



Executive Leadership Team Procedural Template

Official name: Executive Leadership Team

Mission and purpose: The **Executive Leadership Team (ELT)** serves as the primary administrative decision-making body for **Lower Columbia College**. Under the President's guidance, the ELT is dedicated to ensuring the institution's overall health and success. Responsibilities include, but are not limited to, making decisions regarding the college budget, administrative policies, strategic and operational planning, facilities, compliance (including institutional accreditation), and the overall health of the college.

Governance: The ELT is responsible for the college's overall institutional administration under the President's guidance. ELT is committed to upholding established Shared Governance principles and to supporting and collaborating with the Board of Trustees in accordance with Policy Governance principles and other Board policies and procedures.

Authority: The President chairs and determines membership of the ELT.

Membership: Members include the President, Vice Presidents, and Executive Director of Diversity, Equity, and Inclusion.

Meetings: Held weekly, typically on Wednesdays from 8:30 am to 12:00 pm.

Sub-committees: There are no standing sub-committees.

Operating procedures: The President develops weekly agendas with input from ELT members.

Relevant accreditation standards, policies, and/or publications: NWCCU Standards 2.A.2, 2.A.4; LCC Administrative Policy 101.

Minutes: Written minutes are documented at each meeting and kept in the President's Office. Per the Washington State Retention Schedule, minutes must be kept for six years (CT0101.002).

Process for amendment of by-laws or procedures: These procedures may be amended at any time by the Executive Leadership Team.

Effective dates and change record:

- Updated: 4/15/2026
- Updated: 4/2/2025
- Updated: 5/29/2024
- Adopted: 4/11/2018