

MILES PRODUCTION COMPANY
FULL-TIME EXCELLENCE IN TEACHING AWARD
OF THE DCCCD FOUNDATION
2009-2010

Guidelines and Procedures

Summary

Minnie Stevens Piper Award nominations are determined annually at each of the DCCCD colleges. One of the seven Piper nominees is selected for the Miles Production Company Outstanding Faculty Award of the DCCCD Foundation (also referred to as the Full-time Excellence in Teaching Award).

Responsibilities of the Location

Annually, each college will select and submit its nominee to the Minnie Stevens Piper Foundation for consideration for the Piper award. One copy of the nomination materials should then be sent to Dawn Segroves, District Human Resources, District Office by **Friday, November 6, 2009, 5 p.m.**

Selection of the District-wide Winner

Once received, all materials will be forwarded to the Chancellor. The Faculty Association will assist the Chancellor in selecting the recipient for the Miles Production Company Outstanding Faculty Award of the DCCCD Foundation.

Recognition

Each of the location Piper recipients will be recognized and the Miles Production Company Outstanding Faculty Award winner will be announced at a reception in honor of all DCCCD awardees to be held in early Spring, prior to the location Conference Day celebrations. Piper nominees will receive a framed certificate, \$1000 from the respective college budget (to be used according to attached DCCCD Business Procedures Manual guidelines) and \$500 from the Chancellor's Fund of the DCCCD Foundation. The Miles Production Company Outstanding Faculty recipient will receive \$1,000 from the Chancellor's Fund of the DCCCD Foundation.

Public Information Offices will publicize names of awardees through local newspapers and internal newsletters.

DCCCD BUSINESS PROCEDURES MANUAL
SECTION 30.0.0 - OUTSTANDING PIPER NOMINEE AWARDS

Reviewed 05/01/03
Revised 11/01/00

**DCCCD PIPER NOMINEE AWARDS/MILES PRODUCTION COMPANY ENDOWMENT
FUND ANNUAL AWARD FOR THE DCCCD OUTSTANDING FACULTY MEMBER 30.0.0**

GENERAL 30.0.1

- A. Annually, each college will select a nominee to be submitted to the Minnie Stevens Piper Foundation for consideration for the Piper Award.
- B. Each nominee will receive a college award of \$1000.00 and a \$500.00 award from the Chancellor's Fund of the DCCCD Foundation.
- C. In addition, The Miles Production Company Endowment Fund Annual Award for the DCCCD Outstanding Faculty Member in the amount of \$1,000.00 will be presented to one of the campus nominees at the District Conference Day.

ELIGIBLE EXPENDITURES 30.0.2

- A. Each college nominee will be authorized to expend up to \$1000.00 of college funds for items relating to expanding the nominee's professional expertise. The award may be used for the nominee's instructional division's related activities. Acquisition of books or material, professional development, travel, and classroom supplies are examples of eligible expenditures. No cash awards will be expended to the nominee from college budgets.
- B. Each college nominee will be presented \$500.00 from the Chancellor's Fund of the DCCCD Foundation at District Conference Day. These funds are unrestricted as to use.

BUDGET 30.0.3

- A. During the annual budget development process, each campus will provide for the \$1000.00 Piper award in Account/Division 23963-107080 (General College Awards).
- B. The award recipients are encouraged to use the budgetary award within the fiscal year of the award. Under no circumstances shall such awards be carried forward for more than one additional fiscal year.

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Revised 11/01/00

EXPENDITURE

30.0.4

- A. As the nominee utilizes the awards, budget transfers will be prepared to transfer the budget from 23963-107080 to the appropriate account in the nominee's instructional division.
- B. Each expenditure related to the award will be charged to the appropriate account of the expenditure.

Example: \$300 travel will be charged to Account 23401 or 23402. \$200 classroom supplies will be charged to 24201.
- C. The nominee's Division Chair/Cost Center Manager will be responsible for submitting a budget transfer with each request for expenditure of funds.

**THE MILES PRODUCTION COMPANY ENDOWMENT FUND ANNUAL AWARD
FOR THE DCCCD OUTSTANDING FACULTY MEMBER**

30.0.5

- A. The Faculty Council will assist the Chancellor in the selection of the recipient of the Miles Production Company Endowment Fund annual award for the DCCCD outstanding faculty member.
- B. The person selected as the Miles Production Company Endowment Fund awardee will receive a \$1,000.00 monetary award from the DCCCD Foundation. These funds are unrestricted as to use.