

ACCT

2009

Awards

PROGRAM

**CALL FOR NOMINATIONS
DEADLINE: JUNE 12, 2009**

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ACCT'S AWARD PROGRAM PROCESS

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

STEP I: NOMINATION OF REGIONAL AWARDS

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

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

STEP II: 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 2009 Community College 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.

STEP III: NOMINATION OF CANDIDATES FOR THE NATIONAL ASSOCIATION AWARDS

Regional Awards recipients are automatically nominated for a national Association Award in the same category. A separate nomination process is not necessary. The Regional Awards recipients will be the sole nominees of the following national **Association Awards**:

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

STEP IV: SELECTION OF THE NATIONAL 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 event.

STEP V: PRESENTATION OF THE REGIONAL AWARDS

ACCT's Regional Awards recipients will be honored during the Community College Leadership Congress in San Francisco, CA during a general session on either **Thursday, October 8** or **Friday, October 9, 2009**.

STEP VI: PRESENTATION OF THE ASSOCIATION AWARDS

Annual Association Awards recipients will be honored during ACCT's Awards Gala Banquet at the Community College Leadership Congress in San Francisco, CA on **Friday, October 9, 2009**.

Note: Previous Regional Awards recipients who did not receive a national Association Award may reapply at any time. In order to be considered for an Association Award, previous Regional Awards recipients must submit a nomination at the regional level.

THE 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. ACCT's Regional Chair serves as committee chair. (An awards committee member will refrain from voting for any nominations submitted from their own college).

HOW TO SUBMIT YOUR NOMINATION

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

E-MAIL—Please submit complete nomination packets to awards@acct.org. You should receive an e-mail confirmation from ACCT within 3-business days of submission. E-mails must be submitted by June 12, 2009 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 12, 2009.

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 résumé of no more than two pages may accompany the official nomination (not required); however, a résumé will be considered part of the six-page total.
4. A narrative statement not to exceed 150 words, which explains the nominee's qualifications and which is suitable for use in ACCT publicity materials. This is not included in the six-page nomination packet, but is required for a nomination to be considered.

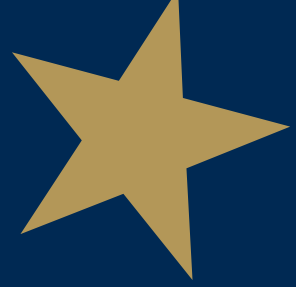
PHOTOS

If a candidate is selected to receive an ACCT Regional Award, they will be required to submit a photograph for ACCT publicity materials. No photo is required at the time of submission. Equity Awards recipients will send a photo of the president with the board of trustees.

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.

DEADLINE FOR NOMINATIONS JUNE 12, 2009



Trustee Leadership Award

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.

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. 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 which 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 total college program in the community, state, or nation?
- How has the trustee provided leadership in helping to solve challenges to 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?



Equity Award

This award recognizes exemplary commitment by a community, technical, or junior college governing board and its chief executive officer to achieve equity in the college's education programs.

ELIGIBILITY

Any governing board and chief executive officer of an ACCT member two-year postsecondary institution board or state board for two-year postsecondary institutions is eligible to receive this award.

CRITERIA

Demonstrable evidence of board and chief executive officer leadership in setting policies and in assuring 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., How are you 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 activities to a diverse community)
- Representation of board of trustees, committee, and advisory groups of the college (i.e., Actively seek diverse representation.)
- Contract and vendor participation with the college (i.e., Actively seek diverse representation.)



Chief Executive Officer Award

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

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 how did this effort affect the college program 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?



Faculty Member Award

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.

ELIGIBILITY

Any full-time instructor (must be employed 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

- 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 affect the college program in the community, state, or nation?
- How has this educator provided leadership in helping to solve challenges for two-year postsecondary education?
- How has this educator been active in developing, organizing, or supporting state and/pr 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 Award

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 educational activity 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?

FREQUENTLY ASKED QUESTIONS

How do I qualify for an Annual National Association Award?

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

Who can be nominated, and who can 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 that two-year postsecondary institutions in that state. All boards submitting nominations must be ACCT members.

Is there a deadline?

Yes. The deadline for the receipt (not postmark) of nominations, whether submitted via online form, by e-mail, or by standard mail, is Friday, June 12, 2009.

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 an ACCT Regional Award will be required to submit a photograph. Recipients of the Equity Award must submit a photo of the institution's president pictured with the board of directors.

Where can I find information about the ACCT Awards 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.

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.

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 Awards but did not win the Association Award. Parties that have won the Annual Association Award are not eligible for nomination in that category.

Where can I find sample nominations?

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

Who can I contact if I have a question about the awards process?

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
- Resume (no more than 2 pages) (optional; if included, remember that resume counts in six-page limit)
- Narrative statement (no more than 150 words)
- Packet is NO MORE THAN 6 pages (excluding narrative statement)

2009 NOMINATION FORM

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

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

- TRUSTEE LEADERSHIP FACULTY MEMBER
 EQUITY PROFESSIONAL BOARD
 CEO STAFF MEMBER

NOMINEE

PREFIX FIRST NAME LAST NAME SUFFIX

TITLE

ADDRESS

CITY STATE ZIP

PHONE FAX

E-MAIL

Please check here if the candidate is unaware they have been nominated.

Please check here if the candidate is a Past Regional Recipient.

YEAR _____ REGION _____

NOMINATOR

PREFIX FIRST NAME LAST NAME SUFFIX

TITLE

ADDRESS

CITY STATE ZIP

PHONE FAX

E-MAIL

INSTITUTION

NAME OF INSTITUTION

INSTITUTION'S PRESIDENT

PREFIX FIRST NAME LAST NAME SUFFIX

ADDRESS

CITY STATE ZIP

PHONE FAX

E-MAIL

INSTITUTION STAFF CONTACT

PREFIX FIRST NAME LAST NAME SUFFIX

TITLE

ADDRESS

CITY STATE ZIP

PHONE FAX

E-MAIL

ACCT

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
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