



July 1, 2015

TO: The College Community

FROM: Cheryl Roberts, President

SUBJECT: Nomination for Administrator of the Year Award – [Due Date Extended to July 16th](#)

The Administrator of the Year Award recognizes an administrative staff member who demonstrates exemplary work performance, outstanding leadership abilities, cooperative spirit and initiative in maintaining a positive campus environment, and a positive impact on students. This award will be presented during Opening Week.

Any Shoreline administrator, alumni, classified employee, faculty member, foundation board member, student, or trustee may nominate an eligible administrative member for consideration.

Eligibility Criteria: Permanent, acting or interim administrative employees, full- or part-time, who have served continuously at the College for three (3) or more years, are eligible to be nominated for the award.

A recipient of this award will not be eligible to receive another such award for a period of five (5) years.

The attached **Selection Criteria** details may assist you in making a nomination. A **Nomination Form** is also attached. For more information, please contact Lori Yonemitsu—extension 4552 or lyonemitsu@shoreline.edu.

Thank you for taking the time to acknowledge your colleagues.

Submit nomination(s) no later than 5:00 PM—Thursday, July 16, 2015 to the President's Office (Room 1018) or email to Lori Yonemitsu at lyonemitsu@shoreline.edu.

SELECTION CRITERIA

Nominations will be evaluated entirely on the basis of the information submitted. Selection will be based on the following criteria. All four criteria must be addressed in the nomination.

Exemplary Work Performance

Candidate has consistently demonstrated excellence in work performance; consistently goes above and beyond the job expectation; constantly strives to be creative, enthusiastic, and efficient in accomplishing tasks.

Outstanding Leadership Abilities

Demonstrates leadership, in collaboration with internal and external partners by exemplifying key SCC leadership Competencies (*listed below*), and benefits the College in advancing the goals of the President and the Board of Trustees.

Cooperative Spirit and Initiative in Maintaining a Positive Campus Environment

Candidate demonstrates a high level of individual and team cooperation, exhibits strong communications skills and positive interaction among faculty, staff, students and the public, exhibits respect for colleagues and students.

Positive Impact on Students

Assisting students by going the extra mile to help them navigate the processes and procedures toward their success as a student. Demonstrating innovation and unusual efforts to ensure the quality of their educational experience at Shoreline Community College is a positive one.

SCC Leadership Competencies

1. **Self-Awareness and Actualization.** The ability, capacity, and skill to recognize, understand, influence and manage the emotional responses of one's self, other individuals, and groups. Demonstrate the ability to take the lead in presenting new and unproven ideas to meet our institutional business needs, especially those that involve coordination across functional or organizational boundaries. Strive for continuous personal and professional development by consistently exposing yourself to new perspectives and ideas. Seek and accept demanding assignments and candid feedback from all levels of the organization.
2. **Working with Ambiguity.** The ability to effectively work with change; comfortable with shifting context; can make decisions and act with limited information; easily accepts uncertainty; can move ahead without finishing; comfortable working with risk and uncertainty.
3. **Working with Paradox.** Be Adaptable and flexible; demonstrates the ability to professionally act in ways that may appear contradictory; balances strength compassion, empathy and objectivity; demonstrates the ability to both follow and lead; is both a team player and valued individual contributor; demonstrates both humility and self-confidence; balances competing demands and interests.
4. **Supervisory Accountability.** As a manager, recognize achievement and intervene when an employee does not meet commitments or expectations, or when an interpersonal conflict or crisis

arises. Be the first to notify your supervisor about issues or problems, and provide a recommendation for resolution. Consistently demonstrate responsible stewardship of public resources, including time and money.

5. **Collaboration.** Demonstrate the ability to work together with others effectively regardless of personal or professional differences.
6. **Staff Development.** Demonstrate active support for staff development. Provide timely feedback, both critical and positive, when your employees need it. Be actively and directly involved providing employees with honest, specific, and meaningful observations during performance reviews.
7. **Stay informed.** Monitor and read a variety of news sources. Integrate that information into an ongoing analysis of your work environment. Be aware of how changes in the external world affect our students, employees, community and business partners, and what our competition is doing. Cultivate sustainable relationships with our diverse internal and external communities by staying informed about the world around us.
8. **Work Ethic.** Demonstrate the highest ethical values and positive behaviors regardless of the challenges we face as a College. Consistently inspire and motivate staff by modeling positive behavior.

**SHORELINE COMMUNITY COLLEGE
NOMINATION FORM
ADMINISTRATOR OF THE YEAR AWARD**

I nominate _____
for consideration as a candidate for the Administrator of the Year Award.

The criteria: exemplary work performance, outstanding leadership abilities, cooperative spirit and initiative in maintaining a positive campus environment, and a positive impact on students.

Provide below a statement of why you believe this nominee should receive the Administrator of the Year Award. Please address each of the criteria in your nomination.

Exemplary Work Performance

Outstanding Leadership Abilities

Cooperative Spirit and Initiative in Maintaining a Positive Campus Environment

Positive Impact on Students

Additional information to be considered

Submitted by: _____ Date: _____

Please click on ☐ that reflects your association with the College:

☐ Administrator ☐ Alumni ☐ Classified ☐ Faculty ☐ Foundation Board ☐ Student ☐ Trustee

Please submit completed nomination form to the President's Office (Room 1018) or email to lyonemitsu@shoreline.edu no later than 5:00 PM—July 16, 2015.