



Operational Memorandum System
Sacramento City College

OM: 1.A.1
Adopted: 04/06/2020

Attachment I:

I. Policy

Sacramento City Colleges (SCC) Operational Memorandums (OMs) System will be managed according to the procedures outlined in this document.

II. Definitions

Executive Council:

An organization component and advisory group to the President's Office. Council members include the President and college constituency leaders from the Academic Senate, Classified Senate, Student Senate, and Senior Leadership Team. The Council presents information to the President, including recommendations from the College Council, Standing Committees, Constituent Groups, and Campus Issue Forms. The purpose of the Council is to represent constituent groups in advising the President on college-wide policy and procedure decisions, ensure that the participatory decision-making process is viable, and to ensure that college issues are responded to in a timely fashion.

Operational Memorandums (OMs):

A document that applies to Sacramento City College (SCC) and outlines procedures specific to the institution or college area. OMs may supplement District policy, set forth guidelines specific to the college if no such District policy exists, or both simultaneously.

President's Cabinet:

An organizational component and advisory group to the President's Office. Cabinet members include the President, Vice President of Administration, Vice President of Instruction, Vice President of Student Services, Public Information Officer, Director of Philanthropy, Dean of Planning, Research, and Institutional Effectiveness, and Executive Assistant to the President. The Cabinet makes recommendations to the President about day-to-day operations of the college, as well as policy and procedures, while ensuring that decisions are based on student success and aligned with SCC's mission, vision, goals, and strategic plan.

III. Procedures

- A. Operational Memorandums (OM) Implementation Process
 - i. OMs will be submitted by the President's Cabinet.
 - ii. OMs will be submitted to the President of Sacramento City College and the Executive Council.
 - iii. OMs will be reviewed by the President of Sacramento City College, the Executive Council, and any other taskforces or groups deemed appropriate by the President and Executive Council.
 - iv. OMs will be approved by the President.

- B. Operational Memorandum Numbering System
 - i. OMs will have a numbering system. Each OM number consists of three components. For example, 1.A.1. (see Attachment II)
 - ii. The first character 1.A.1 indicates the broad area of the college that the document fits into the OM index.
 - iii. The second character 1.A.1 indicates the specific area of the college that the document fits into the OM index.
 - iv. The third character 1.A.1 indicates the specific OM number. This number will be in ascending order, and specific to the college area.

- C. Operational Memorandum Sections and Format
 - i. The OM form will include several areas
 - 1. Operational Memorandum
 - 2. Sacramento City College
 - 3. OM Number
 - a. The OM number will be inserted by the President's Assistant, to ensure that the number accurately reflects the numbering system set forth in the Operational Memorandum Numbering System (see Attachment II).
 - 4. Title
 - a. The title will refer to the proposed title or subject of the OM being submitted.
 - b. The title may be changed to more accurately represent the OM's purpose.



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5. Date
 - a. The date will refer to the meeting date that the President's Cabinet agrees to submit the proposed OM to the Executive Council.
6. Adopted
 - a. The date that the Executive Council approves of the OM.
7. To
 - a. The OM will always be addressed to the President and the Executive Council.
8. From
 - a. The OM will always originate in, and be submitted to the Executive Council from, the President's Cabinet.
 - b. The second line in this section may include any other department or area of the college when necessary.
9. Purpose
 - a. This section will explain and/or propose the intended use for the OM if adopted.
10. Background
 - a. This section will provide examples of existing policies, explain the reasoning behind the proposal, or describe how the topic has been handled in the past.
11. Policy
 - a. This section shall propose the wording of the OM.
12. Process
 - a. This section shall propose the steps that may be used to implement the OM topic, if adopted.
13. Point of Contacts
 - a. Will include the President's Assistant and any one person that the Executive Council deems appropriate.
14. Vote
 - a. Executive Council will vote on the implementation of the OM. The President is a voting member.



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D. Operational Memorandum Revisions

- i. If an OM needs to be revised, the President’s Cabinet will bring proposed revisions forward to the President and Executive Council. The process outlined above will be followed for new OMs, as well as revisions.

E. Maintenance

- i. The OM forms and attachments will be maintained by the President’s Assistant.

F. Storage, Location, and Staff Access

- i. Operational memorandums will be stored in hard copy and electronic format.
 - 1. Hard copies will be stored in the President’s Office.
 - 2. Electronic copies will be stored online at

G. Attachments

- i. Attachments for OMs will be included on a separate page following the OM form.
- ii. Attachments will include a header that includes the title of the OM, Sacramento City College, the OM number, and the adopted date.
- iii. Attachments will be designated by Arabic numbers and labeled in this manner directly under the header.

IV. Operational Memorandum Log

- A. Operational Memorandum System adoptions and revisions will be listed in Attachment III in chronological order.
 - i. Adopted Month/Day/Year
 - ii. Revised Month/Day/Year
- B. Attachment III of this OM will be updated with each adoption and revision.

V. Public Access

- A. OMs will be accessible and available to the public on Sacramento City College’s employee-facing website.



WORKING TOGETHER | PURSUING EXCELLENCE | INSPIRING ACHIEVEMENT

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Attachment II:

Operational Memorandum Numbering System

Part	Description	Section	Description
1	Institutional	A	Guidelines
1	Institutional	B	Campus Hours
1	Institutional	C	Funding
2	Administration	A	Facilities
2	Administration	B	Operations
2	Administration	C	IT
3	Instruction	A	Faculty
3	Instruction	B	TBD
4	President's Office	A	Funding
4	President's Office	B	Procedures
5	Student Services	A	TBD
5	Student Services	B	TBD



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Attachment III:

Revision Log

OM 1.A.1	Adopted: 04/06/2020	Operational Memorandums (OMs) System
OM 4.A.1	Adopted: 04/06/2020	Retirement Celebration Funding
OM 1.A.2	Adopted: 04/06/2020	Email Guidelines
OM 2.A.1	Adopted:	Facilities Requests
OM 4.A.2	Adopted:	Retirement Gifts
OM 1.A.3	Adopted:	Graffiti Protocols
OM 1.C.1	Adopted:	Sponsorship