



Operations Council

Procedural Template

1. **Official name:** Operations Council
2. **Mission and purpose:** Facilitates campus-wide collaboration, including, but not limited to, planning, reviewing/recommending administrative policies and procedures, and making resource-allocation recommendations as needed to advance the mission and ensure institutional effectiveness.
3. **Governance:** The President leads this Council.
4. **Authority:** The Operations Council plays a vital role in the shared governance structure by advising and making recommendations to the Executive Leadership Team on Administrative Policies and Procedures, operational matters, and other topics identified by exempt staff in collaboration with administration.
5. **Membership and Leadership:** Membership consists of all campus administrators, program directors, and others identified by the Executive Leadership Team.
6. **Meetings:** Meetings are typically held monthly. Variations to the meeting schedule may occur as needed.
7. **Sub-committees:** There are no standing sub-committees. Ad hoc committees or task forces may be convened as needed.
8. **Operating procedures:**
 - The Operations Council is the primary shared governance group for exempt staff regarding Administrative Policies and Procedures.
 - The Operations Council is well-suited to serve as a forum for exchanging critical information on topics and issues affecting institutional operations.
 - Any member can request or submit agenda items, preferably no later than a week before the scheduled meeting.
 - There is an expectation that Operations Council members support communication between their respective areas and the larger campus

community, including contributing to quarterly Operations Council reports and timely information sharing.

- Administrative support for this Council is provided by the President's Office.

9. **Relevant accreditation standards, policies, and/or publications:** NWCCU Standard 2.A.4.

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

11. **Process for amendment of by-laws or procedures:** This procedural template may be updated at any time with the approval of the Executive Leadership Team.

12. **Effective dates and change record:**

- Approved by the Executive Leadership Team on 5/13/2026
- Reviewed by the Operations Council on 4/28/2026
- Reviewed by the Operations Council on 2/19/2026
- Reviewed by the Executive Leadership Team on 1/21/2026
- Reviewed and Approved by Operations Council on 5/21/18
- Approved by the Executive Leadership Team on 4/11/18