

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-3060.1

ACHIEVEMENT AWARDS PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for recognizing individuals who have contributed to the success of Northeast Community College and its predecessor institutions. This procedure includes the following achievement awards: Alumni Hall of Success, Distinguished Service, Honorary Associate Degree, and the Nebraska Community College (NCCA) Friend of Community Colleges and Distinguished Alumni awards.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 General

- 3.1.1 The achievement awards requiring candidate selection shall be based upon an open nomination process. The College shall establish the criteria and guidelines for each recognition program to ensure that all qualified candidates are considered equally and fairly. These criteria and guidelines shall be published each year when nominations are being requested and shall be used to measure the qualifications and merits of each candidate.
- 3.1.2 In addition to the specific achievement awards identified below, the College may wish to formally recognize individuals or groups for special accomplishments. Such recognition shall be achieved through regular administrative actions.
- 3.1.3 Nominations for these awards will be forwarded to the Vice President of Development and External Affairs. Nominations will be reviewed by Development and External Affairs, Public Relations, and other representatives across the College for appropriate review.
- 3.1.4 A schedule and process for soliciting and accepting nominations is established by reviewers.
- 3.1.5 Reviewers shall be responsible for reviewing nominations and soliciting feedback and additional information from the nominee's current or former employer(s), family members, acquaintances, and others. Vice President of Development and External Affairs will make recommendations to Cabinet and President based on the established criteria. Recommendations will be forwarded by President to the Board of Governors for consideration and final

approval.

- 3.1.6 The process for approval is applicable to the Alumni Hall of Success, Distinguished Service, Honorary Associate Degree, and the Nebraska Community College (NCCA) Friend of Community Colleges and Distinguished Alumni awards.

3.2 Specific Achievement Awards

3.2.1 Alumni Hall of Success Award

3.2.1.1 Description

The Alumni Hall of Success Award shall be awarded to former students, either living or deceased, who have achieved significant success in their profession, exhibited exemplary citizenship qualities, or made significant contributions to their communities and/or community affairs. This program also applies to the predecessor institutions of Northeast Community College.

3.2.1.2 Criteria

3.2.1.2.1 The candidate should have completed a recognized diploma or degree from Northeast (or its predecessor colleges) or completed at least 24 credit hours to be applied toward a degree at another college or university.

3.2.1.2.2 The candidate should have accomplished at least one of the following: 1) Achieved significant success in their profession. 2) Exhibited exemplary citizenship qualities. 3) Made significant contributions to their community and/or community affairs. Preference shall be given to the candidate who has demonstrated maturity, with at least five (5) years of work experience in their occupation or profession.

3.2.1.2.3 Two formal recommendations must accompany the nomination.

3.2.2 Distinguished Service Award

3.2.2.1 Description

The Distinguished Service Award shall be presented to individuals, either living or deceased, and/or organizations who have demonstrated active service to higher education and who have played a significant role in the development of Northeast Community College. Current students, full and part-time employees, and present Board of Governor members are not eligible.

3.2.2.2 Criteria

The candidate should have 1) Initiated or helped to develop innovative programs and/or services at Northeast Community College, 2) Provided leadership to help solve challenges to Northeast Community College, 3) Demonstrated a commitment to higher

education, 4) Outstanding characteristic(s) stated by the nominator that have contributed to the development of Northeast Community College, 5) Distinguished themselves in professional, civic and personal activities, 6) Distinguished themselves in educational pursuits.

3.2.3 Honorary Associate Degree

3.2.3.1 Description

The Honorary Associate Degree (AA, AS, or AAS) shall be awarded to individuals who have provided prominent service and support to the institution. Recipients shall be persons who have invested of themselves in the success of the institution and who have made significant contributions to the development of the College and/or its programs.

3.2.3.2 Criteria

This shall be a very limited and special recognition for individuals who have not obtained any post-secondary degree.

3.2.4 Nebraska Community College Association Awards (NCCA)

The Nebraska Community College Association annually honors a number of individuals associated with Nebraska's community colleges. Vice President of Development and External Affairs shall be responsible for submitting final recommendations and forms for the NCCA Friend of Community Colleges and Distinguished Alumni Awards on behalf of the Northeast Community College service area to the Nebraska Community College Association office based on criteria established by NCCA.

4. APPLICABILITY

N/A

ISSUE DATE: 09/21/2022

EFFECTIVE DATE: 09/21/2022

REVISION DATE(S): 12/13/1997 (item #8202); 02/12/2004 (item #9440); 03/01/2014; 08/24/2016; 09/21/2022

PRIOR POLICY/PROCEDURE NUMBER: 2620.a

SCHEDULE FOR REVIEW: 2021

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Development and External Affairs

SPONSORING DIVISION/DEPARTMENT: Development and External Affairs

RELATED PROCEDURES/ REFERENCE: AP-3060.0

PROCEDURE KEY WORDS: recognition, achievement awards