

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

**ADMINISTRATIVE COMMITTEE BYLAWS**

**NAME:** College of Nursing and Allied Health: Administrative Committee

**PURPOSE:** To serve as a steering committee for integrating communication between College and divisional governing and standing committees and to direct programs and operations to support the College mission, vision, and values.

**FUNCTIONS:** The functions of the committee shall include:

- Develop the annual goals and strategic plan through integration of College and divisional committee recommendations. Summarize and report progress towards achieving annual goals and strategic plan objectives
- Aggregate and prioritize recommendations from programs and committees
- Identify and coordinate responses to issues impacting the College
- Address plant management and security issues
- Assimilate and prioritize needs, prepare budget requests, and develop plans for resource allocation. Monitor and track expenditures and purchase orders
- Draft, update, recommend approval, guide implementation, and evaluate policies and procedures
- Plan, delegate, develop, and review regulatory agency and mandatory reports. Implement measures to ensure compliance with standards.
- Verify compliance with mandatory requirements
- Collaborate and communicate with DHS, Medical Center, and College committees; integrate information and reports; and disseminate information
- Make recommendations to College Planning Committee.

**MEMBERSHIP:** Provost and designated deans and directors

**MEETINGS:** Meetings are held four times per month.