## **Fran Hudson Award for Excellence WCC Official Logo**

The Classified Staff Excellence Award initiated in 1989 was endowed in 2019 as **The Fran Hudson Award for Excellence** by the Hudson family to honor the memory of former college classified staff employee and IT Helpdesk Supervisor, Fran Hudson. Fran exemplified the traits of this award during her 16 years of service to the College.

This award recognizes staff excellence and acknowledges contributions made by an exceptional staff member who exhibits excellence in the workplace and dedication to the College. The Fran Hudson Award for Excellence is presented annually during Professional Development Day in February. The recipient of this award will receive an award of $1,000 and have their name inscribed on the Whatcom Community College Excellence Awards Plaque in Laidlaw Center.

To be eligible for nomination, candidates must be a current classified staff member that has not previously been the recipient of the *Classified Staff Excellence Award*.

# Criteria

Candidates for this award will be evaluated on the following criteria and how it supports the College’s institutional values – *achieving success, building community, advancing equity, and enhancing effectiveness*:

1. Proven excellence in job-related duties (and how it supports achieving success and enhancing the effectiveness of the College).
2. Initiative in maintaining a positive atmosphere and providing support for colleagues (while advancing equity and/or building community).
3. Service to the college (college committees, volunteer work, service in the nature of the job, job impact on other areas, professional development, etc.)
4. Creativity (and how this relates to enhancing the effectiveness of the College).
5. Outstanding service to students (direct or indirect service).

# Nomination Process

Classified staff members may be nominated by any faculty member, staff member, administrator or currently enrolled student. To be considered for nomination a completed nomination packet must include:

* Completed nomination form, which addresses each criterion ***(submitted by 1/5/2024)***
* Letter of support from current supervisor addressing each criterion ***(submitted by 1/19/2024)***
* A minimum of two additional letters of support (no more than four) addressing each criterion ***(submitted by 1/19/2024)***

To submit a nomination, please complete the fill-in form on the following page. Nomination forms should be emailed to Cynthia Hoskins, [choskins@whatcom.edu](mailto:choskins@whatcom.edu). **Nominations from the previous year may be resubmitted for consideration with a written request from the original nominator by 1/5/2024**. If you have any questions, please contact Cynthia Hoskins at [choskins@whatcom.edu](mailto:choskins@whatcom.edu).

## **Fran Hudson Award for Excellence** Whatcom Community College

*Nomination form*

**Nominee**

**Nominee Position/Department**

**Nominated By**

**Relationship to Nominee**

Describe the attributes of the nominee addressing each criterion listed below. For each criteria, provide at least one specific and substantive example that supports your comments. Use additional pages, if necessary when completing by hand. A minimum of three (no more than five) letters of support must accompany this nomination form from others who are familiar with the nominee, one letter of which being from the employee’s current supervisor.

**CRITERIA**

1. Proven excellence in job-related duties *(and how it supports achieving success and enhancing effectiveness)*

1. Initiative in maintaining a positive atmosphere and providing support for colleagues *(while advancing equity and building community)*

1. Service to the college *(college committees, volunteer work, service in the nature of the job, job impact on other areas, professional development, etc.)*

1. Creativity *(and how this relates to enhancing the effectiveness of the College)*

1. Outstanding service to students *(direct or indirect service)*

I have requested a minimum of three letters of support to be submitted for this nomination from others who are familiar with the nominee, one letter of which being from the employee’s direct supervisor.

Letters attached with this nomination form

Letters being sent separately

Supporting letters, each addressing the four required criteria, will be submitted by:

| 1.      , Supervisor *(required)* | 4.       (*optional)* |
| --- | --- |
| 2. *(required)* | 5.       (*optional)* |
| 3. *(required)* |  |

Nomination and support letters can be shared with the nominee after the award has been announced. Yes  No

**Please submit nomination form to Cynthia Hoskins at** [**choskins@whatcom.edu**](mailto:choskins@whatcom.edu)**,   
by Friday, January 5, 2024; supporting letters must be submitted no later than January 19, 2024.**