

# SHARED GOVERNANCE

## Student Participants

Thank you for your interest in serving on a Shared Governance Committee at MSJC! As an MSJC student, this is an excellent opportunity for you to meet key decision makers at our College and let your voice be heard. Shared Governance is the opportunity to serve on a district committee that represents the different areas of the district. With that said, here are a few guidelines and suggestions for making your participation in shared governance the best it can be:

### ATTENDANCE:

- By completing the forms in this packet, you commit to attending this shared governance committee on a regular basis
- If you must be absent for any reason, please notify the District Contact/Recorder for your committee as soon as possible
- Depending on the committee's attendance policies, you may be removed if you miss more than three (3) meetings in a row

### PARTICIPATION:

- You are representing your fellow students at MSJC—make sure you are engaged in the discussion at every meeting
- Come prepared for each meeting, printing out agendas and supporting documents if necessary
- Ask questions and provide input when appropriate
- Always communicate with respect and composure

### REPORTING:

- All students participating in a Shared Governance Committee are highly encouraged to attend one SGA meeting per month to give a brief report. Information on the SGA meetings can be obtained by visiting [www.msjc.edu/sga](http://www.msjc.edu/sga)
- Shared Governance Reporting forms are due to the SGA Advisor upon giving the report at the SGA meeting



**Request to Serve on an MSJC District  
Committee  
for Non-SGA Board Members**

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Major: \_\_\_\_\_

(Check one) New Student: \_\_\_\_\_ Returning Student: \_\_\_\_\_

**Why do you want to serve on an MSJC District Committee?**

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**Would you be interested in serving on the SGA Board? Yes: \_\_\_\_\_ No: \_\_\_\_\_**

**Please indicate the name or names of committee(s) you would like to join:**

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**By signing here, you are committing to the following:**

- 1. Regular attendance at the committee(s) listed above**
- 2. Completion of Attendance and Reporting Form for each meeting**
- 3. At least once a month, submit your report during a regularly scheduled SGA meeting**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## SHARED GOVERNANCE COMMITTEE ATTENDANCE & REPORTING SHEET

STUDENT NAME: \_\_\_\_\_

STUDENT ID#: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEE NAME: \_\_\_\_\_

INDICATE YOUR ROLE (Check one):     Student Rep     Visitor     Back-up

### PROOF OF ATTENDANCE

Please obtain a signature from an MSJC employee who attended this committee meeting. You cannot receive credit for your attendance without this signature.

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### MEETING REPORT

Please complete a brief report summarizing what was discussed at your shared governance committee meeting. Write at least four (4) sentences in the section below, or attach a separate sheet of paper if you need more space.

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# MEETINGS – 2014-2015

DATE/TIME	LOCATION(S)
<b>FALL 2014</b>	
August 19 @ 12:30pm	MVC-851/SJC-1111
September 2 @ 12:30pm	MVC-851/SJC-1111
September 9 @ 12:30pm	MVC-851/SJC-1111
September 16 @ 12:30pm	MVC-851/SJC-1111
September 30 @ 12:30pm	MVC-851/SJC-1111
October 7 @ 12:30pm	MVC-851/SJC-1111
October 21 @ 12:30pm	MVC-851/SJC-1111
October 28 @ 12:30pm	MVC-851/SJC-1111
November 4 @ 12:30pm	MVC-851/SJC-1111
November 18 @ 12:30pm	MVC-851/SJC-1111
December 2 @ 12:30pm	MVC-851/SJC-1111
December 9 @ 12:30pm	MVC-851/SJC-1111

DATE/TIME	LOCATION(S)
<b>SPRING 2015</b>	
January 20 @ 12:30pm	MVC-851/SJC-1111
February 3 @ 12:30pm	MVC-851/SJC-1111
February 10 @ 12:30pm	MVC-851/SJC-1111
February 24 @ 12:30pm	MVC-851/SJC-1111
March 3 @ 12:30pm	MVC-851/SJC-1111
March 10 @ 12:30pm	MVC-851/SJC-1111
March 31 @ 12:30pm	MVC-851/SJC-1111
April 7 @ 12:30pm	MVC-851/SJC-1111
April 14 @ 12:30pm	MVC-851/SJC-1111
April 28 @ 12:30pm	MVC-851/SJC-1111
May 5 @ 12:30pm	MVC-851/SJC-1111
May 19 @ 12:30pm	MVC-851/SJC-1111

Dates and location of meetings are all subject to change. Please email [nbrais@msjc.edu](mailto:nbrais@msjc.edu) or [suhrig@msjc.edu](mailto:suhrig@msjc.edu) for the most up-to-date schedule. Announcements about date/location changes will be made at least one week in advance, or at the most recent SGA meeting.