Operational Memorandum (OM) System

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 Hartnell College Council (HCC). OMs will be reviewed by the superintendent/president and HCC and other councils, committees, and groups as deemed appropriate by the superintendent/president and HCC. 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 HCC.
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, HCC, and any other councils, committees, or groups as deemed appropriate by the superintendent/president and HCC.
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, President's Corner.
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 HCC. The OM approval process will be followed for proposed revisions, if applicable.

Approved: October 19, 2022

HARTNELL COMMUNITY COLLEGE DISTRICT
Operational Memorandum #_____
(# issued by President's Office)

[INSERT TITLE]

Purpose

Process

Approved date: