The Richard Livingston Students Come First Award

DRAFT 11/17/21

The Richard Livingston Students Come First Award (aka “The Livingston”) is granted to an LMC employee to recognize a specific above-and-beyond act of kindness or support in service to LMC’s students. Examples include but are not limited to

* Noteworthy assistance or generosity towards one student, such as going out of one’s way to answer a student’s question or solve a student’s problem;
* Creating an event, collaboration or initiative which helps larger groups of students.

The Livingston will be awarded at Opening Day of the spring semester, with the first award to be granted on Opening Day of 2023.

Award

$500 award for the recipient, and a $500 donation to any LMC Student Club or Organization of the recipient’s choice.\* In addition, the recipient will have a feature story presented on the Livingston LMC website page and pitched to the *LMC Experience* for possible news coverage.

*Research is ongoing to determine a funding source and finalize the award amount.*

Nomination Process

Any student or employee may nominate someone for the Livingston by the December 1 deadline. The nomination will entail a written statement of up to 250-words describing the specific action in the previous year the nominee performed which went above-and-beyond in service to LMC students.

Nominations will be collected through an online form linked to The Livingston page on the LMC Website. Announcements will be made through Canvas and other media to widely publicize the nomination process to students and employees.

Eligibility

Any person who was an LMC student or employee during the nomination period is eligible to nominate any LMC employee for The Livingston.

Award Timeline

* **Nominations Open:** January Opening Day – December 1
* **Selection Committee Meets:** Early December with final decision made before Winter Break.
* **Notification of Recipient:** Early January when the college reopens.
* **Award Granted:** Opening Day, Spring semester

Selection Process

The selection committee shall consist of the following people or their designee:

* The LMCAS President
* The LMCAS Vice President
* Two additional students selected by LMCAS
* The LMC College President
* The LMC Classified Senate President
* The LMC Academic Senate President

The committee will meet and read the nominations and strive for consensus on the recipient. If no consensus is possible, a vote will occur where each committee member has one vote. The winner will be chosen by plurality.

When possible, the committee should strive to select a recipient who has not been granted The Livingston in the past 10 years.

AwardManagement

The Academic Senate, Classified Senate and LMC management team will create a small subcommittee to assist with the logistics and publicity necessary for management of The Livingston.

Proposed Next Steps

* Academic Senate 2nd Read
* Soliciting feedback and support from LMCAS, the Classified Senate and LMC’s management team
* Finalizing award monetary source and details
* Creation of The Livingston webpage and nomination form
* Development of marketing & publicity campaigns
* Nominations open early in the Spring 2022 semester