
Chapter: Personnel

Modification No. 007

Subject: **Recognition Awards**

I. Purpose

The purpose of recognition awards is to recognize exceptional, outstanding, distinguished, sustained, or special service to the College, the academic profession, the County, the State, or the nation by individuals or groups.

II. Awards

The following awards are authorized by the Board of Trustees:

A. Gold Medallion

This award recognizes exceptional service and nationally recognized presidential leadership in higher education. A retiring College President may be recommended for this award. Where criteria for award are met, medallions may be awarded posthumously. The award is approved by Board of Trustees' resolution.

B. Silver Medallion

This award recognizes outstanding service to the College, the academic profession, the County, the State, or the nation. Departing members of the Board of Trustees, retiring College faculty, administrators and staff, and friends of the College may be recommended for this award. Where criteria for award are met, medallions may be awarded posthumously. The award is approved by Board of Trustees' resolution.

C. Bronze Medallion

This award recognizes distinguished service to the College. Departing members of the Board of Trustees, retiring College faculty, administrators and staff, and friends of the College may be recommended for this award. Where criteria for award are met, medallions may be awarded posthumously. The award is approved by Board of Trustees' resolution.

D. President, Administrator and Faculty Emeritus/Emerita

This award is given in recognition of a retiring president, administrators, and faculty in accordance with the procedures described herein. Where criteria for award are met, emeritus/emeriti status may be awarded posthumously. The award is approved by Board of Trustees' resolution.

E. Trustee Emeritus/Emerita

This award is given in recognition of service by former members of the Board of

Trustees as specified in the procedures described herein. The award is approved by Board of Trustees' resolution.

F. Retirement Recognition

This award recognizes retiring full-time faculty and regular administrative, associate and support staff for their years of service and dedication to the College. The award is approved by Board of Trustees' resolution.

G. Tribute

This award honors full and part-time faculty and regular administrative, associate and support staff who decease while employed with the College. The award is approved by Board of Trustees' resolution. Where criteria for award are met, the individual may be recommended for a medallion award and/or emeritus/emeriti status posthumously.

III. Implementation of Policy

The President is authorized to establish procedures to implement this policy and all other recognitions and awards that do not require the Board of Trustees' authorization.

Board Approval: September 21, 1987; March 20, 1989; October 28, 1991; June 15, 1992; September 18, 2000; June 19, 2006; April 13, 2009.

Chapter: Personnel

Modification No. 014

Subject: **Recognition Awards**

I. Gold, Silver, and Bronze Medallions

A. Criteria

1. Gold Medallion

Exceptional service to the College and nationally recognized presidential leadership in higher education is the primary criterion for the Gold Medallion Award, the highest award which the College may confer.

The award of a Gold Medallion shall be made only after intensive review of the recommendation in order to ensure that only truly exceptional leadership and dedication is recognized and that rigorous criteria have been applied and satisfied. In addition, there must be specific acts of documented, exceptional service which have been generally recognized as placing the individual in a category well above others who have rendered sustained outstanding or distinguished service. Consideration will be given to the length of time which the individual has devoted to College service, but the exceptional quality of the service remains the most important criteria. Where criteria for award are met, a Gold Medallion may be awarded posthumously. The award is approved by Board of Trustees' resolution.

2. Silver Medallion

Outstanding service to the College, the academic profession, the County, the State, or the nation is the primary criterion to award a Silver Medallion. Departing employees with a record of excellent performance and accomplishment of his/her assigned duties is an insufficient basis to award of a Silver Medallion. The award of a Silver Medallion will be made only after intensive review of the recommendation in order to ensure that only truly outstanding service is recognized and that rigorous criteria have been applied and satisfied. In addition, there must be a specific act or acts of documented, outstanding service which have been generally recognized as placing the individual in a category well above others who have rendered sustained and distinguished service. Consideration will be given to the length of time which the individual has devoted to College service, but the outstanding quality of the service remains the most important criteria. Where criteria for award are met, a Silver Medallion may be awarded posthumously. The award is approved by Board of Trustees' resolution.

3. Bronze Medallion

Distinguished service to the College is the primary criterion to award a Bronze Medallion. To recommend the award, individuals should carefully document the specific act or acts of distinguished service to the College that warrant such an award. With respect to departing employees, a record of documented, distinguished performance over an extended period of time would form a sufficient basis for award of a Bronze Medallion. Where criteria for award are

met, a Bronze Medallion may be awarded posthumously. The award is approved by Board of Trustees' resolution.

B. Preparation of Recommendations for Award of a Medallion

1. Members of the Board of Trustees

The award of a medallion to a departing member of the Board of Trustees is initiated at the discretion of the Board of Trustees, coordinated by the College President, and submitted to the Board of Trustees for adoption.

2. College President

The award of a medallion to a departing President is initiated at the discretion of, and adopted by, the Board of Trustees.

3. Friends of the College

The award of a medallion to an individual or group which has demonstrated outstanding or distinguished service to the College may be recommended by any College employee and forwarded through normal administrative channels to the Vice President of Human Resources, Development, and Engagement. The confidential recommendation shall be accompanied by a resolution for review and approval by the President and submission to the Board of Trustees for adoption.

4. Faculty and Staff

a. The award of a medallion to a College employee may be initiated by the individual's immediate supervisor, or other College employee, and forwarded through normal administrative channels to the Vice President of Human Resources, Development, and Engagement. The confidential recommendation shall be accompanied by a Board resolution for review by the President. If the award of an emeritus/emerita title is also being recommended, the recommendation for a medallion shall accompany the materials supporting the emeritus/emerita award. In this case, a separate Board resolution regarding the medallion is not required. The recommendation for the award, as well as the materials prepared for Board action, should contain the highlights of the individual's service to the College and evidence of the specific acts of outstanding or distinguished service for which the individual is to be recognized.

b. The Vice President of Human Resources, Development, and Engagement is responsible for coordinating the development of recommendations and Board resolutions pertaining to the award of medallions to retiring administrators and members of the faculty and staff. In each case of departure from service with the College, the Vice President of Human Resources, Development, and Engagement shall contact the appropriate Dean and the Vice President and Provost or the employing supervisor and the head of the administrative operating unit to which the employee is assigned to determine whether a medallion will be recommended. The unit is responsible for preparing a Board resolution for review by the President highlighting the acts of outstanding or

distinguished service.

The resolution shall be forwarded through normal administrative channels to the Vice President of Human Resources, Development, and Engagement. When all necessary materials have been received, the Vice President of Human Resources, Development, and Engagement shall forward the materials to the President in accordance with established procedures for the President's review of materials prior to Board consideration. The Vice President of Human Resources, Development, and Engagement will also function as the office of staff review for the President to assure that the awards made are of comparable distinction.

- c. The Board Office is responsible for the storage and security of medallions.
- d. Consideration of the proposed award of medallions by the Board of Trustees will be in executive session as a personnel action. Formal action of the Board will be in a public session. Presentation will be made by the Chairman of the Board, the College President, or their designees.

II. Administrator Emeritus/Emerita

A. Eligibility

- 1. All administrators who retire with a minimum of ten years' service as an administrator with Montgomery College shall be designated administrator emeritus/emmerita with appropriate title, subject to approval of the Board of Trustees.
- 2. Retiring administrators with less than ten (10) years service as an administrator with the College may be considered for such honor on an individual basis and be accorded the rank of administrator emeritus/emmerita if the President so recommends and the Board of Trustees approves. Where criteria are met, emeritus/emmeriti status may be awarded posthumously. The award is approved by Board of Trustees' resolution.
- 3. All administrators designated as administrator emeritus/emmerita shall be so listed in the College catalog and be given such other recognition and honors as may be appropriate to persons of this status.

B. Procedures for Granting Administrator Emeritus/Emerita Status

- 1. Upon receipt of an administrator's written notification of retirement or upon notification of death, the Vice President of Human Resources, Development, and Engagement shall contact the head of the administrative operating unit to which the administrator is assigned and the Senior Vice President for Administrative and Fiscal Services.
- 2. If the administrator has had ten (10) or more years of service as an administrator, the head of the unit will prepare a memorandum recommending administrator emeritus/emmerita status. The memorandum shall accompany a resolution for

Board action and shall include specific references to the individual's contributions to the College. The memorandum and Board resolution shall be forwarded to the Vice President of Human Resources, Development, and Engagement through the appropriate administrative channels. If the award of a medallion is also recommended, additional appropriate materials supporting the award shall accompany the recommendation for emeritus/emerita status.

3. If the administrator has less than ten (10) years service as an administrator, individual administrators may recommend emeritus/emerita status to the President through the Vice President of Human Resources, Development, and Engagement and the appropriate administrative channels. The recommendation shall contain detailed justification for such status, including specific references to the individual's contributions to the College. If the administrator emeritus/emerita status is recommended, the Vice President of Human Resources, Development, and Engagement will prepare the necessary memorandum to the President for Board action. The President shall make a final decision regarding a recommendation to the Board.
4. The Vice President of Human Resources, Development, and Engagement is responsible for coordinating the development of recommendations and memoranda regarding the award of administrator emeritus/emerita status. When all necessary materials have been prepared and collected, the Vice President of Human Resources, Development, and Engagement shall forward the materials to the President in accordance with established procedures for the President's review of materials prior to Board consideration.

C. Procedures for Granting President Emeritus/Emerita Status

1. Upon receipt of a President's written notification of retirement or upon notification of death, the Chief of Staff or designee shall prepare a Board resolution with recommendation for emeritus/emerita status, provided the President has had ten or more years of service as an administrator.
2. The resolution shall include specific references to the individual's contributions to the College. If the award of a medallion is also recommended, additional appropriate materials supporting the award shall be included in the Board of Trustees resolution.
3. If the president has less than ten years service as an administrator, the Board may grant emeritus/emerita status based on documented justification for such status, including specific references to the individual's contributions to the College. Where criteria for award are met, emeritus/emerita status may be awarded posthumously. The award is approved by Board of Trustees' resolution.

III. Faculty Emeritus/Emerita

A. Eligibility

1. All faculty members holding faculty rank who retire with a minimum of ten years service with Montgomery College shall be designated faculty emeritus/emerita with appropriate rank or title, subject to approval of the Board of Trustees.
2. Retiring faculty members holding faculty rank with less than ten years service

with the College may be considered for such honor on an individual basis and be accorded the rank of faculty emeritus/emerita if the President and the Board of Trustees approves. Where criteria for award are met, emeritus/emerita status may be awarded posthumously. The award is approved by Board of Trustees' resolution

3. All personnel designated as faculty emeritus/emerita shall be so listed in the College catalog and be given such other recognition and honors as may be appropriate to persons of this rank.

B. Procedures for Granting Faculty Emeritus/Emerita Status

1. Upon written notification of retirement from a faculty member holding faculty rank, or upon notification of death, the Vice President of Human Resources, Development, and Engagement will contact the appropriate Dean and Vice President and Provost.
2. If the individual has had ten (10) or more year's service, the Vice President and Provost will prepare a memorandum to the Senior Vice President for Academic Affairs and the Senior Vice President for Student Services recommending faculty emeritus/emerita status. The memorandum shall be in normal format for Board action and shall include specific references to the individual's contributions to the College. The memorandum and Board resolution shall be forwarded to the Vice President of Human Resources, Development, and Engagement through the appropriate administrative channels. If the award of a medallion is also recommended by the Vice President and Provost, additional appropriate materials supporting the award shall accompany the recommendation for emeritus/emerita status.
3. If the member has less than ten years service, the Vice President of Human Resources, Development, and Engagement will notify the appropriate Dean and Vice President and Provost. The Vice President and Provost may recommend by confidential memorandum, faculty emeritus/emerita status to the President through the Vice President of Human Resources, Development, and Engagement and the appropriate administrative channels. The recommendation shall contain detailed justification for such status, including specific references to the individual's contributions to the College. If faculty emeritus/emerita status is recommended by the Vice President and Provost, the Vice President of Human Resources, Development, and Engagement will prepare a confidential memorandum to the President for Board action.
4. The Vice President of Human Resources, Development, and Engagement is responsible for coordinating the development of recommendations and memoranda regarding the award of faculty emeritus/emerita status. When all necessary materials have been prepared and collected, the Vice President of Human Resources, Development, and Engagement shall forward the materials to the President in accordance with established procedures for the President's review of materials prior to Board consideration.

IV. Retirement Recognition

A. Purpose

The purpose of the Retirement Recognition is to recognize retiring Full-time Faculty and regular Administrative, Associate and Support Staff for their years of service and dedication to the College. The Retirement Recognition is approved by Board of Trustees' resolution.

B. Preparation of Retirement Resolution

1. Administrative Retirement

Upon receipt of written notification of an administrator's retirement, the Vice President of Human Resources, Development, and Engagement shall contact the head of the administrative operating unit to which the administrator is assigned. The head of the unit or his/her designee is responsible for preparing a Board resolution for review by the appropriate Vice President highlighting the individual's service to the College community. The resolution shall be forwarded through normal administrative channels to the Vice President of Human Resources, Development, and Engagement. If the award of an emeritus/emerita status and/or a medallion is being recommended, the resolution shall be accompanied by a memorandum recommending such status or award. The Vice President of Human Resources, Development, and Engagement is responsible for coordinating the development of retirement resolutions and memoranda regarding the award of administrator emeritus/emerita status and medallion awards. When all necessary materials have been received, the Vice President of Human Resources, Development, and Engagement shall forward the materials to the President in accordance with established procedures for the President's review of materials prior to Board consideration. Formal action of the Board will be in a public session. Presentation will be made by the Chair of the Board, the College President, or their designees.

2. Faculty Retirement

Upon receipt of written notification of a faculty member's retirement, the Vice President of Human Resources, Development, and Engagement shall contact the appropriate Dean and Vice President and Provost. The Department is responsible for preparing a Board resolution for review by the Senior Vice President for Academic Affairs and the Senior Vice President for Student Services highlighting the individual's service to the College community. The resolution shall be forwarded through normal administrative channels to the Vice President of Human Resources, Development, and Engagement. If the award of an emeritus/emerita status and/or a medallion is being recommended, the resolution shall be accompanied by a memorandum recommending such status or award. The Vice President of Human Resources, Development, and Engagement is responsible for coordinating the development of retirement resolutions and memoranda regarding the award of administrator emeritus/emerita status and medallion awards. When all necessary materials have been received, the Vice President of Human Resources, Development, and Engagement shall forward the materials to the President in accordance with established procedures for the President's review of materials prior to Board consideration. Formal action of the Board will be in a public session. Presentation will be made by the Chair of the Board, the College President, or their designees.

3. Associate and Support Staff Retirement

Upon receipt of written notification of an Associate or Support Staff retirement, the Vice President of Human Resources, Development, and Engagement shall contact the employing supervisor and head of the administrative operating unit to which the employee is assigned. The unit is responsible for preparing a Board resolution for review by the appropriate Vice President highlighting the individual's service to the College community. The resolution shall be forwarded through normal administrative channels to the Vice President of Human Resources, Development, and Engagement. If a medallion award is being recommended, the resolution shall be accompanied by a memorandum recommending such award. The Vice President of Human Resources, Development, and Engagement is responsible for coordinating the development of retirement resolutions and memoranda regarding medallion awards. When all necessary materials have been received, the Vice President of Human Resources, Development, and Engagement shall forward the materials to the President in accordance with established procedures for the President's review of materials prior to Board consideration. Formal action of the Board will be in a public session. Presentation will be made by the Chair of the Board, the College President, or their designees.

V. Tribute

A. Purpose

The purpose of the tribute is to honor Full and Part-time Faculty and Regular Administrative, Associate and Support Staff who have deceased while employed with the College. The Tribute is approved by Board of Trustees' resolution.

B. Preparation of Tribute

Upon notification of the death of a Full or Part-time Faculty member or Regular Administrative, Associate or Support Staff, the Vice President of Human Resources, Development, and Engagement shall contact the Dean and the Vice President and Provost or the employing supervisor and the head of the administrative operating unit to which the employee is assigned. The unit is responsible for preparing a Board resolution for review by the appropriate Vice President highlighting the individual's contributions to the College community. Where criteria for award are met, the individual may be recommended for a medallion award and/or emeritus/emerita status posthumously. The resolution shall be forwarded through normal administrative channels to the Vice President of Human Resources, Development, and Engagement. The Vice President of Human Resources, Development, and Engagement is responsible for coordinating the development of tributes. When all necessary materials have been received, the Vice President of Human Resources, Development, and Engagement shall forward the materials to the President in accordance with established procedures for the President's review of materials prior to Board consideration. Formal action of the Board will be in a public session. Presentation will be made by the Chair of the Board, the College President, or their designees.

VI. Length of Service Awards

This award recognizes sustained, creditable service to the College by members of the faculty and staff. The award is approved by the President.

A. Eligibility

Full-time faculty and staff will be presented a suitable award upon completion of certain intervals of sustained, creditable full-time service with the College.

B. Award

A certificate and an appropriate decorative pin will be awarded upon completion of 10 years of consecutive full-time service with the College, and at each 5-year interval thereafter. The President or designee will present the certificate and pins at appropriate ceremonies throughout the year.

C. Responsibility

The Vice President of Human Resources, Development, and Engagement is responsible for the design of the certificate and pin, the identification of eligible persons, and the preparation and processing of certificates.

VII. Outstanding Service Awards

A. Outstanding Service Awards for Associate and Support Staff

A staff employee who performs the duties and responsibilities of the assigned position in a sustained, outstanding manner and whose work is continuously well above expectations or has made an exceptional contribution or provided exceptional service to the College on a one-time basis shall be eligible to be nominated to receive an Outstanding Service Award. Such employee should exemplify the excellence that characterizes the Montgomery College staff.

1. Procedures

A nomination process for the Staff Outstanding Service Award shall be announced at the beginning of the fiscal year and allow members of the College community to nominate associate and support staff through submission of a nomination package, including a description of the impact of the employee's accomplishments, activities, contributions, and/or service as well as supporting statements, including a supporting statement from the nominee's administrative supervisor. The recommendation must be in writing on a form provided by the Office of Human Resources, Development, and Engagement and must contain specific examples of the outstanding work or exceptional contribution.

2. Review and Approval

The Vice President of Human Resources, Development, and Engagement or designee shall chair a committee of staff, bargaining and non-bargaining, faculty, and administrators to review the nominations for outstanding service awards. Such committee shall meet at least every other month to review nominations and make recommendations. The Vice President of Human Resources, Development, and Engagement shall, after consultation with the committee, determine award recipients. Such Awards shall be publicized by the Office of Human Resources, Development, and Engagement at the time they are awarded as well as publicized at a collegewide meeting or event. Such award (and reasons therefore) shall be made a part of the employee's personnel file.

3. Awards

When an outstanding service award is granted, it shall be limited to a one-time, lump sum payment in the maximum dollar amount authorized annually by the Board of Trustees. Other types of outstanding service awards also may be granted instead of money. A staff employee may be considered for the award no more than once every three (3) years.

B. Outstanding Service Awards for Part-Time Faculty

A part-time faculty member who has been compensated by the College for at least five academic years and demonstrates excellence in teaching or student counseling, exceptional service to department, discipline, campus, and/or College, and/or exceptional service to the Community over a number of years shall be eligible to be nominated to receive a part-time faculty outstanding service award. Such employee should exemplify the excellence that characterizes the Montgomery College part-time faculty.

1. Procedures

A nomination process for the Part-Time Faculty Outstanding Service Award shall be announced in the spring semester of each year and allow members of the College Community to nominate part-time faculty through submission of a nomination package, including a description of the impact of the employee's accomplishments, activities, contributions, and/or service as well as supporting statements, including a supporting statement from the nominee's department chair and dean. All documents relevant to the nomination must be compiled and submitted together as a packet to the Office of the Senior Vice President for Academic Affairs and the Office of the Senior Vice President for Student Services as outlined in the nomination process.

2. Review and Approval

The Senior Vice Presidents for Academic Affairs and Student Services shall designate a committee of full-time faculty, part-time faculty, staff, and administrators to review the nominations and make recommendations for outstanding service awards to the Senior Vice Presidents. The Senior Vice Presidents shall, after consultation with the committee, determine award recipients. Such awards shall be publicly announced at a collegewide meeting or event and otherwise publicized by the Office of the Senior Vice President for Academic Affairs and the Office of the Senior Vice President for Student Services. Such award (and reasons therefore) shall be made a part of the employee's personnel file.

3. Awards

When an outstanding service award is granted, it shall be limited to a one-time, lump sum payment in the maximum dollar amount authorized annually by the Board of Trustees. Other types of outstanding service awards also may be granted instead of money. A part-time faculty member may be considered for the award no more than once every three (3) years.

VIII. Special Recognition Award

A. Purpose and Eligibility

The purpose of the Special Recognition Award is to reward Bargaining and Non-Bargaining Associate and Support Staff for their special efforts promptly and simply.

B. Award

Cash awards are in the form of a one-time, lump sum payment according to the dollar amounts authorized annually. The increment recommendation amount is determined based on the discretion of the supervisor and the availability of funds.

C. Procedures

Anyone may recommend Associate and Support Staff for a Special Recognition Award. The employing supervisor shall forward a short memorandum noting the reason for the award to the Vice President of Human Resources, Development, and Engagement. The Vice President of Human Resources, Development, and Engagement shall determine if the employee is eligible for the award (Associate and Support Staff are eligible to receive no more than one Special Recognition Award per fiscal year). Upon approval, the award will appear in the employee's next paycheck. The Vice President of Human Resources, Development, and Engagement or designee shall forward a congratulatory certificate to the recipient, which shall include the reason for which the award was granted and the name of the person(s) responsible for recommending the award.

IX. Team Effort Award

A. Purpose

The purpose of the Team Effort Award is to recognize the skills and accomplishments of College community members who achieved the following by working as a team:

- (1) effectively shared the responsibilities;
- (2) successfully completed tasks;
- (3) interacted with each other to achieve specific goals and desired outcomes; and
- (4) collaborated with units internal and external to the College community.

D. Award

The award shall consist of a certificate of commendation for each individual, and each certificate shall be signed by the President.

E. Procedures

The Team Effort Award will reside in the Office of the President and will be awarded by the President, at the recommendation of the President's Executive Council. Individuals who wish to nominate members of the College community for the Effective Team Effort Award should forward a memorandum to the Office of the President which responds to the following criteria:

- (1) Project must be completed. Memoranda and supporting documents recommending the team award must be submitted to the President's Executive Council within ninety (90) days of the completion of the project.
- (2) Work for the project must be beyond the scope of the unit's regular duties and responsibilities.
- (3) Project team members must demonstrate successful collaboration with units internal and/or external to the College community.
- (4) Contributions of each project team member must be briefly documented by the recommending official.

X. Employee Suggestion Program

A. Purpose

The purposes of the employee suggestion program are to reward unusual and exceptional employee contributions to the College and to stimulate suggestions which will contribute to the efficiency, economy or other improvement of College operations.

B. Award

Cash awards of up to \$1,000 and/or certificates or letters of appreciation may be presented to employees for suggestions that meet the criteria for receiving an award.

C. Procedures

1. Eligibility for Participation in the Program

All employees of Montgomery College are eligible to participate in the employee suggestion program.

2. Criteria for Reviewing Suggestions

a. Suggestions eligible for consideration must identify the specific problem and suggest a specific solution and should concern:

- (1) Improving methods and procedures to increase efficiency.
- (2) Saving time, labor, space, material, or supplies.
- (3) Improving administrative and operational techniques and practices.
- (4) Improving tools and materials, including instructional aides and teaching equipment.
- (5) Eliminating unnecessary procedures, records, and forms.
- (6) Eliminating bottlenecks, delays, duplication, waste, and spoilage.
- (7) Improving public relations and service to the public.

- (8) Improving safety, health, or working conditions.
- b. Suggestions not eligible for consideration are ones which:
 - (1) Call attention to a problem but do not propose a solution.
 - (2) Concern salary adjustments and/or job classifications.
 - (3) Duplicate prior suggestions submitted by other employees.
 - (4) Concern routine maintenance and repair matters or typographical errors in printed material.
 - (5) Propose a "survey," "study," or "review" with the course of action to be taken in accordance with the findings.
 - (6) Are under prior administrative consideration so that the resultant action is in no way influenced by the receipt of the suggestions.
 - (7) Deal with the professional use of classroom materials and methods concerning the "what and how" of teaching.
 - (8) When the person who is making the suggestion can be reasonably expected to institute it as part of his or her duties. For example, a personnel assistant might be reasonably expected to monitor and recommend ways of limiting employee benefit administrative costs; an operations and maintenance engineer might be reasonably expected to monitor and recommend energy conservation measures, etc. An exception may be made where the suggestion and resulting benefit to the College are so outstanding that it may not be reasonably expected to be within the employee's duties.
3. Processing Suggestions
 - a. A Suggestion Review Panel shall be established to process and review suggestions. The panel shall be appointed by the Chief of Staff.
 - b. Suggestions shall be submitted to the Chief of Staff in his/her capacity as secretary of the review panel. The Chief of Staff shall acknowledge receipt of the suggestion and inform the individual of the review process procedure within ten (10) work days of receiving the suggestion.
 - c. Within ten (10) working days of receiving the suggestion, the Chief of Staff, on behalf of the review panel, shall forward the suggestion to: (1) the head of the administrative operating unit(s) that would be most affected by implementation of the suggestion, and (2) the head of the administrative operating unit to which the employee making the suggestion is assigned. Within thirty (30) additional work days, (1) the head of the affected administrative operating unit shall state in writing to the secretary of the review panel his/her evaluation of the suggestion, the prospects for implementation, or an evaluation of the suggestion if it

were implemented, and (2) the latter individual shall state in writing to the secretary of the review panel his/her evaluation of whether the suggestion is within the job expectancy of the individual making the suggestion.

- d. The Suggestions Review Panel shall meet quarterly (more often, if warranted) to consider suggestions and related materials. The panel may request additional information from affected operating units, if necessary, regarding the efficacy of the suggestion.
- e. The review panel shall determine the eligibility of the employee for an award. The panel also (1) informs the employee if the suggestion is not eligible or is of insufficient value to merit an award, and gives the reasons for such a decision, or (2) recommends to the President, through the Chief of Staff, an appropriate award to be presented to the employee in recognition of the suggestion.
- f. In determining the nature of an award recommendation, the review panel shall consider the demonstrated value of a suggestion which has been implemented or, if the suggestion has not yet been implemented, the potential value of the suggestion. The review panel, at its discretion, may recommend that the value of the suggestion be reviewed again after it has been implemented and evaluated within the appropriate operating unit(s). The review panel may also recommend that a suitable award be granted to the employee during the interim period.
- g. The Chief of Staff is responsible for insuring that suggestions which require continued follow-up within one or more administrative operating unit(s) be evaluated.
- h. The President shall make the final determination regarding the granting and nature of an award. When an award is approved, it shall be presented to the recipient, publicly or privately, as the recipient prefers.
- i. Information documenting receipt of an award shall be included in the individual's official personnel folder.

4. Types of Awards

All cash awards are subject to the availability of funds. Suggestions which have a collegewide application are usually given greater awards than those involving intra-office or intra-campus operations. The employee suggestion program provides for the following types of awards:

- a. Cash Awards
 - (1) Measurable Savings - When the implementation of a suggestion results in measurable savings of time or materials, the award is based on 10 percent of the first year's estimated savings, with a minimum award of \$10 and a maximum of \$1,000.
 - (2) Non-measurable Savings - When the implementation of a suggestion results in benefits that cannot be readily measured or

estimated, or when awards are made for suggestions which have not been implemented and/or evaluated, an award ranging between a minimum of \$10 and a maximum of \$50 may be granted.

- (3) Safety Benefits - An award ranging between a minimum of \$10 and a maximum of \$50 may be granted for a suggestion that reduces hazards or otherwise improves safety.

- b. Certificates and Letters of Appreciation

When appropriate, a certificate or letter of appreciation but no cash award may be presented to the employee.

- 5. Ownership of Adopted Suggestions

Employees, in submitting suggestions, automatically grant to Montgomery Community College "shop rights" (the perpetual right to apply the suggestion to College operations) but retain ownership for commercial use. It is, however, up to the employee to take the necessary action to protect his or her ownership rights. The College or the Board of Trustees shall not be liable for any claims arising out of suggestions submitted by an employee, whether made by the employee, his/her heirs, or assigns.

- XI. Recognizing Acts of Heroism

In recognition of an exceptional act or an act of heroism, an employee will be honored in a public ceremony. He or she may be granted a cash award and/or a certificate recognizing the act of honor.

- XII. Awards of Appreciation

Any member of the community at large; departing members of Board advisory committees, scholarship donors, friends of the College, and College employees are eligible for an award of appreciation. The actual award may take any form including a certificate or plaque. Awards for special service to the College are approved by the President. Awards for special service to a campus or Workforce Development and Continuing Education are approved by the appropriate Vice President and Provost.

- A. Friends of the College

- 1. Any individual or group may be recommended by a College employee for an award of appreciation. The recommendation shall be forwarded through normal administrative channels for final action to the appropriate Vice President and Provost, if service to a campus is to be recognized, or to the College President, if service to the College is to be recognized. The recommendation shall include a description of the special service for which the individual or group is to be recognized. Normally, the award is presented to the individual or group by the individual who initiated the recommendation.
- 2. The authorizing office will maintain a record of all awards given to include the name of the recipient, the date of approval, and the reasons for the recognition.

B. Advisory Committee Members

All departing members of Board advisory committees may be recommended for this award which would normally be a certificate. The recommendation shall be forwarded through normal campus administrative channels to the Vice President for Workforce Development & Continuing Education, who is responsible for preparing the certificate for the President's signature and transmittal of the certificate to the proper campus administrator to present to the individual.

C. Scholarship Donors

Scholarship donors will be honored and recognized in accordance with the donor stewardship policies of the Montgomery College Foundation. Any naming of buildings or programs in honor or memory of a donor will be done in accordance with the naming policies of the College and Montgomery College Foundation.

XIII. Service Award to Community Citizen**A. General**

The College may from time to time recognize a citizen of the community who has served one or more campuses for outstanding service that benefits the students, a campus, the College, or the community. The College will honor the citizen recognized for this service with an appropriately inscribed plaque that will be presented by the President at commencement exercises or at another appropriate ceremony or forum.

B. Selection and Approval

A campus committee of students, staff and faculty appointed by the Vice President and Provost will consider nominations and make recommendations to the Vice President and Provost for recipients of the award according to the criteria below. If an award is recommended for service to the collegewide community, the Senior Vice Presidents will establish an advisory review committee. Final approval of the award will be by the President, after receiving recommendations from the Vice President and Provost and the Senior Vice Presidents.

C. Criteria

1. The citizen may be recognized only for volunteer service.
2. The same citizen may not be recognized in consecutive years.
3. The citizen may not be enrolled in courses during the period in which the service was provided.
4. The contribution of the citizen must have a lasting effect and must be of enough significance and importance to set the citizen apart from other citizens who also assist the College in various ways. Examples of ways in which the citizen may have served follow:
 - a. Launch an event or continuing program which strengthens College-community relations.

- b. Serve for a minimum of one year on an advisory committee and be responsible for a significant and meaningful contribution to the College.
- c. Support College development plans through testimony to the Montgomery County Council or other official bodies.
- d. Promote College and/or campus activities and programs through the media or through individual and/or group contacts in the community.
- e. Assist College and/or campus groups in special projects such as senior citizens' activities, performing arts, topical awareness seminars, etc.
- f. Encourage others to become involved in the life of the College and/or the campus.
- g. Provide meaningful assistance to assure private funds for scholarship or other purposes.

XIV. Outstanding Alumni Achievement Awards and Hall of Fame Recognition

The Outstanding Alumni Achievement Award is a special award of highest honor reserved solely for alumni of Montgomery College and presented by the Montgomery College Alumni Association. Procedures for nominations, awarding and eligibility are determined and handled by the Montgomery College Alumni Association as a separate organization.

XV. Other Recognition

Employees should report to the Vice President of Human Resources, Development, and Engagement any persons they consider worthy of recognition. The honor received will be publicized in appropriate MC publications.

Administrative Approval: September 21, 1987; March 20, 1989; September 27, 1990; December 18, 1990; October 28, 1991; June 1, 1992; June 15, 1992; December 7, 1992; March 20, 2000; February 3, 2001; June 19, 2006; June 25, 2009; March 28, 2012; June 24, 2013.