

DUE DATES FOR OPERATIONS COUNCIL REPORTS 2021-22

Operations Council meetings are now held **quarterly** instead of monthly. The QUARTERLY reports are due to the President's Office on the dates shown below.

Please refine and **summarize** as much of the data as possible. For example, don't report program numbers by month; instead, use quarterly information if available. There is no need to report on conferences attended, nor anything that is basically daily and/or routine duties.

Please make sure topics are reported under the correct mission areas:

- Workforce and Economic Development
- Academic Transfer
- Preparation for College Level Studies
- Student Access, Support and Completion
- Institutional Excellence and Community Enrichment

In addition to the mission areas, please breakout, if needed, using these additional categories:

- **Enrollment**
- **Recognition/Personnel**
- **Student Activities/Events**
- **Upcoming Events** (please report dates of **major** events for the next 3 months)

DUE DATES for Monthly Reports	Dates of Operations Council Meetings
October 14, 2021	October 28, 2021
January 13, 2022	January 27, 2022
April 7, 2022	April 28, 2022