

## **151-02 DISTINGUISHED SERVICE AWARD—PROCEDURE**

### **1. PURPOSE**

The Distinguished Service Award is the highest award granted by Coconino Community College in recognition of outstanding service to the College.

### **2. PROCEDURE** **GUIDELINES**

- a. The nominee must be a current or former resident of Coconino County.
- b. The nominee must have effected or substantially contributed to a major accomplishment for the benefit of Coconino Community College and to the educational enrichment of the district residents.
- c. The award will normally be given to one recipient annually.
- d. Any resident of Coconino County may nominate a person for the award.
- e. Current members of the CCC District Governing Board and individuals employed by the College are exempt from nomination.

### **NOMINATION PROCESS**

- a. Nomination forms will be posted on the College website and distributed by email to community members using College email distribution lists.
- b. A press release will be sent to major publications in the area explaining the nomination process.
- c. The nominator is responsible for submitting a completed nomination form to the Institutional Advancement department of Coconino Community College. The nominator should provide specific information on contributions the nominee has made and state why he/she believes the person should receive the award. Nominators are requested to notify the nominee of their nomination status prior to submitting the nomination form.
- d. The deadline to submit nominations will be the first day of April of each year.
- e. The nominations will be forwarded to Institutional Advancement Department. Institutional Advancement will review the nominations, conduct any necessary follow-up, and to notify the nominee of nomination.
- f. A committee will be convened every year to review the nominations. The committee membership will include:
  - a. One member of the CCC District Governing Board
  - b. One member (at large) of the CCC Foundation Board
  - c. One member of the CCC district faculty
  - d. One member of the CCC district staff
  - e. One student enrolled at either the Flagstaff or Page Campus
  - f. The Page Campus Director or other staff member at the Page Instructional Site.
- g. The committee will select up to three nominees and identify the nominee recommended as the recipient of the Distinguished Service Award. The

recommendations will be submitted to the District Governing Board no later than their August meeting for consideration and selection of the award recipient.

- h. The award will be presented by the Chair of the CCC District Governing Board during the Foundation Annual Meeting and Scholarship Breakfast. The award will consist of a plaque stating the name of the award, the recipient's name, the year in which the award was given. The recipient's name and the year of the award will be added to the College's plaque listing award recipients.

### Scholarship Award

A Community Excellence Scholarship to be equivalent to the tuition of full-time enrollment (12-15 credit hours per semester) for a one-year period, will be made in the name of the awardee to a person intending to enroll or currently enrolled at Coconino Community College. The criteria for and recipient of the Community Excellence Scholarship will be determined by the Office of the President and the Office of Student Financial Aid (see Procedure 520-20 Financial Aid and Institutional Awards for additional information).

### **3. BACKGROUND**

1. References: Procedure 520-20 Financial Aid and Institutional Awards
2. Revision history: 03/1999, 01/16/2017
3. Legal review: none
4. Sponsor: Office of the President

Adopted by College Council: 03/02/2017

**COCONINO COMMUNITY COLLEGE**