

Shared Governance Subgroup Operating Instructions

GUIDELINES FOR REORGANIZING EVIDENCE COLLECTION AND COMMUNICATION BETWEEN SHARED GOVERNANCE SUBGROUPS

The objective of the Shared Governance Council is to receive, document, evaluate, and recommend solutions to issues that arise in the governance subgroups of the institution to the President of Luna Community College. A major priority of the Shared Governance Council is to promote and facilitate effective communication across governance subgroups of Luna Community College. The goal of the Shared Governance Council reorganization is to create an intentional communication system of evidence collection that will facilitate the resolution of institutional issues, including concerns brought forth by the Higher Learning Commission.

A. Shared Governance Reorganization Structure

A copy of the current Shared Governance Structure can be accessed at:

(<https://luna.edu/uploads/6d453f444509058408db8ba7c4ad273aecef0182be16c05b35ebd16d0512b6a2>).

B. Shared Governance Subgroup Membership

Membership of standing subgroups will be determined by the Office of the VP in collaboration with the Shared Governance Council and standing election processes of existing Senates. A copy of the current membership of all standing subgroups in the Shared Governance Structure can be requested from the Office of the VP or the Shared Governance Council.

C. Meeting Attendance Record

Meeting attendance records will be provided at the beginning of each subgroup meeting. Attendance records are to be completed at the meeting start time by the group secretary, and completed at the end of each meeting. Before departing, each subgroup is to forward their day's attendance record to the Shared Governance Council representative to be filed in the **SHARED GOVERNANCE/SUBGROUP ATTENDANCE** binder. The binder of attendance records will be housed by the Office of the VP.

D. Meeting Agenda

Meeting agendas are to be completed 72 hours before the date of the meeting with the exception of the **OPEN BILLS** section of the agenda. A motion should be made at the beginning of the meeting to add the titles of any incoming Shared Governance Issue Request (SGIR) forms to the **OPEN BILLS** section of the agenda. An actual template of the agenda can be accessed at:

(<https://luna.edu/uploads/76ecfc0389d3721bb638c5b46e2f6b0f5782a981d4072bfb9ab0c377721a51de>).

E. Meeting Minutes

Meeting minutes are to be completed and forwarded upon internal subgroup approval to the Shared Governance Council by posting them on the MINUTES cork board inside GS-104.

Approved minutes will be filed in the **SUBGROUP MINUTES** binder by a Shared Governance representative. An actual template of the minutes can be accessed at:

(<https://luna.edu/uploads/a44d03cd43b4f05e87812f4e6cbb451d359d1c41a15159f31632f8cf1d957575>).

F. Shared Governance Issue Request (SGIR) Form

The SGIR can be accessed at:

(<https://luna.edu/uploads/b2d53461404306989703b6ef7629f27dc1203bf05e448d1bada51a8c25df35b5>).

1. The lower portion of page 1 should be completed by the Requestor(s). If incomplete, the form should be rejected or returned to the Requestor(s) for completion. Any member of a standing subgroup, including faculty, adjunct, staff, administration, and students are able to serve as Requestor(s).
2. Submit the original form by dropping the form in the locked box outside of GS-104. SGIR forms must be submitted by close of business (5 PM) Wednesday to be considered by Friday of the same week.
3. **Submission Date** – The submission date is the date the form is accepted into the Shared Governance process via placing it in the locked box outside of GS-104, or forwarding it to the Shared Governance Council.
4. **Title** – Keep the title of the bill as concise as possible, while still being descriptive enough to understand the content by the title. Write this on the front and back of the SGIR.
5. **Starting Subgroup** – The bill should be started at the lowest tier possible of the Shared Governance Structure, in a subgroup directly related to the issue/request.
6. **Intended Progress** – Requestors with a specific plan of progression for a given SGIR should list the name of each subgroup in order from first to last. All SGIR forms will be automatically forwarded to the Shared Governance Council at the end of the day. If Requestor does not have a specific plan of progression, the SGIR will be initiated in the listed Starting Subgroup, and the Starting Subgroup will determine which subgroups to forward the SGIR to next. The SGIR will progress based upon decision of each subgroup until it reached the Shared Governance Council.
7. **Subgroup Action** – Individual subgroups addressing the request should document actions in the subgroup action block. Reference the Shared Governance Process Cheat Sheet for potential action verbs.
8. **ALL OTHER ITEMS (9-12) OF THE SGIR ARE TO BE COMPLETED BY THE SHARED GOVERNANCE COUNCIL**

9. **Bill #** - Bill # is a unique identifier for this issue. Format for the Bill # is [YEAR-MONTH-DAY.ITEM # FOR THAT DAY]. For a bill accepted December 3rd, 2019, as the 2nd bill accepted on that day, the Bill # would be [2019-12-03.02]. Write this on the front and back of the SGIR. This number will allow for cataloging and indexing bills in a manual system.
10. **Final Disposition** – This should be a summary of the final outcome of the bill when it completes the Senate tier. The bill may be approved as a procedure (no board action needed), approved for submission to the board (all policy changes should be submitted to the board), or it could be approved with changes, or it could be denied (probably good to give a reasoning why a committee denied the request).
11. Upon final disposition, the SGIR form is copied (front and back). The copy of the SGIR is posted on the final disposition board for 2 weeks (from date of last action), then disposed. An archive of completed SGIR forms can be accessed at (existing web address). The original SGIR is retained by the Shared Governance Council in the SGIR/SGSF binder.
12. The Shared Governance Council shall present bills requiring Board approval to the President's office upon final subgroup/Senate approval.