



Alwards

ACCT

AND THE *Nominees* ARE...

NOMINATIONS DUE: JUNE 24, 2011



CONTENTS:

- 1 Awards Program
- 2 Nominating Process
- 3 Trustee Leadership Award
- 4 Equity Award
- 5 Chief Executive Officer Award
- 6 Faculty Member Award
- 7 Professional Board Staff Member Award
- 8 FAQs and Checklist
- 9 Entry Form



AWARDS PROGRAM

ACCT's awards program is designed to recognize and honor outstanding community college trustees, equity programs, presidents, faculty members, and professional board staff members at regional and national levels. In order to be considered for an Association Award, you must first submit a nomination at the regional level.

STEP 1: NOMINATION OF REGIONAL AWARDS

ACCT is opening nominations for the following **Regional Awards**:

- ★ **Trustee Leadership**
- ★ **Equity**
- ★ **Chief Executive Officer**
- ★ **Faculty Member**
- ★ **Professional Board Staff Member**

STEP 2: SELECTION AND NOTIFICATION OF THE REGIONAL AWARDS RECIPIENTS

The Regional Awards committees will select the Regional Awards recipients. Recipients will be notified prior to the 2011 ACCT Leadership Congress so that they can make arrangements to be present to accept their awards whenever possible; everyone who submitted a nomination for an award will be notified of the results prior to the 2011 ACCT Leadership Congress.

STEP 3: NOMINATION OF CANDIDATES FOR THE ASSOCIATION AWARDS

Regional Awards recipients are automatically nominated for an Association Award in the same category. The Regional Awards recipients will be the sole nominees of the following **Association Awards**:

- ★ **M. Dale Ensign Trustee Leadership**
- ★ **Charles Kennedy Equity**
- ★ **Marie Y. Martin CEO**
- ★ **William H. Meardy Faculty Member**
- ★ **Professional Board Staff Member**

STEP 4: SELECTION OF THE ASSOCIATION AWARDS RECIPIENTS

The Association Awards Committee and the Charles Kennedy Equity Award Committee will select the Association Awards recipients. Recipients will not be disclosed until the Awards Gala Banquet.

STEP 5: PRESENTATION OF THE REGIONAL AWARDS

ACCT's Regional Awards recipients will be honored during the ACCT Leadership Congress in Dallas, Texas during a general session on **Wednesday, October 12, Thursday, October 13, or Friday, October 14.**

STEP 6: PRESENTATION OF THE ASSOCIATION AWARDS

All Association Awards recipients will be honored during ACCT's Awards Gala Banquet at the Leadership Congress in Dallas, Texas on **Friday, October 14, 2011.**

Note: Any recipient of an ACCT Regional Award in any category (Trustee, Equity, CEO, Faculty, Professional Board Staff) is ineligible for nomination for an award in the same category for three years following the year award was presented. In order to be considered for an Association Award, previous Regional Awards recipients must submit a nomination at the regional level.

NOMINATING PROCESS

WHO MAY NOMINATE

Regional Awards nominations may be made by a two-year postsecondary institution board, a state board for community colleges, a board of a state trustee association, or a university board of regents that controls the two-year postsecondary institutions in that state. All boards submitting nominations must be ACCT members.

SELECTION PROCESS

Each awards committee is composed of trustees and presidents from states throughout each region. The ACCT Regional Chair serves as committee chair. (Any awards committee member whose college submitted nomination(s) will refrain from voting within that category.)

RULES

Only the **first complete set** of nomination materials received for a nominee will be forwarded to the committee. Only one nomination (nominee) per category will be accepted from any institution board. For questions or assistance in completing your nomination, please contact the Awards Department at awards@acct.org or (202) 775-4667.

PROCEDURE FOR SUBMITTING NOMINATIONS

In order for a nomination to be considered, all of the following items must be included. **The total length must not exceed six pages.**

1. A cover letter from the board outlining board support.
2. Answer the questions under the "Criteria" section in the order listed. A response covering each question is required.
3. A nominee's resumé of no more than two pages may accompany the official nomination (not required); however, a resumé will be considered part of the six-page total.
4. A narrative statement not to exceed 150 words that explains the nominee's qualifications and is suitable for use in ACCT publicity materials. This is not included in the six-page nomination packet, but it is required for a nomination to be considered.

PHOTOS

No photo is required at the time of submission. If a candidate is selected to receive an ACCT Regional Award, he or she will be required to submit a photograph for ACCT publicity materials.

HOW TO SUBMIT YOUR NOMINATION

ONLINE—Visit www.acct.org and click on the awards link to submit a nomination online.

E-MAIL—Submit complete nomination packets to awards@acct.org. You should receive an e-mail confirmation from ACCT within three business days of submission. E-mails must be submitted by June 24, 2011 to be considered.

MAIL—Nominations will also be accepted via mail (return receipt requested). Mail nominations to: ACCT Awards, 1233 20th Street, NW, Suite 301, Washington, DC 20036. Shipping costs are the responsibility of the sender. Materials must be received by June 24, 2011.



TRUSTEE LEADERSHIP

The ACCT Board of Directors annually honors an individual who has made a significant contribution as a lay trustee to promote the community college concept.

The Association Award is named after M. Dale Ensign, one of ACCT's pioneers and the founding chair of the association, who served as a trustee at Northwest Community College in Powell, Wyoming.

ELIGIBILITY

Any trustee or former trustee of an ACCT member two-year postsecondary institution board or state board for two-year postsecondary institutions is eligible to receive this award. All past and present members of the ACCT Board of Directors Executive Committee are ineligible to receive the M. Dale Ensign Trustee Leadership Award. Currently serving ACCT Board members are not eligible.

CRITERIA

- Has the trustee served as an officer of the college's board of trustees?
- In addition to service on the board of trustees, in what capacity has the trustee participated in community life (i.e., civic clubs, public office, etc.)?

- What has the trustee initiated or helped to develop in the area of innovative programs used in two-year postsecondary institutions?
- Has the trustee served on technical or special committees serving two-year postsecondary education?
- How has the trustee been a factor in influencing legislation for two-year postsecondary institutions, and how has the trustee been active in communication and advocacy with state and national legislators?
- What has the trustee contributed overall to the two-year postsecondary concept, and how did this affect the college's total impact on the community, state, or nation?
- How has the trustee provided leadership in helping to solve challenges facing two-year postsecondary education?
- How has the trustee been active in developing, organizing, or supporting state two-year postsecondary associations, and what kind of leadership role has the trustee played in state, regional, or national associations?
- Has the trustee given presentations or published articles on two-year postsecondary education?

AWARD

EQUITY



This award recognizes exemplary commitment by a community, technical, or junior college governing board and its chief executive officer as a group, an individual trustee, or a trustee and chief executive officer to achieve equity in the college's education programs and services and in the administration and delivery of those programs and services.

The Association Award honors the late Charles Kennedy, a trustee of Joliet Junior College in Illinois, who was a founder of the ACCT Minority Affairs Assembly, which became the ACCT Diversity Committee.

ELIGIBILITY

Any governing board and chief executive officer, an individual trustee, or a trustee and president of an ACCT member two-year postsecondary institution board or state board for two-year postsecondary institutions is eligible to receive this award. All current members of the ACCT Board of Directors are ineligible for the Charles Kennedy Equity Award on an individual basis. However, any member college board, including colleges whose boards include an ACCT Board member, is eligible to receive an equity award on behalf of its institution.

CRITERIA

Demonstrable evidence of leadership in setting policies, championing an environment of inclusiveness, and ensuring results for the enhancement and expansion of opportunities for minorities and women in such areas as:

- Enrollment (i.e., growth in a diverse student population.)
- Successful completion (i.e., offer an environment for minority students to be successful.)
- Participation in better paying, higher mobility college majors (i.e., curriculum offerings, partnerships/articulation agreements, and/or financial assistance.)
- Campus environment (i.e., meeting the needs of a diverse student population.)
- Employment and promotion (i.e., commit to employing a diverse staff; provide resources and an environment for all students to succeed.)
- Involvement of college in minority community (i.e., outreach to a diverse community.)
- Representation of board of trustees, committees, and advisory groups of the college (i.e., actively seek diverse representation.)
- Contracting and vendor participations with the college. (i.e., actively seek diverse representation.)

CHIEF EXECUTIVE OFFICER

ACCT annually recognizes the tremendous services of and contributions made by community college chief executive officers.

The Association Award is named in honor of Marie Y. Martin, who served as director of the Community College Unit, U.S. Office of Education, and as a chief executive in the Los Angeles Community District.

ELIGIBILITY

Any chief executive officer (must be currently serving when nomination is submitted) of an ACCT member two-year postsecondary institution board or state board for two-year postsecondary institutions is eligible to receive this award.

CRITERIA

- What has the CEO initiated or helped to develop in the area of innovative programs used in two-year postsecondary institutions?
- How has the CEO served on technical or special committees serving two-year postsecondary education, and what impact did this effort have in the community, state, or nation?
- How has the CEO demonstrated a "caring attitude" toward the board of trustees, administrators, faculty, and students?
- How has the CEO been active in developing, organizing, or supporting state and/or national two-year postsecondary education associations?
- What has the CEO published in the area of two-year postsecondary educational concepts?
- What awards or honors has this CEO received in recognition of leadership in the college, community, or nation?
- What outstanding characteristics of this CEO motivated you to nominate him or her?



AWARD



FACULTY MEMBER

ACCT recognizes that the central purpose of our community colleges is teaching and learning. ACCT annually presents its Faculty Member Award to say “thank you” to outstanding faculty members.

The Association Award is named in honor of ACCT’s founding executive director, William H. Meardy, who championed the concept of faculty excellence as the foundation of success in the community college movement.

ELIGIBILITY

Any full-time instructor (must be employed when nomination is submitted) of an ACCT member two-year postsecondary institution or state board for two-year postsecondary institutions is eligible to receive this award.

CRITERIA

- In what ways has the educator demonstrated excellence in teaching?
- What has this educator initiated and helped to develop in the area of innovative programs used in two-year postsecondary institutions?
- How has this educator served on technical or special committees that have positively affected the community, state, or nation?
- How has this educator provided leadership in helping to solve challenges facing two-year postsecondary education?
- How has this educator been active in developing, organizing, or supporting state and/or national two-year postsecondary associations?
- What awards or honors has this educator received in recognition of leadership in the college or community?

PROFESSIONAL BOARD STAFF MEMBER

The Professional Board Staff Member Award is presented to a board staff member in recognition of exemplary service to a board.

ELIGIBILITY

Any board staff member (i.e., an administrative assistant or executive secretary to the president/superintendent) of an ACCT member two-year postsecondary institution is eligible to receive this award. Those currently serving on the ACCT Professional Board Staff Network Executive Committee are not eligible for nomination.

CRITERIA

- In what ways has this staff member demonstrated a service leadership role toward the members of the board of trustees, administrators, faculty, students, and community?
- How does this staff member demonstrate performance in support of the board/CEO team?
- How has this staff member assisted the board/CEO team in developing or initiating innovative or special projects for your institution?
- What professional development activities at the national and/or state level has this staff member pursued?
- What other continuing education activities has this staff member pursued?
- What recognition has this staff member received for his/her leadership or involvement in the college or community?
- What outstanding characteristics motivated you to nominate this staff member?

AWARD



FAQS

How do I qualify for an Association Award?

Regional Awards recipients are automatically nominated for the appropriate Association Award. The Regional Awards recipients will be the sole nominees for the Association Awards.

Who can be nominated, and who can nominate?

All nominees must be on the board of or employed by an ACCT member institution at the time of nomination. Regional Awards nominations may be made by a two-year postsecondary institution board, a state board for community colleges, a board of a state trustee association, or a university board of regents that controls the two-year postsecondary institutions in that state. All boards submitting nominations must be ACCT members.

Can I nominate someone who was nominated last year but DID NOT win?

Yes, in two cases: if the candidate did not win either the Regional or the Association Award; and if the candidate did win the Regional Award at least three years ago but did not win the Association Award. Parties that have won the Association Award are not eligible for nomination in that category.

When is the deadline?

The deadline for the receipt (not postmark) of nominations, whether submitted via online form, by e-mail, or by standard mail, is **Friday, June 24, 2011**.

Will someone follow up with me after I submit a nomination?

An ACCT staff member will contact you within three business days of receiving your information. Please contact ACCT if you do not receive confirmation within 72 business hours.

Do I need a photo?

No photo is required at the time of submission. Please do not submit a photo via the online submission form when entering a nomination. Nominees who are selected for a Regional Award will be required to submit a photograph.

Where can I find sample nominations?

Go to www.acct.org and 1) click About ACCT; 2) click ACCT Awards; and 3) click Association and Regional Awards.

Where can I find information about the ACCT Awards program online?

Go to www.acct.org and click on About ACCT. Then click ACCT Awards for more information about the awards, as well as a nomination form.

If you have additional questions about the awards process, please contact the ACCT Awards Department at awards@acct.org or call (202) 775-4667.

CHECKLIST

To ensure that your awards nomination is processed without delay, check off the following items before submitting nominations.

- Cover letter of support from the board
- Responses to each criteria question
- Resumé (no more than 2 pages) (optional; if included, remember that resumé counts in six-page limit)
- Narrative statement (no more than 150 words)
- Packet is NO MORE THAN 6 pages (excluding narrative statement)

NOMINATION FORM

Please complete a separate entry form for each nominee.
(We recommend photocopying this form.)

NOMINEE

PREFIX FIRST NAME LAST NAME SUFFIX

TITLE

ADDRESS

CITY STATE ZIP

PHONE FAX

E-MAIL

Please check here if the candidate is unaware of nomination.

Please check here if the candidate is a past Regional Award recipient.

YEAR _____ REGION _____

NOMINATOR

PREFIX FIRST NAME LAST NAME SUFFIX

TITLE

ADDRESS

CITY STATE ZIP

PHONE FAX

E-MAIL

Please mark the category in which you are submitting a nomination.

- TRUSTEE LEADERSHIP FACULTY MEMBER
 EQUITY PROFESSIONAL BOARD
 CEO STAFF MEMBER

INSTITUTION

NAME OF INSTITUTION

INSTITUTION'S PRESIDENT

PREFIX FIRST NAME LAST NAME SUFFIX

ADDRESS

CITY STATE ZIP

PHONE FAX

E-MAIL

INSTITUTION'S STAFF CONTACT

PREFIX FIRST NAME LAST NAME SUFFIX

TITLE

ADDRESS

CITY STATE ZIP

PHONE FAX

E-MAIL