

<p style="text-align: center;">Guam Community College RECOGNITION PROGRAM</p>
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**FACULTY EXCELLENCE AWARD
ADJUNCT FACULTY EXCELLENCE AWARD
EMPLOYEE OF THE YEAR
SUPERVISOR OF THE YEAR
ADMINISTRATOR OF THE YEAR**

Objective

To establish an incentive program to recognize outstanding employees of Guam Community College who demonstrate creativity, exemplary performance, provide exceptional contributions, and/or model excellent service to the College and its constituents. This program encourages a culture of appreciation and recognition amongst the GCC community.

Development

The Recognition Committee will be comprised of six members (the Adjunct Associate Dean, a faculty, an administrator, a staff, a GCC student and a HR representative). Committee members will be represented by the prior year awardees, whenever possible. Nominations will be accepted by constituent groups (i.e. COPSA and the Center for Student Involvement will nominate the student representatives) to fill any vacancies that may occur. The Human Resources Administrator will nominate a Human Resources (HR) representative who will serve as the non-voting convener of the committee.

Based on the nominations, the President will select and appoint the Recognition Committee that comprises of the following: the Adjunct Associate Dean, one faculty, one administrator, one staff, one GCC student and a HR representative for the academic year.

The committee's responsibilities include:

1. Select a Chairperson for the Recognition Committee.
2. Review the criteria, procedures, timelines, and forms and make recommendations for changes, if necessary.
3. Announce the nomination procedure and timelines to the campus community.
4. Convene to review nominations and select award winners using a secret ballot. Committee may also conduct an interview of all nominees per award.
5. Submit recommendations for President's approval.
6. Prepare a report at the end of the project for the President.

The President's Office will be responsible to:

1. Inscribe recipients' names on to plates for the perpetual plaque; prepare certificates of recognition, and requisite for monetary awards for recipients. Care

Guam Community College RECOGNITION PROGRAM

must be taken to insure that the recipient names are kept secret during the requisition stage.

2. Organize a College recognition event to announce award winners (to include selection of venue, food, and setup; purchase of plaques for certificates) Note: all nominees will receive letters of recognition from the President.
3. Take photos of award recipients and send a press release.

Eligibility

All permanent, full-time employees and adjunct faculty who have served GCC for at least twelve months, (except employees appointed to the current Recognition Committee and its appointing officials – President and Vice Presidents) are eligible for the honor.

The nominator and nominee shall not be the same individual.

No GCC employee is eligible for any of the awards for two consecutive years.

Definitions

For the job definitions of the following categories: employee, faculty, supervisor, and administrator, please refer to attached Human Resources official listing.

Timeline and Tasks

HRO to remind VPs and CSI to submit nominations of Committee members to President on or before April 23.	April 22, 2010
President to select and appoint members of Recognition Committee.	April 28, 2010
Committee to convene	April 30, 2010
Announcement of Recognition Program to campus	May 3, 2010
Deadline for awards/submission to HRO	June 1, 2010
HRO to screen all applications for eligibility	June 2-3, 2010
Recognition Committee deliberations & selection	June 4, 2010
Committee's recommendations to President	June 7, 2010
President's Office to process awards & plan recognition event	June 7, 2010
President to announce award recipients	August 16, 2010
College Annual Recognition event	August 16, 2010
Press release of award recipients	August 16, 2010

Evaluation period:

June 1, 2009 to May 30, 2010 for Employee, Supervisor and Administrator of the Year Awards.

August 1, 2009 to May 30, 2010 for the Faculty and Adjunct Faculty Excellence Awards.

Guam Community College RECOGNITION PROGRAM

Program Procedures

1. The Chairperson of the Recognition Committee will notify the campus of the recognition program, the nominating procedures, and distribution of nomination forms via the Human Resources Administrator. Nominations will be accepted from students, faculty, adjuncts, staff, and administrators.
2. Timeline:
 - a. President announces to the campus about the recognition program by May 3, 2010. Nomination applications to be downloaded from the MyGCC Campus Announcements or picked up at the Human Resources Office, Student Support Services Office, Learning Resources Center, and the Student Services & Administration Building Rotunda. Nominations may be submitted in these locations.
 - b. The nomination deadline for the awards is June 1, 2010.
 - c. The Committee to submit recommendations to President by June 7, 2010.
 - d. The award recipients will be announced at convocation, August 16, 2010.
3. The nominators are responsible to complete the nomination form to include supporting documents (letters, commendations, news clippings, photos, etc.). Exceptional performance beyond the established duties and responsibilities of the individuals nominated must be justified and given in concise narrative form (not to exceed two pages, 12 pt font.)
4. The Committee will review and evaluate all nominations. A secret ballot process will determine the award recipients. The evaluation process shall adhere to the guidelines for selection. An employee whose current work record, documented on the performance evaluation form, is less than satisfactory will be disqualified for consideration by the Human Resources Administrator.

Awards

The award recipients will receive \$500 cash, their names inscribed onto the perpetual plaque, and a certificate of recognition from the President. A copy of the certificate will be placed in the employee's personnel file at the Human Resources Office. A news release and photo of the recipients will be given to the local media for publication.

A Hall of Fame perpetual plaque is displayed at GCC's Student Services and Administration Building rotunda to recognize honored award recipients.

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RECOGNITION PROGRAM**

NOMINATION FOR FACULTY EXCELLENCE AWARD

This program is to recognize a permanent, full-time faculty of Guam Community College who demonstrates exemplary performance as an educator.

SUBMIT THE NOMINATION FORM WITH SUPPORTING DOCUMENTS TO THE RECOGNITION COMMITTEE C/O THE HUMAN RESOURCES OFFICE.

Name of nominee _____ Date _____

Title _____ Department _____

I nominate the above-mentioned individual based on the following criteria within the time frame of Academic Year 2009 – 2010 (August 1, 2009 to May 30, 2010):

- A ☐ Demonstrates excellence in promoting student learning outcomes.
- B ☐ Models ethical behavior (as defined in the Code of Ethics BOT Policy 470)
- C ☐ Makes significant contributions to departmental and/or divisional and/or College concerns or activities.
- D ☐ Shows evidence of professional development or continuous improvement.
- E ☐ Actively participates in the departmental assessment process.
- F ☐ Demonstrates leadership skills or serves as a mentor.
- G ☐ Participates actively in civic engagement.

Please write a narrative (maximum two pages, 12 pt font) to describe exceptional accomplishments of nominee and document your reasons for your nomination. Please provide supporting evidences if available (i.e. newspaper clippings, photos,, letters, commendations, performance appraisals, etc.)

Nominated by _____ Title _____

Department _____ Telephone Number _____

**Guam Community College
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**NOMINATION FOR ADJUNCT FACULTY EXCELLENCE
AWARD**

This program is to recognize a part-time faculty of Guam Community College who demonstrates exemplary performance as an educator.

**SUBMIT THE NOMINATION FORM WITH SUPPORTING DOCUMENTS TO THE
RECOGNITION COMMITTEE C/O THE HUMAN RESOURCES OFFICE.**

Name of nominee _____ Date _____

Title _____ Department _____

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- A ☐ Demonstrates excellence in promoting student learning outcomes.
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NOMINATION FOR EMPLOYEE OF THE YEAR

This program is to recognize a permanent, full-time (non-academic, non-supervisory) employee of Guam Community College who demonstrates consistent, exemplary performance.

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Name of nominee _____ Date _____

Title _____ Department _____

I nominate the above-mentioned individual based on the following criteria within the time frame of June 1, 2009 to May 30, 2010:

- A ☐ Makes significant contribution to the College.
- B ☐ Models ethical behavior (as defined in the Code of Ethics BOT Policy 470)
- C ☐ Suggests improvements of methods and procedures to increase overall efficiency of College programs.
- D ☐ Demonstrates exceptional ability in the tasks associated with his/her position and in all assignments he/she accepts.
- E ☐ Is consistently courteous and helpful to faculty, students, fellow employees, and College guests.
- F ☐ Displays consistently a high level of motivation.
- G ☐ Willingly assumes additional responsibilities.

Please write a narrative (maximum two pages, 12 pt font) to describe exceptional accomplishments of nominee and document your reasons for your nomination. Please provide supporting evidences if available (i.e. newspaper clippings, photos,, letters, commendations, performance appraisals, etc.)

Nominated by _____ Title _____

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NOMINATION FOR SUPERVISOR OF THE YEAR

To recognize a supervisor who demonstrates consistent outstanding performance and is able to instill pride to those under his/her supervision.

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Name of nominee _____ Date _____

Title _____ Department/Division _____

I nominate the above-mentioned individual based on the following criteria within the time frame of June 1, 2009 to May 30, 2010:

- A ☐ Practices leadership skills.
- B ☐ Models ethical behavior (as defined in the Code of Ethics BOT Policy 470)
- C ☐ Serves as a role model.
- D ☐ Shows genuine human relations.
- E ☐ Exhibits excellence in work quality and quantity.
- F ☐ Demonstrates high standards of stewardship and accountability.
- G ☐ Improves performance through professional development.
- H ☐ Participates in community service or College committees (ex. GCCEA).

Please write a narrative (maximum two pages, 12 pt font) to describe exceptional accomplishments of nominee and document your reasons for your nomination. Please provide supporting evidences if available (i.e. newspaper clippings, photos,, letters, commendations, performance appraisals, etc.)

Nominated by _____ Title _____

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**Guam Community College
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NOMINATION FOR ADMINISTRATOR OF THE YEAR

To recognize an administrator whose ongoing commitment and dedication to his/her position, and whose achievements have exemplified the highest standards of excellence, and to motivate other employees to make equally significant contributions.

SUBMIT THE NOMINATION FORM WITH SUPPORTING DOCUMENTS TO THE RECOGNITION COMMITTEE C/O THE HUMAN RESOURCES OFFICE.

Name of nominee _____ Date _____

Title _____ Department/Division _____

I nominate the above-mentioned individual based on the following criteria within the time frame of **June 1, 2009 to May 30, 2010:**

- A ☐ Demonstrates visionary leadership.
- B ☐ Models ethical behavior (as defined in the Code of Ethics BOT Policy 470)
- C ☐ Practices excellent interpersonal and communication skills.
- D ☐ Exhibits high standards in work quality and quantity.
- E ☐ Manages with proven results of stewardship and accountability.
- F ☐ Acts as a positive change agent.
- G ☐ Works diligently in fulfilling the College's mission.
- H ☐ Leads in volunteerism via active involvement in civic engagement.

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Employee Recognition Program

Guam Community College is pleased to announce its 6th Annual *Recognition Awards* to recognize outstanding employees of the College.

Awards

Winners will be announced at the 2010 Convocation, August 16, 2010

- ◆ \$500 cash

- ◆ Awardees' name inscribed on plaque located in the rotunda of the Student Services Administration Building

- ◆ Certification of Recognition from the President.

Categories

Faculty Excellence Award

Administrator of the Year

Supervisor of the Year

Employee of the Year

Adjunct of the Year

Nomination Forms may be downloaded from www.guamcc.edu or the MyGCC Campus Announcements. Nomination packets may be submitted via email to gccrecognition@guamcc.edu or at the Human Resources Office.

**Deadline for submission is
5:00PM, Tuesday, June 1, 2010.**

For further information, please contact Apolline San Nicolas at 735-5537/8.

GCC Employee Recognition Program

The following employees have shown exemplary efforts within the period of June 1, 2009—May 30, 2010 and August 1, 2009 to May 30, 2010 for faculty positions.

Congratulations!



Eric Chong

Associate Professor
Faculty Excellence Award



Wesley Gima

Program Specialist
Administrator of the Year



Tara Pascua

Administrative Aide
Employee of the Year



Paul Santos

Adjunct
Adjunct of the Year

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Name of nominee _____ Date _____

Title _____ Department _____

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- A ☐ Demonstrates excellence in promoting student learning outcomes.
- B ☐ Models ethical behavior (as defined in the Code of Ethics BOT Policy 470)
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Nominated by _____ Title _____

Department _____ Telephone Number _____

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NOMINATION FOR FACULTY EXCELLENCE AWARD

This program is to recognize a permanent, full-time faculty of Guam Community College who demonstrates exemplary performance as an educator.

SUBMIT THE NOMINATION FORM WITH SUPPORTING DOCUMENTS TO THE RECOGNITION COMMITTEE C/O THE HUMAN RESOURCES OFFICE.

Name of nominee _____ Date _____

Title _____ Department _____

I nominate the above-mentioned individual based on the following criteria within the time frame of Academic Year 2008 – 2009 (August 1, 2008 to May 30, 2009):

- A ☐ Demonstrates excellence in promoting student learning outcomes.
- B ☐ Models ethical behavior (as defined in the Code of Ethics BOT Policy 470)
- C ☐ Makes significant contributions to departmental and/or divisional and/or College concerns or activities.
- D ☐ Shows evidence of professional development or continuous improvement.
- E ☐ Actively participates in the departmental assessment process.
- F ☐ Demonstrates leadership skills or serves as a mentor.
- G ☐ Participates actively in civic engagement.

Please write a narrative (maximum two pages, 12 pt font) to describe exceptional accomplishments of nominee and document your reasons for your nomination. Please provide supporting evidences if available (i.e. newspaper clippings, photos,, letters, commendations, performance appraisals, etc.)

Nominated by _____ Title _____

Department _____ Telephone Number _____

**Guam Community College
RECOGNITION PROGRAM**

**NOMINATION FOR ADJUNCT FACULTY EXCELLENCE
AWARD**

This program is to recognize a part-time faculty of Guam Community College who demonstrates exemplary performance as an educator.

**SUBMIT THE NOMINATION FORM WITH SUPPORTING DOCUMENTS TO THE
RECOGNITION COMMITTEE C/O THE HUMAN RESOURCES OFFICE.**

Name of nominee _____ Date _____

Title _____ Department _____

I nominate the above-mentioned individual based on the following criteria within the time frame of
Academic Year 2008-2009 (August 1, 2008 – May 30, 2009):

- A ☐ Demonstrates excellence in promoting student learning outcomes.
- B ☐ Models ethical behavior (as defined in the Code of Ethics BOT Policy 470)
- C ☐ Makes significant contributions to departmental and/or divisional and/or College concerns or activities.
- D ☐ Shows evidence of professional development or continuous improvement.
- E ☐ Demonstrates leadership skills.
- F ☐ Participates actively in community service.

Please write a narrative (maximum two pages, 12 pt font) to describe exceptional accomplishments of nominee and document your reasons for your nomination. Please provide supporting evidences if available (i.e. newspaper clippings, photos,, letters, commendations, performance appraisals, etc.)

Nominated by _____ Title _____

Department _____ Telephone Number _____

**Guam Community College
RECOGNITION PROGRAM**

NOMINATION FOR EMPLOYEE OF THE YEAR

This program is to recognize a permanent, full-time (non-academic, non-supervisory) employee of Guam Community College who demonstrates consistent, exemplary performance.

SUBMIT THE NOMINATION FORM WITH SUPPORTING DOCUMENTS TO THE RECOGNITION COMMITTEE C/O THE HUMAN RESOURCES OFFICE.

Name of nominee _____ Date _____

Title _____ Department _____

I nominate the above-mentioned individual based on the following criteria within the time frame of June 1, 2008 to May 30, 2009:

- A ☐ Makes significant contribution to the College.
- B ☐ Models ethical behavior (as defined in the Code of Ethics BOT Policy 470)
- C ☐ Suggests improvements of methods and procedures to increase overall efficiency of College programs.
- D ☐ Demonstrates exceptional ability in the tasks associated with his/her position and in all assignments he/she accepts.
- E ☐ Is consistently courteous and helpful to faculty, students, fellow employees, and College guests.
- F ☐ Displays consistently a high level of motivation.
- G ☐ Willingly assumes additional responsibilities.

Please write a narrative (maximum two pages, 12 pt font) to describe exceptional accomplishments of nominee and document your reasons for your nomination. Please provide supporting evidences if available (i.e. newspaper clippings, photos,, letters, commendations, performance appraisals, etc.)

Nominated by _____ Title _____

Department _____ Telephone Number _____

**Guam Community College
RECOGNITION PROGRAM**

NOMINATION FOR SUPERVISOR OF THE YEAR

To recognize a supervisor who demonstrates consistent outstanding performance and is able to instill pride to those under his/her supervision.

SUBMIT THE NOMINATION FORM WITH SUPPORTING DOCUMENTS TO THE RECOGNITION COMMITTEE C/O THE HUMAN RESOURCES OFFICE.

Name of nominee _____ Date _____

Title _____ Department/Division _____

I nominate the above-mentioned individual based on the following criteria within the time frame of **June 1, 2008 to May 30, 2009:**

- A ☐ Practices leadership skills.
- B ☐ Models ethical behavior (as defined in the Code of Ethics BOT Policy 470)
- C ☐ Serves as a role model.
- D ☐ Shows genuine human relations.
- E ☐ Exhibits excellence in work quality and quantity.
- F ☐ Demonstrates high standards of stewardship and accountability.
- G ☐ Improves performance through professional development.
- H ☐ Participates in community service or College committees (ex. GCCEA).

Please write a narrative (maximum two pages, 12 pt font) to describe exceptional accomplishments of nominee and document your reasons for your nomination. Please provide supporting evidences if available (i.e. newspaper clippings, photos,, letters, commendations, performance appraisals, etc.)

Nominated by _____ Title _____

Department _____ Telephone Number _____

**Guam Community College
RECOGNITION PROGRAM**

NOMINATION FOR ADMINISTRATOR OF THE YEAR

To recognize an administrator whose ongoing commitment and dedication to his/her position, and whose achievements have exemplified the highest standards of excellence, and to motivate other employees to make equally significant contributions.

SUBMIT THE NOMINATION FORM WITH SUPPORTING DOCUMENTS TO THE RECOGNITION COMMITTEE C/O THE HUMAN RESOURCES OFFICE.

Name of nominee _____ Date _____

Title _____ Department/Division _____

I nominate the above-mentioned individual based on the following criteria within the time frame of June 1, 2008 to May 30, 2009:

- A ☐ Demonstrates visionary leadership.
- B ☐ Models ethical behavior (as defined in the Code of Ethics BOT Policy 470)
- C ☐ Practices excellent interpersonal and communication skills.
- D ☐ Exhibits high standards in work quality and quantity.
- E ☐ Manages with proven results of stewardship and accountability.
- F ☐ Acts as a positive change agent.
- G ☐ Works diligently in fulfilling the College's mission.
- H ☐ Leads in volunteerism via active involvement in civic engagement.

Please write a narrative (maximum two pages, 12 pt font) to describe exceptional accomplishments of nominee and document your reasons for your nomination. Please provide supporting evidences if available (i.e. newspaper clippings, photos,, letters, commendations, performance appraisals, etc.)

Nominated by _____ Title _____

Department _____ Telephone Number _____

GCC Employee Recognition Program



Associate Professor
Sarah Leon Guerrero
Faculty Excellence Award

Dean, TSS
Michelle Santos, Ed.D.
Administrator of the Year



Congratulations!



Christina Pestanas
Adjunct of the Year

Systems Programmer
Marlena Montague
Employee of the Year



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**Guam Community College
RECOGNITION PROGRAM**

**EMPLOYEE OF THE YEAR
FACULTY EXCELLENCE AWARD
SUPERVISOR OF THE YEAR
ADMINISTRATOR OF THE YEAR**

Objective

To establish an incentive program to recognize outstanding employees of Guam Community College who demonstrate creativity, exemplary performance, provide exceptional contributions, and/or model excellent service to the College and its constituents. This program encourages a culture of appreciation and recognition amongst the GCC community.

Development

The Recognition Committee will be comprised of six members (four GCC employees and two GCC students). Vice Presidents will nominate administrators, staff, and faculty for the committee. COPSA and the Office of Student Development will nominate the student representatives. The Administrator of Human Resources will nominate a Human Resources Office (HRO) representative who will serve as the non-voting convener of the committee.

Based on the nominations, the President will select and appoint the Recognition Committee that comprises of the following: one student representative, one faculty, one administrator, and a HRO representative for the academic year.

The committee's responsibilities include:

1. Select a Chairperson for the Recognition Committee.
2. Review the criteria, procedures, timelines, and forms and make recommendations for changes, if necessary.
3. Announce the nomination procedure and timelines to the campus community.
4. Convene to review nominations and select award winners using a secret ballot. Committee may also conduct an interview of all nominees per award.
5. Submit recommendations for President's approval.
6. Prepare a report at the end of the project for the president.

The President's Office will be responsible to:

1. Inscribe recipients' names onto plates for the perpetual plaque; prepare certificates of recognition, and requisite for monetary awards for recipients. Care must be taken to insure that the recipient names are kept secret during the requisition stage.
2. Organize a College recognition event to announce award winners (to include selection of venue, food, and setup; purchase of plaques for certificates) Note: all nominees will receive letters of recognition from the

Guam Community College RECOGNITION PROGRAM

President. Names of nominees will only be announced if there is more than one nominee per award.

3. Take photos of award recipients and send a press release.

Eligibility

All permanent, full-time employees who have served GCC for at least twelve months (except employees appointed to the current Recognition Committee and its appointing officials – President and Vice Presidents) are eligible for the honor, which will be presented the evening of the Celebrating 30 Years: Remembering the Future with Employees/Students/Alumni 30th Anniversary Dinner, Friday, May 9, 2008, at the Hyatt Regency Guam.

The nominator and nominee shall not be the same individual.

No GCC employee is eligible for any of the awards for two consecutive years.

Definitions

For the job definitions of the following categories: employee, faculty, supervisor, and administrator, please refer to attached Human Resources official listing.

Timeline and Tasks

HRO to remind VPs and OSD to submit nominations of Committee members to President by 1st Monday in March.	Monday, March 3, 2008
President to select and appoint members of Recognition Committee	Tuesday, March 18, 2008
Committee to convene	Monday, March 24, 2008
Announcement of Recognition Program to campus	Wednesday, March 26, 2008
Deadline for awards/submission to HRO	Friday, April 25, 2008
HRO to screen all applications for eligibility	Tuesday, April 29, 2008
Recognition Committee deliberations & selection	Wednesday, April 30, 2008
Committee's recommendations to President	Friday, May 2, 2008
President's Office to process awards & plan recognition event	Friday, May 2, 2008
President to announce award recipients	Friday, May 9, 2008
College Annual Recognition event	Friday, May 9, 2008
Press release of award recipients	Monday, May 12, 2008

Evaluation period: the pervious fiscal year for Employee/Supervisor/Administrator of the Year Awards and previous academic year for the Faculty Excellence Award.

Budget

Annual cash award for 4 recipients:	\$500 x 4.	\$2,000.00
Plaques for 4 recipients:	\$30 x 4.....	\$120.00
Hall of Fame perpetual plaque:	\$500 (one time – completed 2005)	

Guam Community College RECOGNITION PROGRAM

Program Procedures

1. The Chairperson of the Recognition Committee will notify the campus of the recognition program, the nominating procedures, and distribution of nomination forms via the Assistant Director, Development & Alumni Relations. Nominations will be accepted from students, faculty, staff, and administrators.
2. Timeline:
 - a. Asst. Dir. of Development & Alumni Relations announces to the campus about the recognition program by March 25, 2008. Nomination applications to be downloaded from the MyGCC Campus Announcements or picked up at the Human Resources Office, Student Support Services Office, Learning Resources Center, and the BCF Café. Nominations may be submitted in these locations.
 - b. The nomination deadline for the awards is Friday, April 25, 2008.
 - c. The Committee to submit recommendations to President by Friday, May 2, 2008.
 - d. The award recipients will be announced on Friday, May 9, 2008.
3. The nominators are responsible to complete the nomination form to include supporting documents (letters, commendations, news clippings, photos, etc.). Exceptional performance beyond the established duties and responsibilities of the individuals nominated must be justified and given in concise narrative form (not to exceed one page.)
4. The Committee will review and evaluate all nominations. A secret ballot process will determine the award recipients. The evaluation process shall adhere to the guidelines for selection. An employee whose current work record, documented on the performance evaluation form, is less than satisfactory will be disqualified for consideration by the Administrator of Human Resources.

Awards

The award recipients will receive \$500 cash, their names inscribed onto the perpetual plaque, and a certificate of recognition from the President. A copy of the certificate will be placed in the employee's personnel file at the Human Resources Office. A news release and photo of the recipients will be given to the local media for publication.

A Hall of Fame perpetual plaque is displayed at GCC's Student Services and Administration Building rotunda to recognize honored award recipients.

**Guam Community College
RECOGNITION PROGRAM**

NOMINATION FORM

☐ Administrator of the Year ☐ Faculty Excellence Award ☐ Supervisor of the Year ☐ Employee of the Year

This program is to recognize a permanent, full-time employee of Guam Community College who demonstrates consistent, exemplary performance.

SUBMIT THE NOMINATION FORM WITH SUPPORTING DOCUMENTS TO THE RECOGNITION COMMITTEE C/O THE HUMAN RESOURCES OFFICE.

Name of nominee _____ Date _____

Title _____ Department _____

I nominate the above-mentioned individual based on the following criteria within the time frame of Fiscal Year 2008 (October 1, 2007-September 30, 2008):

- Makes significant contribution to the College, Department and/or Division as it relates to student or program learning outcomes.
- Demonstrates exceptional ability in the tasks associated with his/her position and in all assignments he/she accepts.
- Displays excellent customer service skills that are helpful to faculty, students, fellow employees and the community at large.
- Exhibits outstanding leadership skills and work ethics.
- Participates in civic engagement activities.
- Engages in professional development activities.

Please write a one page narrative describing the exceptional accomplishments of the nominee. Documents to substantiate the nomination may be provided. (i.e. newspaper clippings, photos, letters, commendations, performance appraisals, etc.) List any awards or honors bestowed upon the nominee.

Nominated by _____ Title _____

Department _____ Telephone Number _____

**Guam Community College
RECOGNITION PROGRAM**

**EMPLOYEE OF THE YEAR
FACULTY EXCELLENCE AWARD
SUPERVISOR OF THE YEAR
ADMINISTRATOR OF THE YEAR**

Objective

To establish an incentive program to recognize outstanding employees of Guam Community College who demonstrate creativity, exemplary performance, provide exceptional contributions, and/or model excellent service to the College and its constituents. This program encourages a culture of appreciation and recognition amongst the GCC community.

Development

The Recognition Committee will be comprised of six members (four GCC employees and two GCC students). Vice Presidents will nominate administrators, staff, and faculty for the committee. COPSA and the Office of Student Development will nominate the student representatives. The Administrator of Human Resources will nominate a Human Resources Office (HRO) representative who will serve as the non-voting convener of the committee.

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The committee's responsibilities include:

1. Select a Chairperson for the Recognition Committee.
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4. Convene to review nominations and select award winners using a secret ballot. Committee may also conduct an interview of all nominees per award.
5. Submit recommendations for President's approval.
6. Prepare a report at the end of the project for the president.

The President's Office will be responsible to:

1. Inscribe recipients' names onto plates for the perpetual plaque; prepare certificates of recognition, and requisite for monetary awards for recipients. Care must be taken to insure that the recipient names are kept secret during the requisition stage.
2. Organize a College recognition event to announce award winners (to include selection of venue, food, and setup; purchase of plaques for certificates) Note: all nominees will receive letters of recognition from the

Guam Community College RECOGNITION PROGRAM

President. Names of nominees will only be announced if there is more than one nominee per award.

3. Take photos of award recipients and send a press release.

Eligibility

All permanent, full-time employees who have served GCC for at least twelve months (except employees appointed to the current Recognition Committee and its appointing officials – President and Vice Presidents) are eligible for the honor, which will be presented the evening of the Celebrating 30 Years: Remembering the Future with Employees/Students/Alumni 30th Anniversary Dinner, Friday, May 9, 2008, at the Hyatt Regency Guam.

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President to announce award recipients	Friday, May 9, 2008
College Annual Recognition event	Friday, May 9, 2008
Press release of award recipients	Monday, May 12, 2008

Evaluation period: the pervious fiscal year for Employee/Supervisor/Administrator of the Year Awards and previous academic year for the Faculty Excellence Award.

Budget

Annual cash award for 4 recipients:	\$500 x 4	\$2,000.00
Plaques for 4 recipients:	\$30 x 4.....	\$120.00
Hall of Fame perpetual plaque:	\$500 (one time – completed 2005)	

Guam Community College RECOGNITION PROGRAM

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2. Timeline:
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 - b. The nomination deadline for the awards is Friday, April 25, 2008.
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 - d. The award recipients will be announced on Friday, May 9, 2008.
3. The nominators are responsible to complete the nomination form to include supporting documents (letters, commendations, news clippings, photos, etc.). Exceptional performance beyond the established duties and responsibilities of the individuals nominated must be justified and given in concise narrative form (not to exceed one page.)
4. The Committee will review and evaluate all nominations. A secret ballot process will determine the award recipients. The evaluation process shall adhere to the guidelines for selection. An employee whose current work record, documented on the performance evaluation form, is less than satisfactory will be disqualified for consideration by the Administrator of Human Resources.

Awards

The award recipients will receive \$500 cash, their names inscribed onto the perpetual plaque, and a certificate of recognition from the President. A copy of the certificate will be placed in the employee's personnel file at the Human Resources Office. A news release and photo of the recipients will be given to the local media for publication.

A Hall of Fame perpetual plaque is displayed at GCC's Student Services and Administration Building rotunda to recognize honored award recipients.

**Guam Community College
RECOGNITION PROGRAM**

NOMINATION FORM

☐ Administrator of the Year ☐ Faculty Excellence Award ☐ Supervisor of the Year ☐ Employee of the Year

This program is to recognize a permanent, full-time employee of Guam Community College who demonstrates consistent, exemplary performance.

SUBMIT THE NOMINATION FORM WITH SUPPORTING DOCUMENTS TO THE RECOGNITION COMMITTEE C/O THE HUMAN RESOURCES OFFICE.

Name of nominee _____ Date _____

Title _____ Department _____

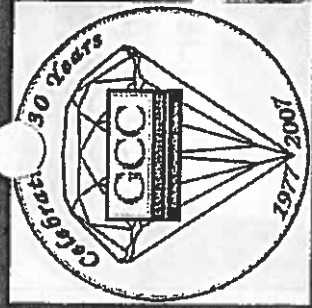
I nominate the above-mentioned individual based on the following criteria within the time frame of Fiscal Year 2008 (October 1, 2007-September 30, 2008):

- Makes significant contribution to the College, Department and/or Division as it relates to student or program learning outcomes.
- Demonstrates exceptional ability in the tasks associated with his/her position and in all assignments he/she accepts.
- Displays excellent customer service skills that are helpful to faculty, students, fellow employees and the community at large.
- Exhibits outstanding leadership skills and work ethics.
- Participates in civic engagement activities.
- Engages in professional development activities.

Please write a one page narrative describing the exceptional accomplishments of the nominee. Documents to substantiate the nomination may be provided. (i.e. newspaper clippings, photos, letters, commendations, performance appraisals, etc.) List any awards or honors bestowed upon the nominee.

Nominated by _____ Title _____

Department _____ Telephone Number _____



Employee Recognition Program

Guam Community College is pleased to announce its 4th Annual

Recognition Awards to recognize outstanding employees of the College.

Nomination Forms can be downloaded from the MyGCC Campus Announcements and are available at the Human Resources Office, Student Support Services Office, Student Services Administration Building Rotunda, Learning Resources Center and the BGS Café.

AWARD

- \$500 cash
- Awardees' name inscribed on plaque located in the rotunda of the Student Services Administration Building
- Certification of Recognition from the President

For further information, please contact Apolline San Nicolas at 735-5537/8.

Categories and Past Winners

Administrator of the Year

Virginia C. Tudela, Ph.D., 2005

Francisco C. Reyes, 2006

George Ray D. Somera, Ph.D., 2007

Clare L. Camacho, Ph.D., 2005

Marsha Postupony, Ed.D., 2006

John M. Armstrong, 2007

Super Teacher of the Year

Marie A. Garrido, 2005

Elizabeth J. Aquino, 2006

Juanita L. Sgambellari, 2007

Rosita J. Quintana, 2005

Elizabeth J. Duenas, 2006

Steve S. Cheipot, 2007

2008 Winners

To be announced the evening of the Celebrating 30 Years: Remembering the Future with Employees/Students/Alumni 30th Anniversary Dinner, Friday, May 9, 2008, at the Hyatt Regency Guam.

Deadline for submission to HR has been extended to 5:00PM Monday, May 5, 2008.

Guam Community College Recognizes Exemplary Employees!



Barry Wood

Faculty Excellence Award



Johanna Camacho

Supervisor of the Year



Congratulations
2007-2008 Winners!



Josephine Rojas

Employee of the Year



Barbara Leon Guerrero

Administrator of the Year