



The Limestone Staff Council (LSC) serves as a liaison between the college administration, faculty, and students and allows the opportunity to develop ideas, voice concerns, and establish policies that affect staff. LSC provides a forum to promote a positive and respectful work environment that maintains both



On Friday, March 16, 2018, the LSC was appointed by Dr. Darrell Parker to formulate a council to represent the staff of Limestone. The first full session of the council began with the establishment of 12 members on Thursday, March 29, 2018.

The Limestone Staff Council will consist of ten (10) members for a two-year term. After the two-year term, a member will not be eligible for re-election for a minimum of one (1) year. The establishment of the terms of the members will be staggered.

The LSC will elect council members to terms of two years in May to serve the institution's academic year. To meet shifts in the staff structure, the council shall reapportion every fourth year (if necessary) in April, to maintain a balance of staff representation.

Council members will represent the staff as a whole. When and where appropriate, they shall voice concerns, and bring news of LSC discussions and actions back to all Limestone staff.

Council members are expected to participate in all LSC meetings.

To be eligible for election to the LSC a staff member must:

- < Be a permanent full-time staff member,
- < Have completed at least six months of service to the institution,
- < Not hold full-time faculty status, and
- < Shall not be a direct report to the President



Current LSC members will reach out to all staff requesting nominations of individuals to serve on the council. After nominations are completed, the individuals will be allowed the option to accept or decline the nominations. A ballot of the nominees will be sent to the staff designating which area the staff member serves (Athletics, Enrollment Management, Finance, Institutional Advancement, Marketing and Communications, Provost, Student Life, and Student Success). Staff will vote for the number needed to fill vacancies.

Voting will be processed by an electronic ballot. The electronic ballots will be submitted to the presiding Chair and the Director of Human Resources for verification who will calculate the results. The Chair will contact the members-elect for their acceptance as members of the LSC. The announcement of election results will be made on the last business day in May of each year.

In the event a council position is vacated; a special election will be held during the year using the above process.

[Redacted]

In the rare case that a member cannot attend a meeting, they are required to inform the Staff Council Chair of their upcoming absence within a 24 hour notice.

Unexcused absences within a one-year period (July 1 – June 30) determined by the Staff Council Officers will result in the following course of action:

< Upon the [Redacted], a member receives notification from the Staff Council Chair saying "we're sorry you were unable to attend...you were missed."

< Upon the [Redacted], a letter from both the Staff Council Chair and President of Limestone will be sent reiterating the attendance policy and giving them one last chance to rectify their attendance issue.



< Upon a \_\_\_\_\_, a letter from both the Staff Council Chair and President of Limestone will be sent notifying them of their Staff Council membership termination.

If removal of a Council member occurs, an alternate member shall be appointed by Staff Council Officers from the pool of alternate candidates that were voted upon in the most recent election to serve the remainder of the term.

The LSC will have a Chair, a Chair-Elect, and a Secretary. The Chair, Chair-Elect, and Secretary will be elected for a term of 1 year by the current LSC members.

- < Schedules the time and place for each Council meeting.
- < Presides over all regular and special meetings.
- < Prepares an agenda for the Secretary to post.
- < Serves as the official Council representative to meetings as requested.
- < Appoints a parliamentarian to ensure that the Staff Council abides by Robert's Rule of Order when conducting a meeting.
- < Votes on motions only when his/her vote shall affect the outcome of the results.
  
- < Assists the Chair.
- < Assumes the responsibilities of the Chair whenever the Chair is absent or unable to perform his/her duties.
- < Secures and reserves the meeting place for regular meetings.
- < Succeeds the Chair if he/she cannot complete his/her term.
  
- < Distributes copies of the agenda and meeting notices.
- < Records attendance and advises the Chair if a Quorum is present.
- < Prepares and distributes minutes of each meeting.
- < Submits official correspondence.





[Redacted]

Each subcommittee will elect a chair to organize meetings and report back to the council. The chair of the Events and Awards Committee will serve on the selection committee for the President's Excellence Award's for Customer Service.

[Redacted]

Purpose: To bring together the Limestone Community by hosting functions, recognizing service, and rewarding emplcing



The LSC will act in an advisory capacity to the President of the Institution and Cabinet in matters relating to the staff of Limestone. Authorized representatives will attend meetings and will maintain communication with the Board of Trustees, but only with the knowledge and consent of the President of Limestone.