



## Outstanding Classified Professional Award

### BACKGROUND

*[Approved addition to "LPC Classified Senate Constitution and Bylaws", March 2010]*

The Classified Senate believes that there are individuals who exemplify what being a "Classified Professional" represents. These individuals excel in areas such as customer service, leadership, teamwork, and community involvement. In order to recognize these individuals, the "Outstanding Classified Professional" award program was integrated into the Classified Senate in March 2010. The Senate wishes to recognize one classified professional per year through this award and it is the hope of the Senate that these individuals will be role models for their peers and co-workers for years to come.

The Senate shall ask for volunteers to serve on this committee which shall be appointed each January by the Governing Council. The previous year's winner shall also be invited to serve. The committee procedures shall be kept in the official "Outstanding Classified Professional" binder, approved by the Senate and reviewed from time to time.

The neutrality of the committee members shall be of utmost importance. The Outstanding Classified Professional Award committee members and their relatives shall not be eligible for this award. The award shall be given at the last Town Meeting of each academic year. The Award consists of a cash amount (to be determined by Senate each year based on available funds), a **framed certificate** presented to the Awardee, and the Awardee's name added to the college plaque in the Administration Building Lobby.

### OUTSTANDING CLASSIFIED PROFESSIONAL AWARD PROCEDURES:

#### NOMINATION CRITERIA

1. Nominee must be an LPC employee (fulltime, part-time, hourly, supervisory, confidential) OR a district employee based on the LPC campus who has stated their wish to belong to the LPC Classified Senate.
2. Nominee to have a minimum of two years of service.
3. If a classified member is retiring, retirement plans do not need to be a consideration in this award, as retirees are honored by their respective departments.

#### NOMINATION PURPOSE

As you think of nominee(s) consider these attributes, then write why you are nominating this person in the space provided. [Not every item below needs to be addressed.]

- How does the person add to the excellent student and community service in customer service, leadership, teamwork, and/or community involvement?
- How does the person serve as a role model for others? What examples can you give for how the nominee reflects a positive image through all interactions and promotes a positive environment at LPC?
- How does the person rise above average and demonstrate that astounding extra effort?
- Do you know if the person serves now or has served in the past, on any Classified Senate and/or
- College committees? Does the person actively continue to improve the college for its students?
- What attributes does this person demonstrate that would make a student want to attend LPC, or another staff/faculty member wish to call on this person for assistance or information?
- Is there anything else you would like to add to help the committee make its decision?



## **Outstanding Classified Professional Award**

### **NOMINATION FORM**

Name of Nominee: \_\_\_\_\_

Department/Division \_\_\_\_\_

Your Name: \_\_\_\_\_

**In the space below write or insert typed text to support your nomination based upon the aforementioned nomination criteria and purpose.**

Return form to \_\_\_\_\_ by \_\_\_\_\_