2024 NYCCT Awards

Nominations Procedure

Deadline for Submission: Wednesday, June 19, 2024, midnight

NYCCT is pleased to present this opportunity to honor trustees, alumni, benefactors, businesses, and our community colleges who have made a significant contribution to student success and sustainability. Please join us in creating a memorable celebration of the accomplishments of our dedicated colleagues and supporters.

<u>**To Nominate**</u>: Nominations may be made by any NYCCT member community college Board of Trustees. All nominations should be in the form of a:

- Board resolution, with the various "whereas clauses" setting forth the basis for the nomination, and a completed form for the particular award category's eligibility criteria.

<div align="center"><u>**OR**</u></div>

- Digital poll of the majority of your board members supporting the nomination, along with the rationale and signature of your Board Chair or other officer.

   Note: Awards Committee members and officers of the NYCCT Board of Directors cannot be nominated to receive an award during their term with NYCCT.

<u>**Boards**</u>**:** We would like to encourage all boards to consider nominating deserving colleagues, supporters, and community colleges, so it might be helpful to schedule a discussion at your next board meeting of potential nominees.

<u>**Deadline**</u>: Submissions need to be received by midnight on **Wednesday, June 19, 2024**. This will allow adequate time for nominations to be reviewed and clarified by the Awards Committee. It also provides time to notify the colleges and awardees with advance notice to plan for attending the ceremony.

<u>**Number of Nominations**</u>: Colleges are welcome to submit nominations in multiple categories. Each nomination, however, must be submitted with a separate email. Please refer to each award's specific criteria.

<u>**Submission Format**</u>: Send nominations, with all required materials in either **one** PDF document or scanned formats, via email to NYCCT@suny.edu. In the email "Subject" line, please include the name of the award for which you are submitting the nomination and the community college name.

Four (4) items are required for each submission: *(see optional items below)*

1. a completed nomination form for the selected award category – *all nomination forms can be found on our website by clicking [here](#)*

2. a resume *(maximum 2 pages)* of the individual or a description/background of the entity being nominated

3. a resolution to nominate the individual or entity, passed by your Board, signed and dated

<div align="center">OR</div>

   a digital poll of the majority of your board members supporting the nomination, signed and dated

4. a short summary paragraph (max 100 words) describing the nominee and their support of the community college mission *(to be used in our awards program)*

<u>Optional</u>: Additional documentation -- MAXIMUM of three (3) additional items *(printed pages, links, or a combination of both)* -- may be submitted if it helps to clarify the reason for the nomination.

Awardee Notification: The Awards Committee will send a congratulatory notification to awardees. Copies of notification will be emailed to the Board chair, college president, the Board support staff member, and any additional nomination contact person.

For each awardee, we will ask the college to provide:
1. A photo of the awardee to be included in media releases and the awards presentation ceremony
2. Possibly additional photos or video that can be included in the awards presentation ceremony; this is especially important for any awardees who may not be able to attend in person or to explain a community connection with the college

Public Notifications: Awards will not be publicly announced by NYCCT until the week of the conference so the Awards Committee does ask the colleges to wait until the day after awards banquet to publicly announce their awardee/s. A NYCCT statement regarding the awardees will be provided to each awardee's college for its public relations purposes. NYCCT would appreciate receiving copies of, or links to, any news items at NYCCT@suny.edu. We will include the 2024 awardees on the NYCCT website after the conference.

Awards Presentation: All awards will be presented **Saturday evening, October 5, 2024,** at the NYCCT Awards Banquet during our **70th Annual Conference** at the **Saratoga Casino Hotel**, Saratoga Springs, New York. A reception is planned before dinner.

Two award plaques will be presented for each awardee: one to the honoree and a second one to the full cost of the two awards shall be paid by NYCCT. Additional plaques may be ordered through NYCCT but are the monetary responsibility of the college.

Reservations: Please note that coordinating / facilitating the award winner's attendance at the awards ceremony is the responsibility of the college, as well as assuming any expenses incurred by the award winner in traveling to the conference, including overnight accommodations for the presentation ceremony.

Award winners will receive a complimentary reserved seat for themselves plus one guest for the Awards Dinner. RSVPs can be made for additional guests at cost. Colleges and guests can make their reservations at the Saratoga Casino Hotel for Oct. 3-5 using the information below.

Saratoga Casino Hotel, Saratoga Springs
book your hotel room **HERE**
The deadline to book a room and get the NYCCT rate is:
September 3, 2024

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BEFORE ARRIVAL
Please email:
1. A tax-exempt form
2. A completed credit card authorization form
   (at the bottom, check "Guest Room & Tax"
   the tax will be removed with exempt form)
   TO:
   ### Kaitlyn Nevins

"Subject Line": NYCCT tax exempt/credit card authorization *name the reservation is under*