



Mission Statement

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 personal and professional growth to engage more communication among staff and other areas of the institution. The objective of LSC is to establish a cohesive college community that creates a positive impact on the culture and the advancement of Limestone.

Vision

The LSC will advocate and represent the interest of staff employees to the administration and the campus community. The LSC has the following responsibilities:

- Listen and respond to ideas and opinions of staff
- Convey /present these ideas and opinions to the appropriate party
- Inform staff employees of issues and policies that affect them
- Recognize and promote staff growth and development

Core Values

Community: Encourage the open exchange of information and ideas from all areas of Limestone.

Through collaboration and participation, each of us has an important role in determining the direction and prosperity of the Limestone community.

Excellence: Highlight the work and contributions of faculty and staff, and tell the story of how the two are supporting student recruitment, success, retention, and Limestone's mission.

Integrity: Value fairness, straightforward conduct, adherence to the facts, and sincerity is what is valued most. We are committed to ensuring that all members of the Limestone community uphold the highest ethical standard and promote trust and respect.

Service: Advocate for the best interest of faculty and staff, which will include addressing concerns, recognition, and development opportunities to benefit and exceed the needs of the Limestone community.



Limestone Staff Council By-Laws

Establishment

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.

Membership

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.

Charter of the LSC

Article I. Constituency

Section 1. 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.

Section 2. 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.

Section 3. Council members are expected to participate in all LSC meetings.

Article II. Eligibility

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



Article III. Method of Election

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.

New Article IV. Attendance

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 **first unexcused absence**, a member receives notification from the Staff Council Chair saying “we’re sorry you were unable to attend...you were missed.”
- Upon the **second unexcused absence**, 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 **third unexcused absence**, 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.

Article V. Officers

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.

Chair

- 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.

Chair-Elect

- 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.

Secretary

- 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.



- Maintains records and copies of approved minutes.

The Director of Human Resources and the Executive Assistant to the President shall serve as non-voting ex-officio members of the LSC. Acting in an advisory capacity, these representatives will be invited to attend all meetings and will serve as information resources regarding State and institution regulations, policies, and procedures. When appropriate, they may also function as a liaison between the College Administration and the LSC. The Director of Human Resources and the Executive Assistant to the President will be allowed to submit agenda items to the LSC for discussion/consideration; they are not to participate in a vote.

****If an officer resigns, the LSC members will elect a replacement to serve the remainder of the term.****

Article VI. Quorum

A quorum of the LSC will consist of seven (7) voting members. If there is not a quorum present, the meeting will continue. However, there shall be no votes recorded, and the minutes shall not be approved until the next meeting.

Article VII. Committees

Council members are expected to serve on at least one committee.

At the discretion of the Chair, Committee members may be removed from the committee for non-attendance.

New Section - Committee Chair shall:

- 1. Maintain a committee calendar providing guidance as to the timing of occurrences such as special deadlines, planning annual events, and other notable dates.**
- 2. Maintain records such as minutes of previous meetings, a history of committee changes, and other documents important to the committee function.**
- 3. Elect a Chair for their respective committee.**



New Section – The Standing Committees and their responsible charge(s) shall be:

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.

Events and Awards Committee

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

- Affiliated partners and employees are encouraged to attend Limestone University events.

Scope of Concern:

- Plan annual Christmas Party and Service Recognition.
- Host a minimum of one event per semester excluding the Christmas Party and Service Recognition.

****Years of Service Recognition will be awarded to Limestone University employees only****

Policy and Procedure Committee

Purpose: To review and make recommendations regarding bylaws and associated policies and procedures.

Scope of Concern:

- Review bylaws and recommend amendments that are appropriate and consistent with current bylaws with support from concerned constituents.
- Send approved bylaw changes to officers to be incorporated into the current bylaws.
- Serve as the conduit for Student Council policies and procedures to be reviewed annually for updates.
- Act as parliamentary advisory to maintain productive council meetings.

Article VIII. Powers and Functions

Section 1. The LSC will be authorized to create ad hoc subcommittees from its membership to address issues relating to staff such as retention, training, benefits, and recognition of the staff. All eligible staff members are invited to attend and observe the LSC meetings, but voting is limited to the elected members.



Section 2. 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.

Article IX. Amendment Procedure

A motion of amendment to the Charter of the Limestone Staff Council shall carry if, and only if, it receives the support of two-thirds of elected members of the LSC. The President of Limestone will confirm any changes to the by-laws.

Confidentiality-

Under no circumstances will the name of the staff member submitting a question or issue be used when the LSC transmits the concern unless the staff member gives them written permission to do so. The Chair will prioritize the items and attempt to refer them to the appropriate office or administrator.