



2026 PROFESSIONAL BOARD STAFF MEMBER AWARD

*The Illinois Community College Trustees Association's **PROFESSIONAL BOARD STAFF MEMBER AWARD** recognizes exemplary professional service to an Illinois community college board.*

AWARD CRITERIA

Each nomination for the ICCTA Professional Board Staff Member Award will be reviewed according to the following criteria:

- In what ways has this staff member demonstrated a service leadership role toward the members of the board of trustees, administrators, faculty, students and community?
- How does this staff member demonstrate performance in support of the board/CEO team?
- How has this staff member assisted the board/CEO team in developing or initiating innovative projects for your institution?
- What professional development activities at the local, state and/or national level has this staff member pursued?
- What other continuing educational activity has this staff member pursued?
- What recognition has this staff member received for their leadership or involvement in the college or community?
- What outstanding characteristics motivated you to nominate this staff member?

NOMINATION REQUIREMENTS

Any board staff member (i.e., a board secretary, board liaison, or executive assistant to the president/chancellor) of an ICCTA member college is eligible to receive this award. Each ICCTA member college is eligible to nominate one individual per year. **Posthumous nominations are not eligible for submission.**

In order for a nomination to be considered, all of the following items must be included in the nomination packet.

The total length must not exceed six (6) single-sided pages:

- Letter of support from the college board of trustees
- Responses to each of the above award criteria questions
- Optional supplemental materials (i.e., resumé, news articles, brochures, photos)

In addition, the nomination must include a narrative statement (not to exceed 150 words) that explains the nominee's qualifications and is suitable for use in ICCTA publicity materials. *The narrative statement is not included in the 6-page nomination packet, but it is required for a nomination to be considered.*

★ Failure to follow these guidelines will result in the disqualification of a nomination ★

PROGRAM DEADLINES

All nominations must be received **BY 5 PM, FRIDAY, FEBRUARY 27, 2026. THIS DEADLINE WILL BE STRICTLY ENFORCED.** All award nominees will be invited to attend ICCTA's June 5, 2026 awards banquet in Normal, where the statewide winner will be announced.

All nominations and support materials should be sent to the **Illinois Community College Trustees Association, 401 E. Capitol, Suite 200, Springfield, IL 62701-1711.** For more information, please contact Veronica Brown at vbrown@communitycolleges.org or 1-800-454-2282.



2026 Professional Board Staff Member Award Nomination Form

Name of award nominee _____

Pronunciation of nominee's name _____

Community college _____

Nominee's mailing address _____

Telephone # _____ E-mail address _____

Name of nominator _____

Community college _____

Title/position _____

Nominator's mailing address _____

Telephone # _____ E-mail address _____

To ensure that your awards nomination is processed without delay, please check off the following items before submitting this information:

Nominations Packet -- **NO MORE THAN SIX (6) SINGLE-SIDED PAGES TOTAL** may be submitted:

- ☐ Letter of support from the college board of trustees
- ☐ Responses to each award criteria question
- ☐ Optional supplemental materials (i.e., resumé, news articles, brochures, photos)

Also required for consideration (but not included in the 6-page limit):

- ☐ Narrative statement of no more than 150 words
- ☐ Completed nomination form

This nomination form and supporting materials must be received by **5 PM, Friday, February 27, 2026**, at the:

Illinois Community College Trustees Association
401 E. Capitol, Suite 200
Springfield, IL 62701-1711
E-MAIL: vbrown@communitycolleges.org

- For more information, contact Veronica Brown at vbrown@communitycolleges.org or 1-800-454-2282 ▪