

Sierra College

ADMINISTRATIVE PROCEDURE

AP 6621

Commemorative Items on Sierra College Campuses

Date Adopted: 12/11/2015

Date Revised:

Date Reviewed:

References: Education Code Section 70902

Periodically, Sierra College receives requests from students, the college community, or other parties wishing to erect or install items—such as a plaque, tree, or bench—to honor the memory of a person or group of people who have died or to recognize someone who has made a significant contribution to the college. Requests have also been received to construct items on campus commemorating an event or a group associated with the college. The District wishes to make this opportunity available.

This procedure outlines the process by which commemorative items can be proposed. The approval process is the same for all requests, but criteria for memorials (defined here as an item honoring individuals or groups of people who have died) differ from other proposed tributes.

Memorial Criteria: To be eligible for a memorial at any District-owned site, the individual or group of people to be honored should meet the following requirements:

- Individuals/groups of people must have made substantial and sustained contributions to the District.
- For individuals, honorees must be deceased for at least one year prior to the memorial request.

Other Commemorative Items Criteria: For all other requests regarding installation of items at any District-owned site, the individual, group, or event should meet the following requirements:

- Individuals/groups must have made or continue to make substantial and sustained contributions to the District.
- For an event to be honored with a commemorative item, it must be established that the occurrence is noteworthy and had a significant impact on the college community.

Approval Process

1. The request for a memorial or commemorative item must include
 - a sketch, photo, or rendering of the item,
 - background information on the honoree (be it a single person, group, event, etc.),
 - a detailed description of the proposed item,
 - the site,
 - the construction materials,
 - long term maintenance requirements,
 - the dimensions, and
 - any inspections.
2. Requests are to be presented to the Director of Facilities, who will take the request through the Facilities Council review process for establishing a memorial or for commemorative items.
3. A recommendation for approval or denial will then be forwarded to the Executive Council.

If approved, the finished product cannot vary from the proposal.

All expenses, including procurement and installation shall be covered by those wishing to establish the memorial or commemorative item. On-going funding for long-term costs for upkeep or maintenance may also be required.

The District reserves the right to approve, move, remove, or relocate memorials or commemorative items in the best interests of the campus and community.

Requests for the relocation or removal of a commemorative or memorial item will be reviewed by the Facilities Council. A recommendation for the relocation or removal of the item will be forwarded to the Executive Council.