

# Classified Recognition Committee Bylaws

## Official Name

Classified Recognition Committee

## Purpose

The purpose of the Classified Recognition Committee is to support Classified Recognition events and award ceremonies for Classified staff at Lower Columbia College.

## Governance

The work of the Classified Recognition Committee is overseen by Human Resources.

## Authority

The committee coordinates events & activities, shares information, and breaks a tie of votes for an award recipient. The overarching goal is to recognize the hard work and dedication of Classified staff.

## Members

The Classified Recognition Committee will have a member cap of 6 and consists of a representative from the College's Board of Trustees, a representative from the Human Resources (HR) department and the previous Classified Award Recipients for the following: Sunshine Award, RA Award, Extra Mile Award, True Blue Award. The HR representative will serve as the coordinator and lead the Classified Recognition Committee.

## Sub-committees

There are no sub-committees.

## Service

The HR representative and the College's Board of Trustees representative do not have a specified service term. The other members will serve one fiscal year on the committee and will be replaced with the new award recipients on an annual basis at the beginning of each fiscal year.

## Meetings

Committee meetings will be held at least once per year. Committee members will discuss the Classified staff nominations-and/or other Classified recognition business.

## Operating Procedures

New ideas and/or activities will be implemented only if the majority of members at the meeting are in favor of that particular item and they are in compliance with LCC policies and procedures and the Collective Bargaining Agreement.

- Funding – Funds for Classified Employee Recognition are from the Lower Columbia College Foundation. Expenses incurred go through the Foundation.
- Quarterly Awards – Surveys are distributed for campus nominations quarterly.
- Employee of the Year – The Employee of the Year is selected from quarterly winners through a campus vote in spring quarter.

## Process

- The HR representative prepares a quarterly/yearly award survey to go out to campus via email to collect nominations
  - The quarterly award survey consist of open nominations for any Classified (full-time and part-time) employee
  - The yearly award consist of the 4 quarterly award recipients who become finalists for the Employee of the Year award
- The survey is left open for a minimum of two weeks
- Once the survey closes, the HR representative compiles the votes and shares the results with the committee
- Award certificates are printed and framed for the winner and handed out by the president quarterly/yearly
- The winner receives:
  - Quarterly recipient – a check from the Foundation
  - Yearly recipient – a check from the Foundation and the coveted reserved parking spot for one year.

## Relevant Accreditation Standards, Policies, and/or Publications

- None

## Minutes

Each member may keep written record of meetings.

## Process for Amending Bylaws

Bylaws may be amended at any time by a majority vote of membership.

**APPROVED BY THE CLASSIFIED RECOGNITION COMMITTEE ON FEBRUARY 25, 2019.**

**APPROVED BY THE EXECUTIVE LEADERSHIP TEAM ON FEBRUARY 27, 2019.**