

## ***Governance “Proposals”***

“Shared governance offers the opportunity for all faculty, staff, and students to actively contribute to the decision-making process at Middlesex Community College in pursuit of excellence in its educational mission....The framework of the governance system ensures that the President receives timely input from faculty, staff, and students and gives consideration to their recommendations in addressing issues and making policy.”



## ***In the past...***

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To “get on the agenda” for governance, you emailed the chair of a committee or College Council.

- Process wasn’t clear to everyone
- Sometimes issues on agenda weren’t “governance” issues
- Agenda items didn’t always lead to a clear plan or next action
- Inconsistent communication on decisions/actions/implementation



## Now...

To “get on the agenda” you “Submit a Proposal” through the online form at

<http://mxcc.edu/governance/governance-proposals/>

- Clear process & deadlines (*if instructions are not clear, let us know!*)
- Reviewed by Recorder(s) and forwarded to appropriate governing body
- Transparent online tracking of decisions/actions/implementation



## Who Can Submit a “Proposal”?

Anyone!

- Individual faculty, staff, student
- Group of faculty, staff, students
- A non-governance group  
*Center, team, task force, club, etc.*
- Even a community member/group  
*MILE, Foundation, etc.*

Examples:

Center for Civic Engagement  
President’s Climate Action Team  
Advising Task Force  
SPEAK Club  
Etc.



## What are the Types of Proposals?

The term “proposal” might be a little confusing, because it includes three different types\*:

1. Request for Action (obtain approval)
2. Request for Input (obtain feedback /input)
3. Request for Communication (share information)

These three things reflect the goals for what we wanted our shared governance system to do

*\*(we are open to suggestions for a term other than “Proposal” – just “Request?”)*

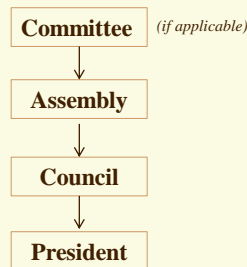


## Request for Action

Suggestion or recommendation for new policy or, revision to existing policy

Possible Actions: (by each governing body in turn)

- Vote to support
- Vote to not support
- Vote to return to originator for revisions
- No recommendation (if no quorum)



## ***Request for Action***

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### Examples

- New or revised curricula/academic programs
- Expanded community hours
- No smoking policy
- Increasing copying limits for faculty
- Implement composting policy
- Change to MWF schedule



## ***Request for Action***

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Some issues are NOT governance issues because they are issues relating to day-day operations

### Examples of *non-governance* issues:

- Software/computer purchases (IT)
- Hiring new faculty/advisors (Deans/HR/Search)
- Personnel issue/conflict (Supervisor/HR)
- Cleaning /building issues (Maintenance)



## ***Request for Input***

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Issue for which input is desirable to develop or improve policies /procedures or to inform administrative decisions

### Examples:

- Future building needs (*from Dean of Admin*)
- Budget cuts (*from Dean of Admin*)
- Governance structure/process  
(*from Governance Evaluation Committee*)



## ***Request for Input***

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### Outcomes:

- Members review relevant documents
- Issue is discussed at meeting; originator is present to answer questions & hear input
- Discussion summarized in minutes
- Approval not needed; proposal not forwarded to next body.



## ***Request for Communication***

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- Presentation of information of importance to the college community
- particularly items that may generate questions or require clarification
- includes administrative/BOR decisions
- May include a written report for review

*Short informational items or updates do not need to be submitted as a proposal; may be communicated informally during updates/announcements*



## ***Request for Communication***

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### Outcomes:

- Members review documents (if included) and/or hear presentation of information at meeting (*written report preferred if possible*)
- Discussed at meeting with originator present to address members' questions & provide clarification as needed
- Discussion summarized in minutes
- Approval not needed; proposal not forwarded to next body.



## ***Request for Communication***

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### Examples

- This presentation! *(from Gov. Eval. Committee)*
- Budget Update *(from Dean of Admin or President)*
- Implementation of BOR Information Security Measures *(from IT)*
- IT Acceptable Use changes *(from IT)*



## ***What issues could become proposals?***

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- Are there things you've long wanted to see addressed or improved @MxCC?
- Do you hear people complaining about certain things but feeling powerless to change them?
- Can you identify at least part of an issue that can be addressed by a change in college policy *(rather than personnel or day-to-day operations)?*
- Can you encourage students to develop a proposal based on their ideas?

**BRAINSTORM!**



## Questions?

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- Contact the Executive Recorder, Corey Martell, if you have questions about a proposal
- Contact a member of the Governance Evaluation Committee directly (*members listed on the Committees webpage at <http://mxcc.edu/governance/committees/>* )
- Submit a question/comment through the online form at <http://mxcc.edu/governance/committees/>

