# 2024 Texas Workforce Commission Annual Conference

# All-Star College of the Year Award

**Instructions for Submitting the Nomination Form**

The Texas Workforce Commission (TWC) recommends using this document to develop submission responses before completing the nomination in Microsoft Forms. Most fields are required; however, if there is no response for a field, enter “N/A.” Select “Submit” to submit the nomination form. Upon submission of the nomination form, a thank-you message will appear on the screen.

For questions regarding the TWC Workforce Awards, please email the Awards Committee at [awards@twc.texas.gov](mailto:awards@twc.texas.gov).

## **Introduction**

The All-Star College of the Year Award honors a community college, technical college, or Texas A&M Engineering Extension Service that has improved the Texas workforce system and its local community by identifying, creating, and contributing to worker skills enhancement and training that best supports business needs. This higher-education partner focuses on skills gaps and uses innovative approaches to best support the Texas workforce to remain economically competitive.

Local Workforce Development Boards (Boards) are encouraged to submit **one** nomination for the All-Star College of the Year Award. **The nominee must currently have a Skills Development Fund grant.**

Each nomination should highlight examples of the qualifications listed, including, but not limited to, the following:

* Partnership efforts with employers or local workforce development areas (workforce areas)
* Planning and designing training programs that meet the needs of employers
* The impacts that the program or grant-funded skills training has had on the workforce area
* The number of trainees that have benefited or will benefit from the training program
* How the training program fits into TWC’s greater workforce development strategy

TWC will review the nominee’s performance data to ensure that the grantee is meeting compliance and all other related requirements.

## **Board and Nominee Information**

1. For which Board are you submitting this nomination?
2. Provide the following contact information for the individual submitting this nomination on behalf of the Board: **contact name**, **contact phone number**, and **contact email**.
3. Board executive directors and Board chairs must be notified of all Workforce Award nominations submitted on behalf of the Board.

Have you notified the Board executive director and Board chair of this nomination submission and its contents? (Yes or No)

1. Nominee legal entity name (either College or Texas A&M Engineering Extension Service):

5. Nominee address (include city and ZIP code—no P.O. boxes):

6. Nominee contact name:

7. Nominee contact email:

8. Nominee contact phone number:

9. Preferred branded name of the nominee (as it would appear on a trophy and award materials):

10. Submit the nominee’s logo to [awards@twc.texas.gov](mailto:awards@twc.texas.gov) according to the following technical specifications:

* **File Format**  
  The logo must be in a png or jpg format.
* **Logo Quality**

The logo must be high resolution—300 dpi or greater. Do not use a low-resolution logo copied from the web.

* **Copyright**  
  Boards must have either permission to use or ownership of the logo.

11. **Media Relations:** Please provide the **name**, **email address**, and **phone number** of the individual TWC should coordinate with for media-related questions.

## **Nomination Responses**

12. Provide a clear and concise overview of no more than 350 words describing the nominee’s contribution to the Texas workforce system.

13. Identify and describe the nominee’s innovative approach or practices that help its workforce area. (20 points)

14. Describe the positive and significant impacts that the nominee’s training program has had on local businesses. (15 points)

15. Describe initiatives that improve current and future students’ career opportunities. (10 points)

16. Provide the number of students enrolled in and the number of students who completed the grant-funded program. Include the number of individuals who participated from January 2023 to December 2023. (20 points)

17. Describe the nominee’s collaborative efforts with business organizations, community organizations, and other educational partners to improve opportunities in the workforce area. (15 points)

18. Identify any nominee resources and/or activities that benefit educational outcomes and the needs of participants (Example: resources to assist with educational gaps.). (5 points)

19. Explain how the nominee contributes to economic development in the workforce area. (5 points)

20. Explain the reasons this nominee’s program should be chosen over other nominated programs. (5 points)

21. Provide documented endorsements, newspaper articles, awards, or letters of support highlighting the program’s contribution to workforce skills enhancement. (5 points)

Documentation, including letters of endorsement, URLs, support for the nomination, or additional materials such as newspaper articles or other relevant documents, must be emailed to [awards@twc.texas.gov](mailto:awards@twc.texas.gov) with “All Star College—[BOARD NAME] Supporting Docs” in the subject line.

Indicate in the line below whether you are sending documented endorsements by email.