

* The recorder is the executive assistant to the president and Board of Trustees.

NOTE: For more information, please refer to the MCCC Institutional Shared Governance Manual.

OVERVIEW OF HOW ITEMS MOVE THROUGH THE MODEL

Request for Action

Vice Board Originator Recorder Councils Recorder Presidents Recorder President Recorder Recorde (input only) (if applicable)

Request for Input

Vice Originator → Recorder → Councils → Recorder → Presidents → Recorder → Originator (input only)

Information Item

Originator Council Chairs (via email)

STATUS UPDATES/FEEDBACK LOOP ON FINAL DECISIONS

The status of all items going through the Shared Governance Model, with the exception of Information Items, are recorded on a tracking form available online, and all final decisions or Requests for Action are reported to campus. At least twice a semester, all college personnel - via all-campus meetings called by the president - will be briefed on the work and recommendations of each council.

for action.

HOW A REQUEST FOR ACTION FLOWS THROUGH THE GOVERNANCE MODEL The president reviews the request The request is returned to the and forwards it to the recorder with ACTION originator with details one of the following outcomes: **BEGINS** on issues that need to 1) Supports and forwards the request HERE be addressed. to the appropriate vice president for The **recorder** implementation or the Board of If the request is reviews the request Trustees for consideration for action. A Request for Action is compliant, it is for compliance Final decisions are reported to campus. submitted to the recorder.* assigned a tracking Administrator with institutional Council number and posted 2) Supports with further development shared governance online. A separate and returns the request to the procedures. request form is required appropriate vice president with details for **each council** on issues that need to be addressed. through which it will be Proposals The request is 3) Does not support. Councils are The councils act, record The request is routed. Tracking forwarded to all their comments and forwarded to notified with rationale and the decision numbers are assigned Faculty forward the request to the area vice three councils is reported to campus. Council based on the academic presidents for simultaneously. the recorder Proposals being returned with If the request is year and the council 4) In the event of a split decision review and non-compliant, (e.g., XXXX12A for among councils, the president may issues that need comment. it is sent back to Administrator Council, convene a conference committee for to be addressed the originator for XXXX12F for Faculty further discussion. revisions. Council and XXXX12S for Staff Council). Starting and Council ending of process **Forwards** After review by the area vice it to the presidents, the request is returned president to the recorder, who then..