



**OFFICE OF HUMAN RESOURCES  
MEMORANDUM**

**TO:** MCCC College Community  
**FROM:** Monise Princilus, Executive Director of Human Resources & Compliance  
**DATE:** April 24, 2019  
**SUBJECT:** 2019 Annual Recognition Awards  
Human Relations and Community Service

We cordially invite you to nominate one or two of your colleagues for the 2019 Employee Human Relations and Employee Community Service Awards. The award recipients will be announced at the 2019 Annual Employee Recognition Ceremony immediately following the College Assembly on Thursday, May 16, 2019. Please mark the date.

A nominee for either award must be a full-time MCCC employee for at least two years or a regular part-time employee for at least four years.

**A. A Human Relations award candidate should be someone who:**

1. Improves human relations on campus through efforts that surpass regular job performance; with behaviors and attitudes that set a standard for others to emulate;
2. Contributes in an extraordinary way to extracurricular student groups, employee programs, associations and activities, or makes a special effort to assist students or staff members; and
3. Otherwise promotes positive human interaction, interpersonal understanding, and a vibrant, caring environment at the college.

**B. A Community Service award candidate should be someone who:**

1. Improves the local community through service and activities beyond regular job responsibilities; through behaviors and attitudes that set a standard for others to emulate;
2. Serves as an outstanding representative of the college in professional or community activities or contributes significantly to the welfare of the community; and
3. Leads or participates in extra-curricular community activities which result in a significant benefit to the community.

To nominate a colleague, please complete the following nomination form and return it to the Office of Human Resources by **May 8, 2019**.

