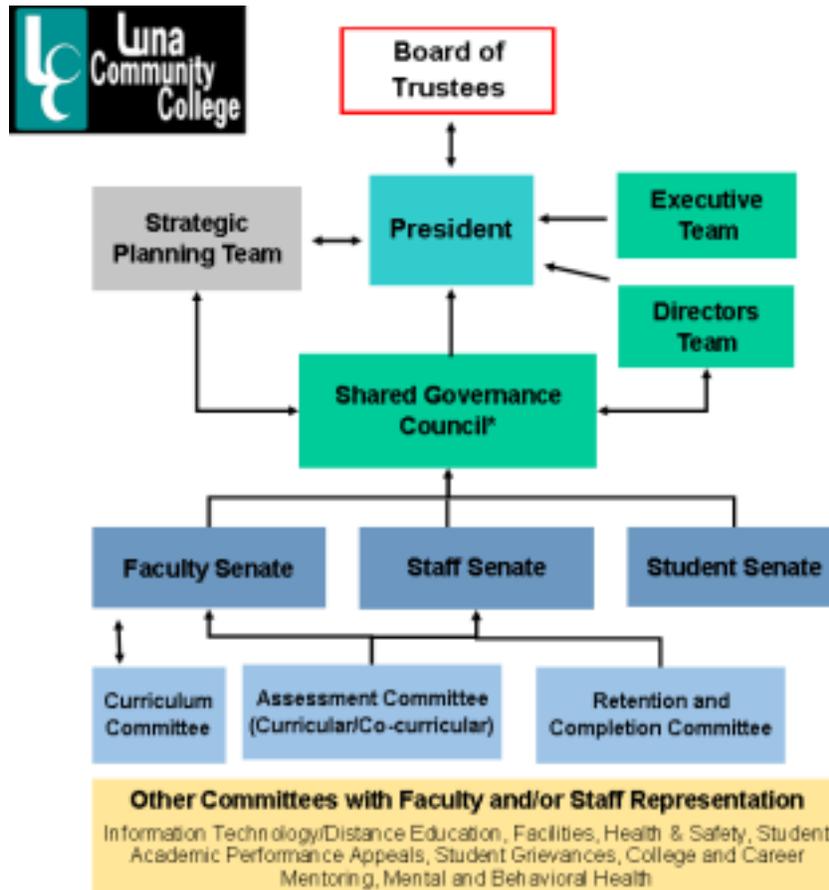


## Shared Governance Council (SGC) Action Item Process (Approved Jan 20, 2023)



### Generation of Action Items to Shared Governance Council (SGC)

- **Governing Bodies (Faculty, Staff, and Student Senates);** the chair or recording secretary may send approved action items to the SGC.
- **Other Committees** may bring approved action items through the governing bodies (Faculty, Staff, and Student Senates) OR under rare circumstances directly to the SGC for consideration depending on the nature of the action item.
- **Individual faculty, staff, or students** shall bring action items through their respective governing body.
- **Shared Governance Council** may generate action items

### General Procedures

1. All communication and documentation of action items advanced to the SGC will occur via email to the chair and recording secretary.
2. All communication and documentation of action items advanced to SGC will be stored in the Shared Governance Council Google Drive.
3. Action Items to be considered must include a justification and any accompanying

documentation (included as attachments).

4. Action items should be tied to one or more strategic goals or objectives, as appropriate.
5. Any action item considered by the SGC that requires financial outlay, out of budget expense, or reallocation of resources must be vetted through the appropriate director and/or office prior to SGC taking action. Using a consensus building approach, the Director will make a recommendation on the action item to amend, support, or not support that must be included in the documentation. Directors must provide a written justification if they do not support the action item.
6. The SGC may request to meet with stakeholders prior to voting on an action item.
7. The SGC may send action items back to the governing bodies or committees for reconsideration or amendment.
8. Approved action items are sent to the President for consideration with justification and any accompanying documentation.
9. The SGC may choose to vote on action items that are not supported by the respective director. If this occurs, the Director's recommendation and justification must be included with the recommendation as it moves through the system.
10. The President, working with their executive team, will consider actions items for feasibility and alignment with Luna's strategic goals and priorities.
11. The President will communicate their decision via email to the chair and recording secretary of the SGC. If the action item is not approved, the President will provide a justification for the denial and meet with the SGC if requested.