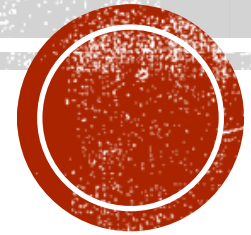


# SHARED GOVERNANCE



# SHARED GOVERNANCE STRUCTURE AND CHARGE

- Shared governance at John A Logan College will be a communication and collaboration process designed to ensure that institutionally important topics are broadly approached by engaging the appropriate people from each employee group and the student body. It will provide opportunities to strategically plan, employ checks and balances, and provide feedback in response to committee and task-force recommendations.
- The College's Shared Governance Council will honor existing contractual agreements and/or other agreements with employee groups. Recommendations made by Shared Governance Council will take place within the context of all employee contracts or guidebooks and shall not interfere with operating entities of the College in the execution of assigned duties and responsibilities.
- Shared Governance Council will serve an advisory role to those who make decisions at the College. It will also serve as a repository for campus wide committees and task-forces as a means to prevent redundancy among work completed and actions taken at the College.
- John A Logan College affirms the collegial values upon which shared governance is based and is dedicated to ensuring process integrity by:
  - Fostering the free and open expression of ideas and perspectives among all participants;
  - Discussing topics that are both all-encompassing with regard to all stakeholders and are integral to the function of decision-making at JALC;
  - Maintaining a campus environment that actively engenders and emphasizes mutual trust, honesty, understanding and respect;
  - Ensuring that the decision-making process is not hindered or held back by discussions;
  - Requiring collaboration among process participants so that final recommendations to the President have broad-based support based in a fully informed discourse.



# **SHARED GOVERNANCE COMMUNICATION**

- Communication will be the center of the functionality of Shared Governance Council, which serves as the voice of the constituents at John A Logan College, and is in place to ensure that internal community members from all constituencies have their concerns heard for the benefit of a collaborative work environment. Members of the Council bring with them their own training and experiences to represent their constituencies, with whom they maintain an active dialogue.
- Communication tactics that vary by constituency are utilized to share the message of Shared Governance Council's role within the College, strive to prevent internal communication lapses, and inform the College community about policy and operations. Shared Governance Council serves as the bridge between departments, allowing fulfillment of the College's mission and a collaborative culture.



# SHARED GOVERNANCE MEETINGS

- Meetings require a quorum of physically present voting members, defined as 50% or more of currently named voting members. Discussion of individual agenda items may be postponed (in advance or during the meeting) at the discretion of the Chair if key voting members and/or invited guests are not present.
- SGC shall meet every other week during the academic year (September to May) and once per month or as needed during the summer (June, July, August).



# SHARED GOVERNANCE

## MEMBERSHIP

- Membership to Shared Governance Council will be comprised of student representatives and selected/nominated individuals from each of the College's employee groups based on their own established processes and shall contain members from the groups below (there will be 20 sitting members and 10 alternates).
  - Adjunct Faculty—two members + 1 alternate (the alternate would only be engaged when necessary)
  - Full-time Faculty—two members (one CTE one Transfer) + 1 alternate (the alternate would only be engaged when necessary)
  - Senior Administrators\*—two members + 1 alternate (the alternate would only be engaged when necessary)
  - Administrators\*—two members + 1 alternate (the alternate would only be engaged when necessary)
  - Managers\*—two members + 1 alternate (the alternate would only be engaged when necessary)
  - Non-Teaching Professionals\*—two members + 1 alternate (the alternate would only be engaged when necessary)
  - President or President's designee
  - Teamsters—two members + 1 alternate (the alternate would only be engaged when necessary)
  - LOSA — two members + 1 alternate (the alternate would only be engaged when necessary)
  - FOP— two members + 1 alternate (the alternate would only be engaged when necessary)
  - Students—two members from Student Leadership + 1 alternate (the alternate would only be engaged when necessary)
- A recording secretary will be provided by the College for Shared Governance Council meetings to produce and distribute meeting agendas and supporting documents (if the Chair so desires), notate meeting minutes, upload files to the team site, and maintain records of Shared Governance Council files and accomplishments.

\* A list of individuals for each level will be sent out to that levels constituents. Nominations can then be made to represent that level. The nominations will be for two sitting members and an alternate, the first term will be for two years.



# SHARED GOVERNANCE FUNCTIONS

- Act as a clearinghouse for institutional issues while fully exploring them from both a professional skills perspective and as the liaison of constituency groups;
- Prepare a formal recommendation to the President to influence decision-making;
- Receive feedback regarding action taken based on recommendations, or in contradiction of recommendations;
- Act as a repository of committee work that affects the institution's direction;
- Produce an annual outcomes report proving the need for shared governance within the decision-making process.

