

2022-23 SHIRLEY TREMBLEY/MARGARET LEVINSON AWARD TIMELINE		
DATE	TASK	ASSIGNED TO
July	Update committee membership-confirm chair, add last year's recipients, remove retirees (confirm w/Chair)	Senate
July	Trembley: Donna Starr (Chair), Kenward Vaughan, Helen Acosta, Regina Hukill, Tom Greenwood, Reggie Williams, Arnie Andrasian	Senate
July	Levinson: Kimberly Bligh, Pam Boyles, John Gerhold, Steven Holmes, Kimberly Nickell (Chair), Nick Strobel, Matt Garrett	Senate
July	Review nomination instructions/announcement flyer/announcement email/timeline; make revisions. Sent to Chairs for approval.	Senate/Chair
July	Commit to TIMELINE for nomination process. Add to Outlook calendar	Senate/Chair-confirm
January	Send announcement email to bc_faculty notifying of upcoming nominations prior to Opening Day if possible.	Senate or Chair
February 1, 2023	Contact Last Year's non-winning nominations (if nominee is not retired) stating that their nominees will again be considered if nominations are updated.	Senate
March 1, 2023	Reminder of deadline	Senate or Chair
March 3, 2023	DEADLINE for Trembley NOMINATIONS	Senate/Chair
March 3, 2023	DEADLINE for Levinson NOMINATIONS	Senate/Chair
TBD	Compile list of nominees/nominators & carryover's, send to Chairs for review; Send nomination instructions to nominator; Notify nominee that they have been nominated for award; update master tracking sheet. ●Nominee (letter); Nominee w/2nd nomination (carryover) ●Nominator w/instructions	Senate
March	Contact Foundation to obtain balance in award accounts and forward to Chairs. ●Levinson F3300.5310 \$1,015 ●Trembley F3307.5510 \$2,000 Place on Senate Agenda (Inc. payroll tax)	Senate
April 10, 2023	Reminder of deadline (Inc. payroll tax)	Senate or Chair
April 14, 2023	DEADLINE for NOMINATION PACKETS -Trembley ●Senate stamp "received" w/date ●Scan nomination packet	Senate
April 14, 2023	DEADLINE for NOMINATION PACKETS - Levinson ●Senate stamp "received" w/date ●Scan nomination packet	Senate

TBD	Chair to instruct Committee members to read nomination packets (option to use a private Senate office nearby for convenience)	Chair
TBD	<u>Final review meeting:</u> Chair to coordinate committee meeting (members to review their notes & select recipient). Senate to assist in meeting accommodations. Recipient to remain confidential!!	Senate/Chair
APRIL	Prepare letters for Chair signature <ul style="list-style-type: none"> ● Award recipient & non-winners/nominators (do not mail until post May 15th) ● Kern Trophy & Jostons ● Requisition for award check 	Senate/Chair
May	Coordinate award presentation w/President's Office: Closing Day-May 14; Opening Day-August TBD	Senate
	CLOSING DAY CEREMONY: Chair/nominator announces award recipient.	
MAY	Mail letters: <ul style="list-style-type: none"> ● Award recipient & their nominators; note-ceremony date/time/location & remind to invite family/friends ● Non-winners & their nominators 	Senate
Deadline June 30, 2023	FISCAL DEADLINE: Kern Trophy: perpetual plaque (2), Levinson plaque Jostons: Trembley medal	
July	Update master tracking sheet, website, award binders	Senate
July	Return nomination packets	Senate
AUGUST (TBD)	OPENING DAY CEREMONY: Chair gives historical remarks about award; Last Year recipient or nominator bestows plaque/medal & check. Award items located on podium. Respective responsibilities to be coordinated by President's Office.	Chair