



June 1, 2018

**TO:** The Shoreline Community  
**FROM:** Cheryl Roberts, President  
**SUBJECT:** **Nomination for Administrator of the Year Award**

The Administrator of the Year Award recognizes an administrative/exempt 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 the Fall Convocation.

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

**Eligibility Criteria:** Permanent, acting or interim administrative/exempt 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.

Note:

- Members of the Executive Team (ET) are not eligible for the award. (ET members: President Cheryl Roberts; Executive Vice President Alison Stevens; Vice President and Executive Director Mary Brueggeman; Acting Vice President Guy Hamilton; Vice President Marisa Herrera; Executive Director Martha Lynn; Executive Director Gloria Ngezaho; and Senior Executive Director and CFO Stuart Trippel.)
- A recipient of this award will not be eligible to receive another such award for a period of five (5) years.

**Selection criteria** is provided and a **nomination form**, attached. For more information, please contact Lori Yonemitsu—extension 4552 or [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu).

Thank you for taking the time to acknowledge an outstanding colleague.

Submit nomination(s) no later than 5:00 PM on Wednesday, June 20, 2018 to the Office of the President (Room 1018) or email to Lori Yonemitsu at [lyonemitsu@shoreline.edu](mailto: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, and advances the vision, mission, values, and strategic goals of the College.

### **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; and exhibits respect for colleagues and students.

### **Positive Impact on Students**

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

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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 Office of the President (Room 1018) or email to [lyonemitsu@shoreline.edu](mailto:lyonemitsu@shoreline.edu) no later than 5:00 PM on Wednesday, June 20, 2018.