



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.

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.

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.

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 no later than 5:00 PM on Wednesday, June 20, 2018.