



Support Personnel Association Distinguished Status Policy and Procedures

I. Eligibility and Criteria

- A. Any Support Personnel Association (SPA) member who is retired or deceased after ten years of outstanding contribution to the quality of learning at Frederick Community College and support of the mission of the College shall be eligible for Distinguished Status.
- B. The President may recommend to the Board for consideration names of SPA members who made outstanding contributions to the College.
- C. A candidate must be nominated within three years of the date of his or her retirement from FCC or death or within three years of the date of their death while employed at FCC. Exceptions to this timeline may be made by the President when warranted by circumstances.

II. Procedures

- A. The Human Resources Department (HR) will maintain the list of SPA members eligible each year for nomination for Distinguished Status. The President's Office will maintain the list of individuals who have been awarded Distinguished Status, including whatever contact information is available.
- B. Each year, prior to September 1, the Human Resources Department will provide the Support Personnel Association (SPA) chair with a list of members in SPA who are eligible for Distinguished Status.
- C. The SPA chair will then take nominations from their membership based on a list of eligible retirees. The nominators will provide the name(s) of the nominee(s) and supportive written evidence of the appropriate criteria as defined above. Nominators should use the attached "Distinguished Status Nomination Form" for their submission.
- D. After discussion at the September SPA meeting, SPA will vote on their respective nominations by utilizing the distinguished status ballot. The group will then send the recommendations to the President of the College by October 15, who will present the recommendations to the Senior Leadership Team (SLT) for review and approval. The final recommendations from SLT will go to the President's Cabinet in November for information and then to the Board of Trustees for approval in January.



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III. Privileges

- A. Continued listing of Support & Staff Personnel including, name and position title in the catalogue with Distinguished Status.
- B. Standing invitation to participate in and be recognized at institutional functions such as commencement and dedications.
- C. Be afforded staff rates for institutionally sponsored events such as plays, concerts, film series, athletic events, and trips.
- D. Use of institutional resources such as the library, email, and other computer services, in accordance with College policy and procedures regarding the acceptable use of information technology resources.
- E. Be afforded the same education benefit, for FCC classes, as full-time College employees.
- F. Receive a medallion as a symbol and recognition of his or her Distinguished Status.



Distinguished Status Nomination Form

Name of SPA Nominee

Brief Biographical Sketch of Nominee

[Under this heading, please provide a description of the nominee's employment history while at FCC – the most recent job title held by the nominee, department, and how many years the nominee worked at FCC, etc.]

Nomination Statement

[Under this heading, please provide a detailed description to support why the nominee should receive Distinguished Status – significant attributes, accomplishments, impact of their work on the College and/or FCC students, etc. Feel free to use as much space as necessary for this description.]

Nominee's Contact Information *(for award notification)*

Mailing address: _____

Home telephone number: _____

Email address: _____

Nomination submitted by: *[insert name of department, individual or individuals]*

Contact: *[insert name of individual who will act as contact during the approval process]*

Date submitted to Support Personnel Association: *[insert date]*

Date approved by Support Personnel Association: *[insert date]*

Date electronic version of nomination form submitted to President's Office **and** HR: *[insert date]*