



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Recognition at Governing Board Meetings
<i>AP Number:</i>	AP 5.15.02
<i>Adoption Date:</i>	12/07/04
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	4/5/05, 8/18/09, 11/8/11, 3/24/16, 4/13/23
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<i>Sponsoring Unit/Department:</i>	Human Resources
<i>Board Policy Title & No.:</i>	Employee Development, BP 5.15
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	Student Success, BP 3.30

PURPOSE

This Administrative Procedure (AP) outlines the standards for eligibility as well as the process used by the Governing Board to provide formal recognition of outstanding achievements of employees, students, and community members.

SECTION 1: Definitions

1.1 Eligible Employee

The individual(s) must be employed at the time of recognition and have been recognized for Local (exclusive of Pima Community College and Pima Community College Foundation awards), State, Southwest region, national or international achievements and awards.

1.2 Eligible Student

The individual(s) must have been enrolled during the academic year in which the nomination is made and have been recognized for Local, State, Southwest region, national or international achievements and awards.

1.3 Eligible Community

The individual(s) must have invested time and service to a new, innovative, or significant partnership with the College or must be an alumnus of the College (defined as having received a certificate or degree) who has received a national or international recognition or award. Employees are not eligible for such recognition.

SECTION 2: Process and Procedures

Individuals being recognized will be acknowledged by the Governing Board during its public session and presented with a certificate of achievement and appreciation.

There are numerous opportunities to provide employee, student, and community recognition at Pima Community College. Some of these include: All College Day; All Faculty Day; Annual Service Award and Recognition ceremonies; and @Pima News. However, the College recognizes the significance for employees, students as well as members of the community, to receive formal recognition from the Governing Board.

Recipients will be recognized at the April and November Board meetings. Each recipient will be publicly recognized and awarded a certificate of achievement and appreciation.

2.1 Employee

Nominations for recognition must be submitted on the attached form to the Chancellor's Office one month prior to the Board Meeting. The nominations will be forwarded to the Chancellor's Executive Leadership Team for approval. The Chancellor's Office will invite the employee and his/her family to the Board meeting.

2.2 Student

Nominations for recognition must be submitted on the attached form to the Chancellor's Office one month prior to the Board meeting for review and approval. The Chancellor's Office will invite the student and his/her family to the Board meeting.

2.3 Community

Nominations for recognition must be submitted on the attached form to the Chancellor's Office one month prior to the Board meeting for review and approval. The Chancellor's Office will invite the community member and his/her family to the Board meeting.

SECTION 3: Eligibility

3.1 Date of Achievement/Award

To be considered for recognition at the April and November Board meetings, the achievement or award must have been received within the March-to-March timeframe prior to the April Board meeting and October-to-October prior to the November Board meeting.

Publicity

Announcements and call for nomination will be sent in October and March.

SECTION 4: Outcomes

The intended outcome of this AP is to provide an avenue for the recognition of employees, students, and community members who have made outstanding achievements that warrant formal recognition from the Governing Board.



Pima Community College

**GOVERNING BOARD
RECOGNITION FORM**

Submission Date: _____

Name of Nominee: _____
(Please print name)

Circle One: Employee Student Community

Date of Award or Achievement: _____

Submit sufficient documentation to determine the nominee's qualifications.

Nominated by: _____

Title: _____

Nominee Mailing address:

