

6.7.6P  
FACILITIES: MEMORIALS  
ADOPT: APRIL 14, 1998  
REVIEWED: DECEMBER 12, 2000  
REVISED: APRIL 9, 2002  
REVIEWED: MARCH 11, 2008

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A. Memorials for employees:

1. The Santa Rosa Junior College District shall provide a memorial plaque in recognition of regular, permanent faculty, staff, or administrators who have:
  - a. Served 15 years or more prior to retirement; or,
  - b. Have passed away during their service and have been employed in the District for 5 years or more.
2. Recognition shall include the placement of the employee's name on a durable plaque, appropriately dated with years of service.
3. Memorial plaques recognizing retired or deceased faculty and educational administrators shall be placed in the lobby of Newman Auditorium, Emeritus Hall. Plaques in recognition of retired or deceased classified staff, confidential employees, and classified administrators shall be placed in the contemplation garden area near Bailey Hall.
4. At the end of each academic year, the Office of Human Resources will notify the Vice President for Administrative Services of any names needing to be memorialized.

B. Other memorials:

Each recommendation for memorialization shall be submitted in writing with the following information:

1. Name of individual, group, association, organization, etc.
2. Specific structure, facility, landscape features, other property proposed for designation.
3. Concise statement as to the honoree's qualifications for recognition.
4. Backup material justifying this choice.
5. Source of funding (if applicable).

The proposal will be reviewed by the Board Facilities Committee prior to any recommendation being forwarded to the Board of Trustees. The responsibility for determination of appropriateness and approval is vested with the Board of Trustees and extends to all property or events.