Administrative Services

Classified Staff Member of the Year Award

2017-18

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**Presented at the**

**College Recognition Awards Ceremony on May 10, 2018**

**PURPOSE**

This award recognizes a classified staff member within Administrative Services and President’s Office at Grossmont College who has made outstanding contributions during the academic year to his or her program area, to the college, to colleagues, and most importantly, to Grossmont College students.

*Note: this award should not be confused with the districtwide Chancellor’s/Classified Senate award.*

**CRITERIA**

The awardee will have demonstrated an “above and beyond” approach to serving students, working with colleagues inside and outside of Administrative Services, serving on college committees and/or promoting college events and advancing the mission of Grossmont College.

**ELIGIBILITY**

Any full- or part-time classified employee within any area of Administrative Services may be nominated. Staff members may nominate more than one classified employee for this award.

**SELECTION PROCESS**

Nomination forms will be distributed and returned to the office of the Vice President ofAdministrative Services by **Monday, March 26, 2018.** A Classified Award Selection group will be convened to review the nomination. The Classified Award Selection group will consist of the Vice President of Administrative Services, three Administrative Services Supervisors, one Administrative Services Staff Member, and two students selected by the ASGC. **Final nomination due to the President’s office by April 13, 2018.**

**AWARD PRESENTATION**

The Administrative Services Classified Staff Member of the Year award will be presented at the collegewide recognition ceremony which takes place on Thursday, May 10, 2018, at 3:00 p.m. in Griffin Gate.

**N O M I N A T I O N**

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**College Recognition Ceremony May 10, 2018**

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| --- | --- | --- |
| I nominate |       | for the Administrative Services Classified Staff  |

Member of the Year Award.

The nominee has made the following outstanding contributions during this academic year to his/her program area, to the college, to colleagues and to Grossmont College students:

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In addition to the above, and as evidenced by the following, the nominee has consistently demonstrated an “above and beyond” approach to serving students, working with colleagues inside and outside of Administrative Services, serving on college committees and/or promoting college events and advancing the mission of Grossmont College:

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*(Please limit your remarks to 600 words or less. They may be typed separately and attached to this nomination form, or entered electronically and e-mailed to Lorenze Legaspi at* *Lorenze.legaspi@gcccd.edu**)*

Please submit this nomination form to the office of the Vice President of Administrative Services by **Monday, March 26, 2018.** If you have any questions about the award itself or the selection process, please contact Lorenze Legaspi or Patty Sparks at Ext. 7141.