**HARTNELL COMMUNITY COLLEGE DISTRICT**

Operational Memorandum (OM) System

Date Approved:_____

OM#____ Title: Operational Memorandum (OM) System

Purpose

The Operational Memorandum System will provide guidelines across the District that will outline and memorialize District practices. The OM System will have a numbering system, will be formatted using the approved template, and the system will be maintained by the Office of the Superintendent/ President. The OM will be submitted to the President's Cabinet and to the College Planning Council (CPC). OMs will be reviewed by the superintendent/president and CPC and other councils, committees, and groups as deemed appropriate by the superintendent/president and CPC. The superintendent/president has final approval of all OMs.

Process

1. The proposed OMs will be prepared using the approved format.
2. The proposed OMs will be submitted by the President's Cabinet to the superintendent/president and CPC.
3. An OM number will be assigned by the Office of the Superintendent/President.
4. The proposed OM will be reviewed by the superintendent/president, CPC, and any other councils, committees, or groups as deemed appropriate by the superintendent/president and CPC.
5. The proposed OMs will include a purpose and detailed process that includes responsible parties and approvals, if needed.
6. The superintendent/president will have final approval of the OM and the adopted date will be placed onto OM.
7. The adopted OM will be posted on the College's webpage (location to be determined).
8. A campus wide communication will be sent by the Office of the Superintendent/President when an OM is adopted.
9. If an OM needs updating or revisions, the President's Cabinet will submit the proposed revisions to the superintendent/president and to the CPC. The OM approval process will be followed for proposed revisions, if applicable.

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Process