



# TATC Recognition Program

## I. Recognition Fund

TATC Faculty and Staff have the **option** to donate \$2.50 per paycheck (\$5.00 per month) to a Recognition Fund. Faculty and staff have the option to donate more than the minimum amount. The Recognition Fund will be used for items that cannot be purchased by the institution. Such items include: a gift for an employee leaving TATC, a gift for an employee retiring from TATC, a gift for an employee having a child, a gift for an employee who is getting married, a gift for an employee who had a death in their family, a gift for the family of a TATC employee who passed away, a gift for an employee in the hospital, a gift for an employee who has a family member in the hospital.

The money would be automatically taken out of the employees' paycheck and deposited directly into the Recognition Fund.

Annually, the excess funds from the account may be used for a charitable act at TATC or in Tooele County as determined by the Recognition Committee. When determining possible recipients of the charitable act or donation of surplus funds, Recognition Committee members will first look to select a recipient that is a (1) TATC employee. If no TATC employees stand in need at that time, Recognition Committee members may then expand their search for beneficiaries to (2) TATC's student population. In the event that no TATC employee or student in need of extra funds can be identified, the committee can then turn their attention to the (3) community.

## II. Student Recognition

**A. President's List:** Every student with 90% attendance and 100% academic progress will be recognized with a TATC pin and a certificate of recognition. To determine attendance and progress, students will be regularly evaluated within a three-month window. In the event that a student qualifies for the President's List twice in a row, they will be given an official letter of recommendation signed by the President of TATC. If a student meets President's List requirements three consecutive times or more, they will be awarded with plaque upon graduating from their program.

Students who qualify for the President's List will be recognized by their name and program in the TATC weekly newsletter and on the display in student services.

**B. Student of the Month:** Every month an instructional program will be asked to select a nominee (i.e. Business Program for March, Medical in April... etc.). Instructors will nominate students who have demonstrated hard work and dedication to their studies, exhibits qualities of a role model to fellow

students, has possibly overcome a challenge or a hardship and who has gone above-and-beyond here at TATC. In the event that there is more than one candidate, the program specialist and VP of Instruction (Ashlee or Deborah and Jonathan) will decide the selectee.

The Student of the Month will be recognized at a small reception with faculty, staff and students. Student Services representatives will recognize student with a \$20 gift card, designated parking spot and a certificate. Their picture will be taken for recognition in the weekly TATC Newsletter, on Facebook, on the TATC Community Wall and on the Website.

**C. Student of the Year:** Once a year a nominee for the UCAT Student of the Year will be selected. A committee made up of TATC board members, college staff as well as community representatives will select the Student of the Year (see *UCAT Student of the Year* documentation for more details).

The UCAT Student of the Year nominee will be recognized at the Student Recognition Ceremony by the College President. The student will receive a certificate, a TATC Student of the Year Hoodie, a small gift. Their picture will be taken for recognition in the weekly TATC Newsletter, on Facebook, on the TATC Community Wall and on the Website.

**D. Student Ambassador Program:** The Student Ambassador Program is a volunteer leadership opportunity for current students of TATC. The mission of this program is to present a positive and accurate picture of the institution in a professional and welcoming manner, and in so doing, provide insight into student life and the value of the TATC experience. Student Ambassadors are selected for demonstrated leadership, academic achievement, and TATC pride to convey the significance of lifelong relationships built at the college. (See *TATC Ambassador Program* document for further details.)

### III. Veterans

Veterans will be recognized on Veterans Day with (1) the Military Appreciation Tree, (2) display table, and (3) Flag Raising Ceremony. At the Student Recognition Ceremony, Veterans' rank and military branch will be listed next to their name in the program.

At the Student Recognition Ceremony, a shortened version of the song for each military branch will play. Students, faculty and members of the community will be invited to stand during the song for whatever branch they have served for recognition.

(Although members of the Recognition Program may be involved in this, the funds are actually drawn from the student services budget.)

### IV. Internal Recognition Program

The Internal Recognition Program is an "on the spot" written recognition by co-workers for co-workers saying "thank you; you did a good job; thanks for your help" etc.

Employees complete the form, which is located both on the shared drive and on the TATC website. Print the completed form and give one to the person being thanked, one to the person's supervisor, and one to the drawing box located in the Executive Assistant's office.

One drawing will take place on the last Monday of each month in the Recognition Committee

meeting for \$10 gift certificate to the Food for Thought Café. Winners will be announced in the TATC Newsletter.

## V. Other Important Recognition Involvement

**A. Faculty and Staff Recognition:** Faculty and Staff will be recognized by their years of service at TATC every five years with a plaque and cash gift card that will be presented at the Opening Institute. The cash gift card will begin at \$50 for the first five years and will increase by \$50 every additional five years.

Employees who resign or retire may be eligible to receive items of recognition. Full-time or part-time employees who resign or retire after at least three years of service can receive an official plaque. Full-time employees who retire after at least five years of service can receive a TATC firepit.

(Funded through Administration Budget.)

**B. EAC Members:** All EAC Members will be invited to a dinner held in their honor annually. At the dinner each EAC Member will receive a small gift.

Every 5 years that an EAC member has served they will receive an award. The award will be presented at the EAC Dinner and will be presented by the Program Specialist and Faculty.

(Funded through Instruction Budget.)

**C. Board Members:** A recognition award will be presented to each TATC Board of Directors member at the time they leave the Board. The award will be presented by the college President at that Board member's last meeting.

(Funded through Administration Budget.)

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