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 General

- 3.1.1 The achievement awards requiring candidate selection shall be based upon an open nomination process. The College shall establish the criteria and guidelines for each recognition program to ensure that all qualified candidates are considered equally and fairly. These criteria and guidelines shall be published each year when nominations are being requested and shall be used to measure the qualifications and merits of each candidate.
- 3.1.2 In addition to the specific achievement awards identified below, the College may wish to formally recognize individuals or groups for special accomplishments. Such recognition shall be achieved through regular administrative actions.
- 3.1.3 Nominations for these awards will be forwarded to the Co-chairs of the Achievement Awards Taskforce. This taskforce shall report to the Associate Vice President of Development and External Affairs. Membership on the taskforce includes the following individuals: Director of Development, Co-Chair; Director of Public Relations, Co-Chair; Director of Human Resources; Faculty representative (Educational Services); Academic Dean representative (Educational Services); Administrative Services representative; Student Services representative; Technology Services representative and Institutional Advancement representative. The Vice President of each division will delegate a representative. The Co-

Chairs will be responsible for ensuring balanced representation amongst the classified and professional/managerial groups.

3.1.4 The Awards Taskforce shall determine a schedule and process for soliciting and accepting nominations.

3.1.5 The co-chairs shall be responsible for initial review of the nominations and for soliciting feedback from the nominee's current or former supervisor prior to review by the taskforce. The taskforce shall review the nominations and make recommendations to Cabinet based on the established criteria. Recommendations made by Cabinet will be forwarded to the President and Board of Governors for consideration and final approval.

3.2 Specific Achievement Awards

3.2.1 Alumni Hall of Success Award

3.2.1.1 Description

The Alumni Hall of Success Award shall be awarded to former students, either living or deceased, who have achieved significant success in their profession, exhibited exemplary citizenship qualities, or made significant contributions to their communities and/or community affairs. This program also applies to the predecessor institutions of Northeast Community College.

3.2.1.2 Criteria

3.2.1.2.1.1 The candidate should have completed a recognized diploma or degree from Northeast (or its predecessor colleges) or completed at least 24 credit hours to be applied toward a degree at another college or university.

3.2.1.2.1.2 The candidate should have accomplished at least one of the following: 1) Achieved significant success in his/her profession. 2) Exhibited exemplary citizenship qualities. 3) Made significant contributions to his/her community and/or community affairs. Preference shall be given to the candidate who has demonstrated maturity, with at least five (5) years of work experience in his/her occupation or profession.

3.2.1.2.1.3 Two formal recommendations must accompany the nomination.

3.2.1.3 Process

The Achievement Awards Taskforce shall receive nominations for the Alumni Hall of Success from alumni, employees, retirees, the Board of Governors, Foundation Board of Directors and the community at large. Using established criteria and guidelines, the taskforce shall consider all nominations and narrow the list of candidates to two (2) finalists. Should the taskforce deem that more candidates are deserving, the taskforce may recommend additional finalists. Names of all finalists shall be forwarded to Cabinet. Recommendations made by Cabinet shall be forwarded to the President and the Board of Governors for final approval.

3.2.2 Distinguished Service Award

3.2.2.1 Description

The Distinguished Service Award shall be presented to individuals, either living or deceased, and/or organizations who have demonstrated active service to higher education and who have played a significant role in the development of Northeast Community College. Current students, full and part-time employees, and present Board of Governor members are not eligible.

3.2.2.2 Criteria

The candidate should have 1) Initiated or helped to develop innovative programs and/or services at Northeast Community College, 2) Provided leadership to help solve challenges to Northeast Community College, 3) Demonstrated a commitment to higher education, 4) Outstanding characteristic(s) stated by the nominator that have contributed to the development of Northeast Community College, 5) Distinguished his/herself in professional, civic and personal activities, 6) Distinguished his/herself in educational pursuits.

3.2.2.3 Process

The Achievement Awards Taskforce shall receive nominations for the Distinguished Service Award from employees, retirees, Board of Governors, and Foundation Board of Directors. Using established criteria and guidelines, the taskforce shall consider all nominations and narrow the list of candidates to one (1). Should the taskforce deem that more candidates are deserving, the taskforce may recommend additional finalists. Names of all finalists shall be forwarded to Cabinet. Recommendations made by Cabinet shall be forwarded to the President and the Board of Governors for final approval.

3.2.3 Honorary Associate Degree

3.2.3.1 Description

The Honorary Associate Degree (AA, AS, or AAS) shall be awarded to individuals who have provided prominent service and support to the institution. Recipients shall be persons who have invested of themselves in the success of the institution and who have made significant contributions to the development of the College and/or its programs.

3.2.3.2 Criteria

This shall be a very limited and special recognition for individuals who have not obtained any post-secondary degree.

3.2.3.3 Process

The Achievement Awards Taskforce shall receive nominations for the Honorary Associate Degree from employees, retirees, Board of Governors and Foundation Board of Directors. Using established criteria and guidelines, the taskforce shall consider all nominations. The Honorary Associate Degree shall be awarded only when it is deemed appropriate and shall not necessarily be awarded each year. Names of all finalists shall be forwarded to Cabinet. Recommendations made by Cabinet shall be forwarded to the President and the Board of Governors for final approval.

3.2.4 Nebraska Community College Association Awards (NCCA)

The Nebraska Community College Association annually honors a number of individuals associated with Nebraska's community colleges. The Achievement Awards Taskforce shall be responsible for making recommendations for the NCCA Distinguished Alumni and the Friend of Community Colleges Awards on behalf of the Northeast Community College service area.

3.2.5 NCCA Friend of Community Colleges Award

3.2.5.1 Description

This award is the highest award that the Association may bestow on a non-trustee. The award will not necessarily be presented every year. The recipient of this award will have demonstrated through their actions, over a period of time, a commitment to the community college system and who has significantly advanced the cause of community college association.

3.2.5.2 Criteria

Nominee may not be a current governing board member and the nominee must have demonstrated support for the community colleges and a strong belief in the community college role and mission.

3.2.5.3 Process

The Achievement Awards Taskforce shall receive nominations for the NCCA Friend of Community College awards from the Board of Governors. Using established criteria and guidelines, the committee shall consider all nominations and narrow the list of candidates to one (1) finalist for each award. Names of all finalists shall be forwarded to Cabinet. Recommendations made by Cabinet shall be forwarded to the President and the Board of Governors for final approval. Final nominations and forms shall then be prepared and submitted to the NCCA office.

3.2.6 Distinguished Alumni Award

3.2.6.1 Description

This award is presented annually to one (1) distinguished alumni from each member institution.

3.2.6.2 Criteria

This award is chosen from previously honored recipients awarded the Alumni Hall of Success Award.

3.2.6.3 Process

Name of the finalist shall be forwarded to Cabinet. Recommendations made by Cabinet shall be forwarded to the President and the Board of Governors for final approval. Final nominations and forms shall then be prepared and submitted to the NCCA office.

4. APPLICABILITY

N/A

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