

State Board of Community Colleges
Mr. Thomas Looney, Chair



**Nomination Instructions for the
2024 Staff of the Year Award**

Funded by BB&T

Dr. Jeff Cox
System President

Staff Person of the Year Award

Please develop a narrative, not to exceed seven pages, which addresses each of the following seven selection criteria. Note, narratives longer than seven pages may be disqualified. Format the narrative to address one criterion per page and number as below to address the selection criteria. Emphasis should focus on the past “three years” but may include ongoing projects. Additional information of more than one page per criterion will not be considered.

Background

The Staff of the Year Award, sponsored by BB&T, was established in 2001. This award recognizes excellent performance and commitment to the community college mission by the non-teaching staff of the 58 institutions of the North Carolina Community College System and the System Office.

Nomination Process

Each president is requested to nominate one person from his or her non-teaching staff each year. Colleges are encouraged to use a peer recommendation process on their campuses to solicit nominations.

Eligibility

Any permanent staff member at the time of announcement of the award, full-time or part-time is eligible to be considered for this nomination. Exclusions include instructors, presidents of individual institutions, employees of the System Office, and past award recipients. Nominations are limited to one per institution.

Selection Criteria – Demonstration or examples of:

1. Commitment and contributions to the mission of the institution and of the North Carolina Community College System.
2. Consistent, excellent performance on the job, exhibiting unselfish devotion to duty far and above normal requirements and significant contribution to the advancement of the institution and its students.
3. Initiative, innovation, and leadership in the workplace.
4. Responsible, efficient use of time, money, technology, personnel and/or other resources for the benefit of the institution, its students, and its community.
5. Attention to professional and personal development, modeling “lifelong learning” commitment.
6. Willingness to share time and expertise through service to the institution, its students, and the wider community.
7. Suggestions to the college or the system which, when implemented, resulted in substantial financial savings to one or both and/or which resulted in a unique program which became a model for the system, or which met a pressing community need.

The narrative should expand and focus on specific examples which demonstrate your nominee’s personal commitment and unique contributions to your institution, its students, and to the community college experience. Please do not submit pictures, videos, portfolios, etc. Supplemental material will be limited to letters of support focused on selection criteria (not to exceed five that can come from internal and external individuals). Job descriptions and a current personal vita with dated information may be included (not to exceed three pages).

Selection of Award Recipient

A single award is bestowed each calendar year. The award recipient will receive a cash prize of \$8,000 and a plaque. In addition, the recipient's college foundation will receive a cash prize of \$2,000.

The recipient will be chosen by a committee which will include various stakeholders within the North Carolina Community College System. The screening and selection process will occur in two stages.

- First, the Staff Person of the Year screening committee will conduct the initial screening based on the electronic nominations.
- Second, the interview committee will interview the selected semi-finalists and recommend the recipient to the State Board. The committee will recommend their top selection based on written nominations and interviews to the State Board at the January 2024 Board Meeting.

Submission Instructions

Email nomination packet to: SBCC Awards (sbccawards@ncccommunitycolleges.edu) no later than October 13, 2023, to be eligible. No hard copies will be accepted.

Note: All electronic submissions must be sent as a pdf file with the following file name format:
collegename_awardname_year.pdf
(Example: alamancecc_staffaward_2024.pdf)