**Institutional Shared Governance Model**

**What enters the model?**
- Requests for Action
- Requests for Input
- Information Items

**Originators**
- Departments
- Divisions
- Standing Committees
- Individual Employees
- Groups of Employees

**Outcomes from Each Council**
- Support
- Support with Further Development
- Non-support
- Non-action (referred to president for action)
- Impasse (referred to president for action)

**Governance Model**

**OVERVIEW OF HOW ITEMS MOVE THROUGH THE MODEL**

### Request for Action
- Originator ➔ Recorder ➔ Councils ➔ Recorder ➔ Recorder ➔ President ➔ Recorder
- Vice Presidents (input only)
- Board of Trustees ➔ Recorder

### Request for Input
- Originator ➔ Recorder ➔ Councils ➔ Recorder ➔ Recorder ➔ Originator
- Vice Presidents (input only)

### Information Item
- Originator ➔ Recorder ➔ Councils ➔ Recorder ➔ Recorder ➔ Originator

**STATUS UPDATES/FEEDBACK LOOP ON FINAL DECISIONS**

The status of all items going through the Shared Governance Model 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.

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**HOW A REQUEST FOR ACTION FLOWS THROUGH THE GOVERNANCE MODEL**

**ACTION BEGINS HERE**

A Request for Action is submitted to the recorder.*

1. **The recorder** reviews the request for compliance to institutional shared governance procedures.
2. If the request is compliant, it is assigned a tracking number and posted online. A separate request form is required for each council through which it will be routed. Tracking numbers are assigned based on the academic year and the council (e.g., XXXX12A for Administrator Council, XXXX12F for Faculty Council and XXXX12S for Staff Council.)
3. The request is forwarded to the area vice presidents for review and comment.
4. After review by the area vice presidents, the request is returned to the recorder, who then...
5. The request is returned to the originator with details on issues that need to be addressed.

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*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.