# FA SUGGESTION & AGENDA ITEM REQUEST FORM

# By completing this form FA members (all FT faculty) will be assured that suggestions they raise will be discussed by the FA leadership.

# *Directions:*

# If you wish to make a suggestion and/or request an agenda item, fill out the top portion of the form below, save it, then email it to bbyrom@miracosta.edu. If you have questions about the form, send them to the same email address.

# *\*Note that this form is not for grievances; for grievances, please contact the Ombudsperson (mgross@miracosta.edu).*

***SECTION I: To be completed by FA members making a request***

**Title of Suggestion:**

Author: Date Form Submitted:

All issues will be reviewed by the FA Exec. To request that the suggestion will be placed on the FA Council Agenda for a public discussion, check the following box: □ **Place on FAC Agenda**

***Please respond to each of the questions below.***

1. Is the issue currently addressed in the FA Collective Bargaining Agreement? □*Yes* □*No*
	1. If yes, provide the corresponding contract article & section #):
2. Would you like this issue placed on a FA Council agenda?□*Yes* □*No*

If yes, indicate the meeting date you would prefer, and a time at which you are available to attend (FA Council meetings on the 2nd and 4th Friday’s of each month, excluding winter and summer breaks and holidays). Final decisions regarding the FA agenda are at the discretion of the FA president.

1. Is this an urgent issue?□*Yes* □*No*
	1. If yes, explain the urgency:
2. Provide a detailed description the issue to be addressed, including the desired outcome and recommended process for resolving the issue:

***SECTION II: To be completed by member of the FA Exec or Council***

FA Exec Recipient: Date Received:

1. Is the above CBA reference correct? □*Yes* □*No*
	1. If no, list corresponding CBA article & section #):
2. If the issue is marked urgent, does your organization support the need for an urgent resolution?□*Yes* □*No*
	1. If no, please explain:
3. **FA Exec** Response to the issue:
	1. Was the matter discussed by FA Exec? □*Yes* □*No*
	2. If so, describe outcome of the discussion:
4. **FA Council** Response to the issue:
	1. Was the matter placed on the FA Council Agenda? □*Yes* □*No*

If yes, date of the meeting:

* 1. If discussed at Council, describe any action taken, referral, or recommendation made:

***SECTION III To be completed by a member of the FA Exec***

1. Has the issue been resolved? □Yes □No
2. Date the issue was resolved:
3. Date Initiator was informed of resolution:

Form Completed By: Date: