

# Lower Columbia College

## Operations Council Procedural Template

---

### Official name:

Operations Council

### Mission and purpose:

To share and coordinate information amongst administrators, review progress on the College's annual priorities, and provide an opportunity for directors and managers to give status reports within their respective areas.

### Governance:

The President leads college administration; therefore, he leads this Council.

### Authority:

Operations Council members are responsible for sharing information with their respective departments to help ensure shared governance among college employees.

### Membership and leadership:

Membership consists of all campus administrators and program directors.

### Meetings:

Meetings are held at 1:30-3:00 pm on the second Monday of each month in the Administration Building Heritage Room unless otherwise noted on the [meeting schedule](#).

### Sub-committees:

There are no standing sub-committees

### Operating procedures:

N/A

### Relevant accreditation standards, policies, and/or publications:

N/A

### Minutes:

Minutes are recorded at each meeting and published on the Operations Council webpage. Per the Washington State Retention Schedule, minutes are kept for four years (CT0101.017).

**Process for amendment of by-laws or procedures:**

These procedures may be amended at any time with approval by the Executive Leadership Team.

**Effective dates and change record:**

Approved by the Executive Leadership Team on 4/11/18

Reviewed and Approved by Operations Council on 5/21/18