

Revised: March 2023

Note: The content in this document appears within *The Governance Guide: A Guide to Participatory Governance at Sacramento City College (2023-2024)*

1. Using the Campus-Wide Issue/Concern Form, the initiator describes the issue or concern, suggests a possible solution, and submits the form to the Office of the President.
2. The President, in consultation with the Process Coordinator (Dean of Planning, Research, and Institutional Effectiveness), conducts an initial review of the Campus Issue to determine if it is appropriate to forward to Executive Council, or if the issue needs to be handled in a different way.
3. The college president submits the Campus Issue to Executive Council for discussion and delegation, and reports to the originator when the issue will be agendized.
4. When the Executive Council receives the form, it discusses the issue/concern, seeks additional information if necessary, and within 30 working days provides a status update to the originator.
5. When Executive Council forwards a Campus Issues form to a standing committee or other governance group, it should be placed on the agenda for their next scheduled meeting.
6. When a committee receives the form, it gathers information, discusses the issue/concern, seeks additional information if necessary, and includes a progress report or a recommendation in their mid-semester or end-of-semester report to Executive Council.
7. When Executive Council receives a recommendation on an issue/concern from a committee, the Executive Council discusses the recommendation, seeks input from constituency groups if necessary, and makes a recommendation to the President in a timely fashion.
8. The President's Response is communicated to the originator and posted on the college website. Constituency group leads share the President's Response with their respective groups.