

Glendale Community College District

2750

Board Policy

RECOGNITION FROM BOARD OF TRUSTEES

The Board of Trustees wishes to acknowledge contributions and accomplishments which directly relate to the District's mission or are in the area of general public/community service. This policy shall not be construed to restrict campus recognition programs or recognition by District officials for contributions or services under their assigned authority or purview.

Recognition guidelines are as follows:

- a. Recognition shall be in the form of certificates of appreciation and letters of commendation, congratulations or thanks when the contribution or accomplishment is indirectly related to the District mission or is in the general sphere of public/community service.
- b. Certificates of appreciation may be awarded when the contribution or accomplishment is of special significance to the college, but is not deemed to be extraordinary. Certificates must contain information that represents the college logos, colors, and photos. The cost should be minimal.
- c. The above items will not require Board action to determine if the criteria have been satisfied. The requests shall be forwarded to the Superintendent/President and be decided upon by the Superintendent/President, the Board President, and the Board Vice President.
- d. Proclamations may be awarded to District personnel, students, or community groups/individuals to honor extraordinary contributions or achievements directly related to the District's mission.
- e. The above item will require Board action and signature by all members of the Board and the Superintendent/President. The document will be framed for presentation.
- f. Resolutions are for official statements relating to financial, legislative and other matters directly affecting the administration of the District and will not be used for recognition of performance, contributions, or accomplishments.

Administrative Regulation: None

Adopted 5/17/10

Reviewed 12/02/14; 8/07/17; 1/31/20