

Lower Columbia College

Executive Leadership Team Procedural Template

Official name:

Executive Leadership Team (formerly known as Cabinet)

Mission and purpose:

To make decisions at the administrative level in regards to policy, budget, accreditation, facilities, strategic and operational planning, and the overall health of the college.

Governance:

Under the President's guidance, the Executive Leadership Team (ELT) is responsible for the overall institutional administration of the college.

Authority:

The ELT is established by the College President.

Membership and leadership:

Membership consists of the President and Vice Presidents.

Meetings:

Meetings are held weekly—typically Wednesdays from 8:30-12:00.

Sub-committees:

There are no standing sub-committees

Operating procedures:

The President develops weekly agendas with input from members of the ELT.

Relevant accreditation standards, policies, and/or publications:

NWCCU Standards 2.A.2, 2.A.4; LCC Administrative Policy 101

Minutes:

Minutes are recorded 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:

Adopted: 4/11/2018

Updated: 5/29/2024