

## **BAY COLLEGE OUTSTANDING STAFF AWARD PROGRAM**

### **Procedures:**

1. Annually, in the winter semester, a process will be conducted campus-wide to solicit nominations for the Outstanding Staff Award. This award will be conferred on one to two Bay College administrative/exempt and/or support staff/non-exempt employee(s) in recognition of their outstanding job performance and dedication to their profession. The awards will be formally presented at the Annual Spring Awards Banquet.
2. To be eligible for the award, the employee must have completed three years of employment at Bay College. Nominees may consist of administrative/exempt, support staff/non-exempt, full-time, and/or regular part-time employees as defined in the definition/glossary of Policy 203 HIRING. Anyone who has been chosen to receive the Outstanding Staff Award will be ineligible to receive the award again for a period of three years.
3. For a staff member to be considered for this award, a completed nomination form must be submitted by any of the following groups: Bay College students, administration, faculty (both full-time and part-time faculty), staff, Board members, alumni, or community members. A copy of the nomination form follows this procedure.
4. Nominees for this award will be judged according to the following criteria:
  - Demonstrates job knowledge and skills with expertise and currency.
  - Displays respect and enthusiasm toward colleagues, students and community members.
  - Creates a safe and cooperative working environment where students, colleagues and community members feel comfortable interacting with employee.
  - Engages in continued professional development activities.
  - Works collaboratively with colleagues and staff.
  - Actively participates in services to the college outside of regular assigned job responsibilities.
5. The President's Advisory Council (PAC) will act as the selection panel to determine recipients of this award. To ensure fairness in the process, members of the selection panel cannot submit nominations.
6. The selection panel will use a ranking system to help determine award recipients. As part of ranking, each member of the selection panel will rank the nominees from first selection to last. All of the individual rankings will be tabulated to determine the top two to five nominations. Additional meetings of the selection panel will be held as necessary for reasons such as clarification, discussing discrepancies, etc. Prior to any discussion, the panel will review the ground rules for conduct during the meeting (e.g., only positive statements are to be offered about nominees).
7. The recipients of the Outstanding Staff Award will receive a plaque and a cash award of \$500 per recipient. If only one recipient is chosen, then the cash award will be \$1,000. In addition to the individual plaque, there will be a permanent recognition plaque on display at the main campus and media recognition.

# OUTSTANDING STAFF AWARD NOMINATION FORM



Each year, one to two Bay College administrative/exempt and/or support staff/non-exempt employee(s) are selected as Bay's outstanding staff member(s). These individuals must have completed three years of employment at Bay College. Nominees may consist of administrative/exempt, support staff/non-exempt, full-time, and/or regular part-time employees as defined in the definition/glossary of Policy 203 HIRING. Anyone who has been chosen to receive the Outstanding Staff Award will be ineligible to receive the award again for a period of three years.

Beginning February 1, any Bay College employee, board member, student, alumni, or community member may nominate a full-time or regular part-time exempt or non-exempt employee.

Please complete the following information on the nominee of your choice and forward to President, Dr. Laura Coleman, Bay de Noc Community College, 2001 North Lincoln Road, Escanaba, MI 49829-2511.

Nominations must be completed and received by February 26, 2010

Nominee's Name: \_\_\_\_\_

Information about the nominator (you):

Name \_\_\_\_\_ ID No. (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

- Your Status:
- |                                               |                                           |
|-----------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Student              | <input type="checkbox"/> Administrator    |
| <input type="checkbox"/> Faculty/Staff Member | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> Alumni               | <input type="checkbox"/> Other            |

The following have been identified as important characteristics of exemplary staff:  
Please feel free to attach an additional page if necessary.

CHARACTERISTICS	PLEASE PROVIDE EXAMPLES
1) Demonstrates job knowledge and skills with expertise and currency.	
2) Displays respect and enthusiasm toward colleagues, students and community members.	
3) Creates a safe and cooperative working environment where students, colleagues and community members feel comfortable interacting with employee.	
4) Engages in continued professional development activities.	
5) Works collaboratively with colleagues and staff.	
6) Actively participates in service to the college outside of regular job responsibilities.	
7) Other	

## Eligible Employees for the 2010 Outstanding Staff Award

### Exempt

Bazan, Pat  
Carter, Cindy  
Griggs, Tom  
Havill, CJ  
Hebert, Sue  
Holmes, Chris  
Kendrick, Doug  
Lundberg, Jim  
Lundberg, Renee'  
Moloney, Laura  
Noreus, Beth  
Olsen, Ann  
Paavilainen, Marlene  
Robins, Rod  
Schimke, Melissa  
Seawright, Lori  
Shea, Lori

### Non Exempt

Ammel, Brenda  
Anderson, John  
Bartel, Peg  
Beaudoin, David  
Bissell, Ann  
Bizeau, Al  
Brown, Theresa  
Collegnon, Jane  
Cronick, Faith  
DeRocher, Bob  
Dittrich, Mary  
Dubord, Todd  
Franklin, Maureen  
Gardner, Jennifer  
Germain, Ruth  
Hacker, Scott  
Highum, Renae  
Ingram, Barb  
Johnson, Steve  
Jorasz, Brooke  
Martinson, Lynn  
Mayville, Julie  
McLean, Clint  
Noblet, Rebecca  
Pavlat, Penny  
Roberts, Mark  
Sexton, Dale  
Smith, Craig  
St. John, Bonnie  
Stiglitz, Debbie  
Walker, Pam  
Weber, Debbie  
Williams, Dan  
Young, Sue