



Nomination Form

The Columbia College Classified Senate has developed two distinct methods of recognizing, articulating and valuing the professionalism and contributions of classified staff to Columbia College. These awards are representative of the Classified Senate’s active role in the participatory governance process.

Approved by the Classified Senate and supported by the College President, the **Classified Staff STAR Award** will be presented to a fellow Classified Employee from the Classified Senate in acknowledgment of an outstanding action or endeavor by the recipient going above and beyond usual duties in meeting challenges in the work area, advancing the mission of Columbia College with innovative ideas, or representing the Classified Staff in an exceptionally superior way.

The **STAR Award** differs from the **Employee of the Year Award** in the following ways:

| <u>The Classified Staff STAR Award</u> | <u>The Classified Employee of the Year Award</u> |
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| <ul style="list-style-type: none"> It is intended to acknowledge a one-time outstanding action, endeavor, event or project. | <ul style="list-style-type: none"> Selection is generally based on a person’s long-term commitment and dedication to the college. |
| <ul style="list-style-type: none"> Recipients will receive a Classified Staff STAR Award Certificate. | <ul style="list-style-type: none"> An engraved plaque and substantial gifts are given. |
| <ul style="list-style-type: none"> It will be presented during a surprise visit to the recipient’s work area. | <ul style="list-style-type: none"> It is presented at the year-end staff recognition luncheon. |
| <ul style="list-style-type: none"> The recipient’s photo and reason for winning the award will be posted on the Classified Senate webpage and sent as a campus-wide email announcement. | <ul style="list-style-type: none"> The recipient’s photo is posted on the Classified Senate webpage and mounted with a nameplate on a perpetual plaque in Manzanita. |
| <ul style="list-style-type: none"> A recipient may be nominated any number of times for exceptional performance. | <ul style="list-style-type: none"> This is awarded only once to a recipient. ▼ |

The nomination process for the **STAR Award** is open and on-going. A nomination may be submitted by anyone at Columbia College anytime it is clear that a classified staff member deserves to be recognized for a job well done.

Submit nominations by placing in the Classified Senate mailbox in Manzanita mailroom.

Date: _____

Name of Nominee: _____ Department/Area: _____

Name of person submitting the nomination: _____

Why are you nominating this person? Please include the action, project, or event (date, if known) for which you believe this person should receive the STAR Award. (Please limit remarks to two pages).