

**WYOMING ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
2015-16 LEADERSHIP AWARDS**

**REQUEST FOR NOMINATIONS
IN THE FOLLOWING SIX CATEGORIES
*Student, Trustee, Foundation Volunteer,
Faculty Member, Professional Employee and Classified Employee***

In recognition of the contributions made by members of these groups in meeting the needs of students served by Wyoming community colleges, the Wyoming Association of Community College Trustees (WACCT) will present awards to one exemplary student, trustee, foundation board volunteer, faculty member, professional employee and classified employee at the WACCT's Leadership Awards as part of annual events co-hosted this year by the trustees association and the Northern Wyoming Community College District on Thursday, February 18, 2016, at Cheyenne's Little America. Nominees and recipients will be recognized in a special 5 p.m. ceremony prior to the Legislative Reception at 6:30 p.m. Nominations must be received via email by Erin Taylor, erin@wacct.org, WACCT Executive Director, ***on or before Wednesday, December 9, 2015.***

WACCT Leadership Awards nomination guidelines

In order to have consistency within the nomination process and to improve the quality of presentations for WACCT Leadership Awards each year, the following guidelines are being offered to the community colleges for consideration. These suggestions are not meant to replace any procedures that are presently in place on each campus, but to supplement what might already exist. It is hoped that you find them helpful in the nomination process.

Nominee selection: We encourage you to review these guidelines and submit nominees and supporting materials from your college for each of the six award categories. Each campus will differ in the process used for selecting nominees. Some may already have made employee and student awards, while others may not have done so. It is recommended that *one* person on each campus be the lead coordinator for the nomination of candidates for each award. Each college will determine who that person (award coordinator) will be: a vice president, director of public relations, public information director, etc. That individual should be responsible for distribution of information, timelines, and submission of nominees to the WACCT.

Nomination development process: The nomination packet is a critical component of the WACCT Leadership Awards. It is suggested that each vice president work with those nominated to submit information to the award coordinator based upon the WACCT criteria/questions. How they choose to go about it is up to them: interviews, emails, prior award documentation, faculty comments, student comments, etc. In the case of faculty, division chairpersons could be involved in writing drafts.

Content: Vice presidents/supervisors should be as thorough as possible in responding to WACCT criteria/questions and documenting the nominee's accomplishments; the more thorough the documentation, the better the picture is painted for each nomination. For faculty nominees, it is suggested that student evaluation comments are included in what they submit because they are so powerful. Vice presidents/supervisors should be responsible for submitting information because they're the ones most familiar with the individual being nominated. The award coordinator should receive all submissions and either rewrite or edit so that a common voice is used throughout.

Cover letter: A cover letter from the president for each of the nominees is an important component of the nomination packet. The award coordinator may draft something for him/her for each nominee, or he/she may compose his/her own letter of support.

Presentation/format: It is important for the award coordinator to follow the instructions and format explained in these materials from the WACCT. Timelines are very important, as are inclusion of digital pictures of each nominee, pronunciation of their names, answers to the questions in the appropriate order, and length of the individual nomination submission.

Digital photographs: Nomination materials must also include an appropriate digital photograph of each nominee. Photos of all nominees will be used in PowerPoint presentations during the Leadership Awards; photos of award recipients will be shared in PowerPoint presentations during the Legislative Reception.

Nomination procedure:

1. Each college may submit one nominee in each category.
2. Materials accompanying the nomination form may not be longer than five pages for a limit of six pages in the nomination submission (a page is one side of an 8½- by 11-inch sheet of paper). A resume of not more than two pages may accompany the nomination (not required); if a resume is included, it will be considered part of the six-page limit.
3. Letters of support apart from the six-page nomination packet will not be forwarded to judges.
4. Submissions must include a digital photograph of each nominee.
5. Nominees and selected recipients are encouraged to attend the Legislative Reception; their colleges will pay their registration fees.

Nomination deadline: Wednesday, December 9, 2015.

Questions? Call or email Erin Taylor, WACCT Executive Director at 307-631-5677 or erin@wacct.org. They may also be mailed to: WACCT, P.O. Box 20893, Cheyenne, WY 82003. Presentation of these awards is an important part of the annual celebration of Wyoming community college education, and nominees deserve special recognition.

Wyoming Association of Community College Trustees

2015-16 TRUSTEE LEADERSHIP AWARD NOMINATION FORM

Any trustee or former trustee is eligible to receive this award. One nomination from each Wyoming community college is requested. The recipient of this award will automatically be forwarded to the ACCT Regional Competition. No other nominations are to be submitted.

Criteria:

1. Has the trustee served as an officer of the college's board of trustees?
2. In addition to service on the board of trustees, in which capacity has the trustee participated in community life (e.g., civic clubs, public office, etc.)?
3. What has the trustee initiated or helped to develop in the area of innovative programs used in two-year postsecondary institutions?
4. Has the trustee served on technical or special committees serving two-year postsecondary education?
5. 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?
6. What has the trustee contributed overall to the two-year postsecondary concept; how did this affect the total college program in the community, state, or nation?
7. How has the trustee provided leadership in helping to solve challenges to two-year postsecondary education?
8. 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?
9. Has the trustee given presentations or published articles on two-year postsecondary education?

Person submitting nomination: _____

Name of college: _____

Name of nominee: _____
(as it should appear on the award certificate)

How is the name pronounced? _____

Title: _____

Address: _____

Phone: _____

Email address: _____

(remember to submit a color digital photograph of the nominee)

Nomination deadline: Wednesday, December 9, 2015.

Submit nominations to Erin Taylor, erin@wacct.org