

# SCCDAA 2023 awards overview

## Program Overview

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Each year, SCCDAA recognizes a select group of individuals for their significant contributions to the Southwestern Community College community, as well as individual outstanding performance and achievements through four prestigious awards

- **Distinguished Administrator**
- **Equity Champion**
- **Emerging Leader**
- **Team Jaguar**

The **Distinguished Administrator Award** recognizes a seasoned leader at SWC who has gone above and beyond in multiple areas to advance SWC's strategic goals and promote student success.

The **Equity Champion Award** is given to the member whose efforts to promote equity, inclusion and diversity epitomize SWC's mission statement.

The **Emerging Leader Award** highlights an administrator who has been at SWC for less than 5 years demonstrating high achievements in collaborate with

Administrators teaming up to in support of education are also recognized though the **Partners in Educational Excellence Award**.

Awards will be presented at the annual SWC Shines Ceremony.

## How to Get Help

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For assistance or any questions, contact: SCCDAA - Awards Team via email at: [SCCDAA@gmail.com](mailto:SCCDAA@gmail.com)

## Timeline

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The awards program takes place over a semester, beginning in February

- **February 15:** SCCDAA Meeting-awards announcement
- **February 28:** The nomination period opens.
- **March 15:** SCCDAA Meeting - call for volunteer/judges
- **April 3: Nominations are due**
- **April 4- 11:** Judges review nominations
- **April 12:** Judges meet to select award recipients
- **May 18:** Award Recipients are honored & recognized at the annual SWC Shines Ceremony
- **Deadlines**
  - **The deadline for submission of all nominations to SCCDAA awards will be April 3, 2023 at 11:59 p.m. via the online form**

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To access nomination forms and for FAQs, tips and other resources, please visit [www.sccdaa.org](http://www.sccdaa.org)

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# Administrator of the Year

This Award is the highest honor given to an administrator who has gone above and beyond administrative service in any or all of the following criteria: Organizational Strategy, Resource Management, Communication, Collaboration, Community College Advocacy, Professionalism and Innovation.

**Eligibility.** Awarded to a **SCCDAA member** who demonstrates exemplary performance in the award criteria and has been at SWC for a minimum of 6 year or more.

## WHAT YOU WILL NEED:

In addition to writing short paragraphs to address the award criteria and one letter of recommendation, you will need the following information:

- **Nominee's accurate contact information**, including name, campus address, work phone, home/cell phone and email.
- **Nominee's educational work experience:** positions held and dates.

## CRITERIA EXPLANATION:

You will have 1,200 characters maximum (including spaces) for each response to explain how the nominee meets the following criteria. All answers are required and should be written in the third person.

- **The administrator nominated shall have demonstrated any or all of the following**
  1. **Organizational Strategy:** The nominee strategically improves the quality of SWC, protects the long-term health of SWC, promotes the success of all students, and sustains SWC's mission, based on knowledge of SWC, its environment, and future trends
  2. **Resource Management:** The nominee equitably and ethically sustains its people, processes, and information as well as physical and financial assets to fulfill SWC's mission, vision and goals
  3. **Communication:** The nominee uses clear listening, speaking, and writing skills to engage in honest, open dialogue at all levels of the college and its surrounding community, to promote the success of all students, and to sustain SWC's mission
  4. **Collaboration:** The nominee develops and maintains responsive, cooperative, mutually beneficial, and ethical internal and external relationships that nurture diversity, promote the success of all students, and advance SWC's strategic goals
  5. **Community College Advocacy:** The nominee understands, commits to, and advocates for the mission, vision and goals of the college
  6. **Professionalism:** The nominee works ethically to set standards for self and others, continuously improve self and surroundings, demonstrate accountability to and for the institution, and ensure the long term viability of SWC and the community
  7. **Innovation:** The nominee demonstrates creativity, and ingenuity by developing innovative processes, procedures, initiatives, programs, or projects that help to further SWC's mission and strategic priorities

## SUPPORTING DOCUMENTS:

**A minimum of one letter of recommendation is required**, using the following guidelines. Upload PDF files only. The maximum file size is 500KB, and a maximum of 2 files can be uploaded with your entry, with no document or page limit. Recommended supporting documents:

- Letters of recommendation from direct supervisors and district/county superintendents.
- Letters/testimonials from colleagues, parents and community members.

The following are not recommended: résumés/CVs and copies of certificates, presentations or published materials.

Go to <https://sccdaa.org> to begin your online nomination.  
All nominations are due by 11:59 p.m. on April 3, 2023

# Equity Champion Award

This award is given to an administrator who epitomizes SWC's Equity, Diversity & Inclusion Statement by his/her/their efforts in promoting equity and inclusion in their day to day work at Southwestern Community College.

**Eligibility.** Awarded to a **SCCDAA member** exemplifying the award criteria.

## WHAT YOU WILL NEED:

In addition to writing short paragraphs to address the award criteria, you will need the following information:

- **Nominee's accurate contact information**, including name, address, work phone, home/cell phone and email.
- **Nominee's educational work experience:** positions held and dates prior to current assignment/role at SWC.

## CRITERIA EXPLANATION:

You will have 1,200 characters maximum (including spaces) for each response to explain how the nominee meets the following criteria. All answers are required and should be written in the third person and checked for accuracy.

**Provide specific examples of how the nominee:**

- Fosters positive work climate that promotes the awareness and celebration of diversity.
- Empowers and supports staff/faculty to take risks in developing programs, services that reduce or eliminate equity gaps
- Develops strong community partnerships to ensure success for all students.
- Models and values the maintenance of high academic standards for all students.
- Involves educators and the community in the development of effective and comprehensive outreach and community programs that address issues of equity.
- Actively promotes social justice principles that promote student success and employee retention

## SUPPORTING DOCUMENTS:

**A minimum of one letter of recommendation is required**, using the following guidelines and recommendations. Upload PDF files only. The maximum file size is 500KB, and a maximum of 2 files can be uploaded with your entry, with no document or page limit.

Recommended supporting materials:

- Letter of recommendation from direct supervisor
- Letters of recommendation from nominator or someone outside the department
- Letters/testimonials from colleagues, students, or community partners

The following are not recommended: résumés/CVs or copies of certificates, awards, presentations or published materials.

Go to <https://sccdaa.org> to begin your online nomination. All nominations are due by 11:59 p.m. on April 3, 2023.

# Emerging Leader Award

This award is given to an administrator *of the College Management Team who has been a Southwestern College administrator for fewer than five years.*

**Eligibility.** Awarded to a **SCCDAA member** exemplifying the award criteria.

## WHAT YOU WILL NEED:

In addition to writing short paragraphs to address the award criteria, you will need the following information:

- **Nominee's accurate contact information**, including name, address, work phone, home/cell phone and email.
- **Nominee's educational work experience:** positions held and dates prior to current assignment/role at SWC.

## CRITERIA EXPLANATION:

You will have 1,200 characters maximum (including spaces) for each response to explain how the nominee meets the following criteria. All answers are required and should be written in the third person and checked for accuracy.

**Provide specific examples of how the nominee:**

- *Contributes, innovates, or achieves initiatives relating to his/her/their role as a college administrator*
- *Demonstrates strategic and continual commitment to growth and leadership and supports the development of professional achievement and advancement under his/her supervision.*
- *Develops strong community partnerships to ensure success for all students*
- *Shows continued commitment to working collaboratively with the campus community*

## SUPPORTING DOCUMENTS:

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Recommended supporting materials:

- Letter of recommendation from direct supervisor
- Letters of recommendation from nominator or someone outside the department
- Letters/testimonials from colleagues, students, or community partners

The following are not recommended: résumés/CVs or copies of certificates, awards, presentations or published materials.

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# Team Jaguar Award

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**Purpose.** The team must consist of at least two administrators who have shaped and advanced SWC's mission and goals. The winning team has supported the efficient and effective operation of the college and strengthened the college's effort to support the success of students at SWC.

- Improving process at Southwestern College District.
- Improving the Southwestern College District environment or campus climate.
- Improving the delivery of instruction or services to students.
- Developing innovative programs or projects that help further SWC's mission and strategic priorities.

**Eligibility.** The recipients must: 1) be current employees at SWC 2) have made significant contributions to the campus community by focusing on key strategic goals of the district and 3) collaboration with faculty, classified staff and or student leaders is highly encouraged

**Nomination Process.** Nominations for the Team Jaguar Award must be submitted through SCCDAA's online awards platform, <https://sccdaa.org>

**Deadline.** Deadline for on-line submission of all nominations is **April 3, 2023.**

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