

# I Am COD Nomination Eligibility Information and Nomination Best Practices

I Am COD Team Award	I Am COD Individual Award
<p><b>Nomination Criteria</b></p> <ul style="list-style-type: none"> <li>● <b>Exemplifies Core Values: Integrity, Honesty, Respect, Responsibility and Equity</b>- Personifies the spirit of the College as a whole and its mission. Consistently demonstrates support of mission, values and organizational goals. Champions mission and values to others both within and outside the College. Aligns personal and departmental needs.</li> <li>● <b>Service Excellence</b> -Always courteous and respectful even in tense situations. Is sincere and empathetic with customers. Enhances public's perception of the College by anticipating and then exceeding the customer's tangible, procedural, or emotional needs. Suggests ways to improve processes to fill customer's needs. Regularly goes above and beyond to provide excellent customer service.</li> <li>● <b>Exceptional Performance</b> - Incorporates innovative approaches to new and reoccurring problems. Uses ideas that are highly original or creative to generate new ideas, improve processes or enhance productivity. Formulates and implements strategies to achieve goals. Volunteers for special projects or committees. Leads by example and serves as a model of excellence to co-workers on a daily basis. Coaches and mentors co-workers and peers in an encouraging and positive manner. Develops new work methods that reduce waste. Collaborative and results-driven.</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Voting Body:</b> Cabinet</li> <li>● <b>Frequency:</b> Two times per year (May/Dec)</li> <li>● <b>Award:</b> \$50 gift card per team member, luncheon with the President</li> <li>● <b>Eligibility:</b> Two (2) or more employees (Classifications: Managerial, Classified, FOP, Engineers, GMPC; Administrators and Faculty eligible if part of team)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Voting Body:</b> Employee Recognition Committee</li> <li>● <b>Frequency:</b> Two times per year (May/Dec)</li> <li>● <b>Award:</b> \$500, luncheon with the President</li> <li>● <b>Eligibility:</b> Individual employee (Classifications: Managerial, Classified, FOP,</li> <li>● Engineers, GMPC)</li> </ul>
<p><b>Sample nomination text:</b></p> <p><i>The cross functional anniversary team was charged with creating a community-wide celebration of COD's 50th anniversary, specifically, to create and execute events and communications that would engage, students, faculty, staff, retirees and the wider community. The working team worked in conjunction with the advisory team which included students, retirees and faculty in addition to a subset of the working team.</i></p> <p><i>The team developed a plan that included dozens of events, a dedicated website that told the story of the College's first 50 years through video stories or staff, students and retirees and alumni profiles that shared what many of our former students are doing and where they are across the world. Anniversary graphics were installed across main campus and the regional centers.</i></p> <p><i>Attendance and participation at all events was high. The kick-off party, the Manual Labor of Love, the drone "50" photo and the concluding celebrations in particular were very well received by, students staff and the community. Overall the event was a great way to connect with the community, students and staff and showcase our history.</i></p>	<p><b>Sample nomination text:</b></p> <p><i>This employee is flexible and willing to do whatever is needed in order to be successful in her role. She manages events in her building to ensure appropriate standards are met, all while focusing on student learning and engagement. "I can't survive without her" says one of the professors she works with.</i></p> <p><i>She is invested in student success, her customer service skills are excellent and she is always flexible and supportive. Due to a request by another department she needed to be present in order for the instructors to use specialized space and equipment.</i></p> <p><i>This employee was more than willing to accommodate the request and stayed until the end of the course at 9 p.m., on a weeknight to support the course. This allows students in the course to have a phenomenal experience, while upholding the integrity of the academic space.</i></p>