

# DUE DATES FOR OPERATIONS COUNCIL REPORTS 2023-24

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**

<b>DUE DATES for Monthly Reports</b>	<b>Dates of Operations Council Meetings</b>
<b>July 6, 2023</b>	July 20, 2023
<b>October 5, 2023</b>	October 19, 2023
<b>January 4, 2024</b>	January 18, 2024
<b>April 4, 2024</b>	April 18, 2024