



Committee/Team/Task Force: Administrative Council	
Date of Committee Approval: February 2, 2011	Contact Person: Terry Leas
Duration of Committee: On-going	
Purpose/Objectives of Committee: This council is charged with developing, reviewing, and approving all institutional policies and procedures.	Committee Membership (Position titles): President Vice Presidents Chief Financial Officer Deans Executive Assistant to the President
Scope of Authority & Decision-Making: The council develops, reviews, and approves institutional policies and procedures, including but not limited to budgets, enrollment management, personnel, strategic planning, tuition, fees, etc.	Active Members: Marijo Alexander (recorder) Steve Bowron Kari Busch Eric Deters Brad Doss David Hietala Ron Langrell Terry Leas (chair) Celeste Ruble Jan Waller
Frequency of Meetings Regular meetings: Meetings are scheduled the first Wednesday of the month from 9:00 a.m. to 4:00 p.m.	