

1. Establishment of Committee to Honor Meritorious Service

Committee composition: On a biennial basis, the College President appoints a committee of nine individuals, representing the following college constituencies: students nominated by the Student Senate (1) and the Interclub Council (1); faculty nominated by Faculty Senate (1) and the Cabrillo College Federation of Teachers (1); classified employees nominated by the Service Employees International Union (1); confidential employees nominated by a vote of those employees (1); the Cabrillo College Foundation, nominated by the Foundation's Board of Directors (1); management/administration selected by the President (1); an at-large community member, selected by the president (1). In selecting the community member and the representative of the Foundation, consideration will be given to balancing representation from the northern and southern parts of the college district.

Term of appointment: The College President appoints the committee by the middle of September, and members serve staggered terms up to two years, in order to ensure continuity. If a member resigns before the end of the term, s/he will be replaced by appointment of the College President from nomination(s) of the appropriate constituent group.

Scope of committee responsibility: The committee receives nominations in all categories of recognition; it decides whether or not any of the nominations should be confirmed; and it recommends the individual(s) and the type(s) of award to the College President who makes final recommendation to the Board. The President then makes a final recommendation to the Governing Board.

2. Eligibility to Receive Recognition for Meritorious Service

Value of inclusiveness: Any individual who provides or has provided exceptional meritorious service to the success of Cabrillo College students and/or faculty or staff is eligible for recognition.

General Criteria: The service recognized must be connected to achievement of the college's mission. At a minimum, the individual must have made exceptional contributions, s/he must have demonstrated extraordinary leadership; and s/he must have inspired significant positive change for the benefit of Cabrillo College students and/or staff and faculty.

3. Announcement of Awards for Meritorious Service

Annual event: Presentation of awards will be made at an appropriate public event to be selected by the committee in consultation with Administrative Council and the Cabrillo College Foundation.

4. Permanent Display of Names of Honorees

Description and location of display: Faculty, staff, students, alumni, retirees, past and present members of the Governing Board and administration, and community members may be honored by having their names engraved on a permanent display placed in a prominent public area. The display comprises a themed plaque with space for adding individual plates engraved with the names of honorees.

Criteria: Candidates must have demonstrated exceptional service of merit beyond the level warranting ordinary expressions of appreciation, such as certificates, letters of commendation or Governing Board resolutions.

Nomination process: In February of each year, the Committee to Honor Meritorious Service announces the opening of a one-month nomination period. Only Cabrillo College students or staff, or groups representing them, may nominate candidates for this honor. Nominations must be accompanied by a rationale for the award.

Selection Process: All members of the committee must review all applications for recognition. By a majority vote, the committee will select the candidate(s) who will be recommended to the College President.

5. Awards Named after Individuals

Description: This form of recognition comprises an award that is named after a person whose service represents exceptional benefit to the success of the college's students and/or staff. Once established, this award becomes a prestigious honor given only to others whose work embodies the spirit of service and achievement attributed to the award's namesake.

Creation of awards: In the fall of the first year of this award program, the Committee to Honor Meritorious Service will solicit nominations of individuals after whom an award can be named. The nomination period will be one month in duration. At the close of nominations, the committee will meet to evaluate the nominations and to decide within two weeks which, if any, of them should be accepted. A 2/3 vote of the committee is necessary in order for an award to be created. The committee may create a maximum of three such awards. Recommendations for establishment of the awards will be made to the College President for recommendation to the Governing Board, which gives final approval.

Nominations for named awards: Once named awards have been established, recipients of the award may be nominated through the same process as described for inclusion on the permanent display of names. Each nomination must include a rationale.

Selection Process: All nominations must be reviewed by all members of the committee. A majority vote of the committee is necessary in order for an individual to be recommended to the College President to receive the award.

Annual limit of the number of named awards and their recipients: A maximum of three (3) awards named after individuals may be established in the first year of the program. Once established, it is expected that no new awards will be created, unless extraordinary circumstances cause a subsequent committee to create a new award in future years. Annually, only one (1) award may be given for each of the named awards.

6. Honor by Naming Campus Areas after Individuals

Definition: Current Governing Board policy reserves the naming of buildings, other facilities or areas within facilities in recognition of significant financial contributions. However, naming a building, portion of a building or other site in honor of meritorious service may be considered under rare circumstances. This can be justified if such action results in significant positive and unifying benefits to students. Also, the benefits of naming a site for service must justify the loss of financial advantages to students that otherwise might have been gained if the building were named as a result of a significant donation.

Criteria: Individuals considered for this honor must give or have given exceptional and enduring service to students, faculty and/or staff. That service must be recognized as leading to the achievement in a significant way of one or more elements of the college's mission.

Nominations for creation of award: Only students, faculty and staff, or organizations representing them, may nominate an individual for recognition through naming of a facility. Nominations may be received during the same annual period in which nominations are received for the Public Display and the Named Recognition awards. Nominations must include a rationale.

Selection Process: All nominations must be reviewed by all members of the committee. A unanimous vote of the committee is necessary in order for a recommendation to be made to the College President, who will make the recommendation to the Governing Board for final decision.

Adopted: July 11, 1994

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