



MARY G. BINDER PRIZE NOMINATION CRITERIA AND PROCEDURES

The Mary G. Binder Prize recognizes a member of the College's nonexempt (hourly paid) support staff who is known for providing exceptional service to HMC faculty, students and staff in a manner that is respectful, helpful and friendly. The recipient of the prize receives a \$750 award and a commemorative certificate. The recipient will also have his/her name added to the Mary G. Binder Prize plaque. The recipient will be honored at the end-of-the year celebration in May.

There is no limitation on the number of times an individual may be nominated; however, previous nominees who were awarded the Mary G. Binder prize are ineligible and their names do not appear on the list.

NOMINATION CRITERIA: Nominees should be known for:

- Caring about the community
- Treating others with respect
- Being willing to help others by offering suggestions, information or assistance
- Carrying out his/her job responsibilities effectively
- Having an exemplary attendance record
- Having an exceptional service record

ELIGIBLE EMPLOYEES: Visit the Human Resources website for the following information:

- History of the Mary G. Binder Prize and a list of past recipients
- List of eligible employees for 2018

NOMINATION DEADLINE AND PROCEDURE:

- **Deadline:** Nominations will be accepted through **Friday, March 30, 2018**
- **Nominations and Selection:**
 - Please submit nominations in writing and include a description of how the nominee meets as many of the above criteria as possible.
 - While the selection committee will accept petitions, they are not recommended since petitions do not carry the same weight as nominations in which the nominator explains how the nominee meets the criteria.
- **How to Submit a Nomination:**
 - Nominations may be submitted:
 - Electronically to dnagengast@hmc.edu
 - On paper – deliver or mail to Dana Nagengast, Human Resources, Kingston 127
 - Online at [2018 Mary G. Binder Nomination Form](#)
 - Submissions will be reviewed by the Mary G. Binder selection committee: Teresa Nunez, Facilities and Maintenance and the 2017 Mary G. Binder Prize winner; Theresa Lauer, Facilities & Maintenance; Miguel Ruvalcaba, Dining Services; Bill Daub, Chemistry; Lisa Sullivan, Vice President of Academic Affairs & Dean of Faculty and Lupe MacIntosh, Student Representative.

QUESTIONS AND ASSISTANCE:

If you experience difficulty accessing the list of eligible employees, need assistance or would like to confirm someone's eligibility, please contact me at dnagengast@hmc.edu or extension 18512.