

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

OPERATIONS COMMITTEE BYLAWS

- NAME:** College of Nursing and Allied Health: Operations Committee
- PURPOSE:** To manage and direct College operations
- FUNCTIONS:** The functions of the committee shall include:
- Identifying and coordinating responses to issues impacting College operations
 - Addressing plant management and security issues
 - Preparing budget requests and planning resource allocation
 - Monitoring and tracking expenditures and purchase orders
 - Completing mandatory reports
 - Scheduling and planning events
 - Verifying compliance with Human Resources requirements such as performance evaluations, licensure renewal, and mandatory education
 - Developing and approving related policies and procedures.
- MEMBERSHIP:** Provost, and designated Deans and Directors
- MEETINGS:** Meetings are held two times per month.