



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

Policy  
1003

March 12, 1981

## **BOARD RECOGNITION THROUGH PROCLAMATIONS, CERTIFICATES AND LETTERS**

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### CONDITION

The Board recognizes, in the name of the District, performances, contributions and accomplishments which directly relate to the District's mission or are in the area of general public/community service.

The Board believes that recognition is more meaningful when authorized under consistent criteria and when the elements used to document said recognition are established in a ranking order.

This policy shall not be construed to restrict campus/center recognition programs nor recognition by District officials for contributions or services under their assigned authority or purview.

### POLICY

In accordance with the District mission statement: "TO MAINTAIN A CLOSE RELATIONSHIP WITH THE COMMUNITY BOTH IN TERMS OF RAPPORT AND IN ASSESSMENT OF AND RESPONSIVENESS TO NEEDS;" and supportive of Master Plan Goals, II: "TO CREATE A CLIMATE THAT FOSTERS LEARNING AND ELICITS THE BEST PERFORMANCE FROM EACH INDIVIDUAL," and IX: "TO MAINTAIN A CLIMATE OF COOPERATION AND MUTUAL DEDICATION TO THE GOALS OF THE DISTRICT," the Board hereby adopts the following statement of policy under which the Board will formally recognize performances, accomplishments or contributions.

1. LETTERS OF COMMENDATION, CONGRATULATIONS OR THANKS are appropriate elements of recognition when the contribution is indirectly related to the District mission or is in the general sphere of public/community service.
2. CERTIFICATES OF APPRECIATION are appropriate elements of recognition which may be awarded when the contribution is of special significance but is not deemed to be extraordinary.

3. PROCLAMATIONS are the highest element of recognition and may be awarded to District personnel, students, or community groups/individuals who have made special or extraordinary contributions which are directly related to the District's mission as stated in the Educational Master Plan.

All formal recognition by the District as an entity is reserved to the Board and shall be approved in the following sequence:

- Step I. The recommending officer, employee or Board member shall prepare a regular docket exhibit with a "request for recognition" included as Attachment A. (No final proclamation, certificate or letter shall be prepared until the Board has formally approved the request authorized by the Board.)
- Step II. The Chancellor shall distribute a copy of each request Board members for review and informal advice.
- Step III. Upon receipt of informal favorable recommendation from three (3) voting Board members, the exhibit shall be placed on the docket scheduled on the docket for formal Board consideration.
- Step IV. Recognition documents and letters for signatures will be prepared, signed and framed for presentation as appropriate.

RESOLUTIONS are reserved for official statement or stance relating to financial, legislative and other matters directly affecting the administration of the District which may also have statewide or nationwide impact. They are not an appropriate element for recognition of performances, contributions or accomplishments.

New Policy