

## **SPRINGFIELD TECHNICAL COMMUNITY COLLEGE EMPLOYEE EXCELLENCE AWARDS**

The Springfield Technical Community College Employee Excellence Awards reinforces the College's mission, vision, and values. These awards help to recognize talented individuals who demonstrate extraordinary service to enhance campus culture.

### **COMMITTEE MEMBERS:**

A 9-member committee, consisting of staff representing all areas of the college, is appointed by the President and Human Resources. No more than one Assistant Vice President or higher can serve on the committee at any time. Members serve 2-year, non-consecutive terms which will begin with the fiscal year. In the event a member leaves the Committee, an alternate will be chosen by Human Resources to serve the remainder of the term. The Committee will elect one member to serve as Chair for a one-year term, to be chosen at the last meeting of the prior year.

### **PROCESS:**

Due to COVID-19 and the limited on-campus presence of students, faculty, and staff, the process for nominating colleagues for Employee Excellence Awards (EEA) has been modified. Rather than paper ballots, all nominations must be done electronically from February 26, 2021, until April 23, 2021.

Nominations will be reviewed by Human Resources to ensure that candidates' behavior and performance reflect the criteria of each award. Honorees must be employed by the College at the time of the award presentation to receive the award.

The EEA Committee will review the nominations and by April 30, 2021, provide President Cook with their recommendations. During the May 25, 2021, Professional Day, the winners will be announced and their names will be inscribed on a plaque listing them as the 2020-2021 honorees. The plaque will be placed in the Ira H. Rubenzahl Student Learning Commons. Future EEA recipients will be similarly honored each year thereafter leaving a demonstrable imprint on the people and infrastructure of the STCC community.

### **AWARDS:**

The three categories of awards are Diversity and Inclusion, Individual Contributor Award, and Community Champion Award. The criteria for each award demonstrate a commitment to enhancing the culture, work, and learning environment for the entire STCC community.

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<b>STCC Diversity and Inclusion Award</b>	
<b>Award</b>	<b>The President's Award for Innovation in Diversity &amp; Inclusion</b>
<b>Purpose</b>	Recognizes the accomplishments of any STCC employee who has promoted inclusion through equity and/or diversity for the betterment of the college community. Nominee should demonstrate a dedication to the success of our student population, especially those who experience significant barriers.
<b>Criteria</b>	Nominee demonstrates ongoing involvement in the efforts toward increasing the inclusiveness of the campus environment. Encourages honesty, openness, and collaboration for all. Nominee has made significant contributions toward achieving the Student Success Plan goals and advancing the mission of the College by promoting diversity and inclusion on campus.
<b>Eligibility</b>	Must have completed one year of service at the time of nomination. Open to any full or part time STCC employee. Assistant Vice Presidents, Vice Presidents, and the President are not eligible. Nominees whose job description includes these duties are not eligible.
<b>Nomination</b>	May be submitted by any member of the College community or community at large. Self and/or immediate family member nominations are prohibited.  Anonymous submissions are invalid.

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<b>STCC Individual Contributor Award/Star Award</b>	
<b>Award</b>	<b>STCC Star Award</b>
<b>Purpose</b>	Honors a non-faculty staff member who exceeds performance expectations.
<b>Criteria</b>	Nominee exceeds performance expectations within the department, while interacting and providing outstanding service. Creates positive impression of their department. Excellence in overall job performance. Willingness to go beyond their job description. Outstanding service to both internal and external customers. Assists in advancing the mission of the College through teamwork. Makes a positive impact on the culture of the College and/or his/her work environment.
<b>Eligibility</b>	Must have completed one year of service at the time of nomination. Open to any full or part time STCC employee. Assistant Vice Presidents, Vice Presidents, and the President are not eligible. Nominees whose job description includes these duties are not eligible.
<b>Nomination</b>	May be submitted by any member of the College community or community at large. Self and/or immediate family member nominations are prohibited.  Anonymous submissions are invalid.

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<b>STCC Community Champion Award</b>	
<b>Award</b>	<b>STCC Community Champion Award</b>
<b>Purpose</b>	Recognizes the accomplishments of any STCC employee who has promoted opportunities for intellectual, cultural, and economic engagement while assisting in enhancing a culture for our students to become thoughtful, committed, and socially responsible individuals.
<b>Criteria</b>	Nominee has made significant contributions toward achieving the Student Success Plan goals and advancing the mission of the college through his/her community engagement and citizenship. Nominee must have a consistent internal and external community service record measured by way of community support of events, committees, and engagement.
<b>Eligibility</b>	Must have completed one year of service at the time of nomination. Open to any full or part time STCC employee. Assistant Vice Presidents, Vice Presidents, and the President are not eligible. Nominees whose job description includes these duties are not eligible.
<b>Nomination</b>	May be submitted by any member of the College community or community at large. Self and/or immediate family member nominations are prohibited.  Anonymous submissions are invalid.