

DCCCD BUSINESS PROCEDURES MANUAL

41.0 District Awards

Reviewed 04/01/04

Revised 02/04/05

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DISTRICT AWARDS

41.0.0

The Dallas County Community College District annually recognizes outstanding employees in areas of innovation, teaching, service and leadership. The following procedures provide criteria and general guidelines for each award.

GUIDELINES SUMMARY

Award	Each Location Winner	District-Wide Award Winner
Minnie Piper Excellence in Teaching Award/Miles Endowment Fund	\$1,500.00 \$1,000 (restricted) \$500.00 (unrestricted)	\$1,000 (unrestricted)
Excellence in Teaching Award for Adjunct Faculty	\$500.00 (restricted)	\$500.00 (unrestricted)
Professional Support Staff Employee of the Year Award (full-time)	\$1,000.00 (restricted)	\$500.00 (unrestricted)
Professional Support Staff Employee of the Year Award (part-time)	\$500.00 (restricted)	\$500.00 (unrestricted)
Jean Sharon Griffith Student Development Leadership Award	\$1,000.00 (restricted)	\$500.00 (unrestricted)
Innovation of the Year Award	\$1,000.00 (restricted)	\$800.00 (restricted)
Administrator of the Year Award	\$1,000.00 (restricted)	\$500.00 (unrestricted)
Hall of Honor Award	-0-	\$500.00 (unrestricted)

General Selection and Eligibility

41.1.0

A. MINNIE STEVENS PIPER/MILES ENDOWMENT FUND

1. Annually, each college will select a full-time faculty member, who has demonstrated excellence in teaching, to be submitted to the Minnie Stevens Piper Foundation for consideration for the Piper Award.
2. Each nominee will receive a location award of \$1,000.00 and a \$500.00 award from the Chancellor's Fund of the DCCCD Foundation for a total award of \$1500.00 for each nominee.
3. In addition, one nominee will be chosen as the District-Wide recipient and receive

the **Miles Production Company Endowment Fund Annual Award for the DCCCD Outstanding Faculty Member**. The District-wide recipient will receive an award in the amount of \$1,000.00 that will be presented at the District Conference Day.

4. 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.
5. The person selected to receive the Miles Production Company Endowment Fund will be awarded \$1,000.00 from the DCCCD Foundation. These funds are unrestricted as to use.

B. EXCELLENCE IN TEACHING AWARD FOR ADJUNCT FACULTY

1. Annually, each college will select an adjunct faculty member, who has demonstrated excellence in teaching, to receive the Excellence in Teaching Award for Adjunct Faculty.
2. Each nominee will receive a college award of \$500.00 and the nominee chosen as the District-wide recipient will receive an additional \$500.00 award from the Chancellor's Fund of the DCCCD Foundation.

C. PROFESSIONAL SUPPORT STAFF EMPLOYEE OF THE YEAR (Full-time)

1. Annually, each location will select one nominee to be submitted to the District Selection Committee for consideration for the District Professional Support Staff (PSS) Employee of the Year Award. PSS employees who have been employed by the DCCCD for a minimum of two years and have made significant contributions to their location are eligible.
2. Employees nominated for the PSS Employee of the Year Award will receive a location award of \$1,000.00 and one nominee will be chosen as the District-wide recipient and will receive an additional \$500.00 award from the Chancellor's Fund of the DCCCD Foundation. The award funds cannot be used to pay for college tuition.

D. PROFESSIONAL SUPPORT STAFF PART-TIME EMPLOYEE OF THE YEAR AWARD

1. Annually, each location will select one nominee to be submitted to the District Selection Committee for consideration for the District Professional Support Staff Part-time Employee of the Year Award. PSS employees who have been employed by the DCCCD for a minimum of two years and have made significant

contributions to their location are eligible.

2. PSS Part-time Employee of the Year nominees will receive a \$500.00 location award. One nominee will be chosen as the District-wide recipient and will receive an additional \$500.00 award from the Chancellor's Fund of the DCCCD Foundation. The award funds cannot be used to pay for college tuition.

E. JEAN SHARON GRIFFITH STUDENT DEVELOPMENT LEADERSHIP AWARD

1. Annually, each location will select a nominee for the Jean Sharon Griffith Award. Eligible nominees will have contributed significantly to student development and success.
2. Each nominee will receive a location award of \$1,000.00. The nominee chosen as the District-wide recipient will receive an additional \$500.00 award from the Chancellor's Fund of the DCCCD.

F. INNOVATOR OF THE YEAR

1. The Innovation of the Year Award is given annually to District employees who have designed and implemented a significant innovation. The nominees' implemented innovations must demonstrate quality, efficiency, cost effectiveness, replication, creativity, and timeliness.
2. Each nominee will receive a location award of \$1,000.00. The nominee chosen as the District-wide recipient will receive an additional award of \$800.00 for expenses related to attendance of a Professional Development Conference.

G. ADMINISTRATOR OF THE YEAR

1. Annually, each location will select an Administrator that has made significant contributions to that location. **Members of the Chancellor's Cabinet are not eligible for the Administrator of the Year Award.**
2. Each nominee will receive a \$1,000.00 location award. One nominee will be chosen and the District-wide recipient and will receive an additional \$500.00 award from the Chancellor's Fund of the DCCCD Foundation.

H. HALL OF HONOR AWARD

1. Outstanding retirees are recognized annually. Nominees are considered in three categories: Faculty, Administrator, and Professional Support Staff. There are specific criteria for each category available through the District Human Resources Office. To be eligible, nominees must have been employed full-time by the

DCCCD for a minimum of 10 years and have been formally retired from the DCCCD for a minimum of two (2) years.

2. Each award recipient receives a \$500 cash award and a gift that celebrates this recognition. These funds are unrestricted as to use.

Eligible Expenditures – Employee’s Responsibilities**41.2.0**

- A. Each location nominee will be authorized to expend the total location award for items relating to expanding the nominee’s professional expertise. The location award may be used for the nominee’s job related activities. Acquisition of books or material, professional development travel, and classroom supplies are examples of eligible expenditures. Because location awards are restricted funds, no cash awards will be expended to the nominee from location budgets.
- B. All location nominees of the Minnie Stevens Piper Award will receive an additional \$500.00 award from the Chancellor’s Fund that is unrestricted as to use.
- C. The additional award designated for the District-wide recipient (see Awards Table in 41.0), will be presented at the District Conference Day. The additional District-wide award is funded by the Chancellor’s Fund of the DCCCD foundation. These funds are unrestricted as to use.

Budget**41.3.0**

- A. During the annual budget development process, each campus will provide for the specified amount of each location award in Account 11-XX-107080-23963 (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.

Expenditures – Business Office Responsibilities**41.4.0**

- A. As the nominee utilizes the awards, budget transfers will be prepared to transfer the budget from 11-XX-107080-23963 to the appropriate account in the nominee's division.

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- B. Each expenditure related to the award will be charged to the appropriate account of the expenditure.
Example: \$300.00 travel will be charged to Account 23401 or 23402.
\$200.00 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.
- D. Use of the District-wide award (\$800.00) for the Innovator of the Year Award will be accounted for through the Office of Staff and Organizational Development.