DUE DATES FOR
OPERATIONS COUNCIL REPORTS
2024-25

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**
- **Major Upcoming Events**

DUE DATES for Monthly Reports	Dates of Operations Council Meetings
July 11, 2024	July 23, 2024
October 8, 2024	October 22, 2024
January 14, 2025	January 28, 2025
April 8, 2025	April 22, 2025