

**PALO ALTO COLLEGE  
COLLEGE PROCEDURES**

Procedure Number: A 27.0  
Procedure Title: Tree Dedication for Twenty Years of Service  
Relevant Board Policy: D.10.4 Recognition and Awards  
Relevant SACSCOC:  
Originating Unit: President's Office  
Maintenance Unit: Vice President of College Services

- I. **Purpose:** Since our founding in 1985, Palo Alto College has served south San Antonio and Bexar County with one mission – to inspire, empower, and educate our community for leadership and success. Through the incredible work of our employees we want to establish a systematic framework for recognizing their commitment and dedication to the success of our students and community.
- II. **Procedure Statement:** Palo Alto College shall dedicate a tree for faculty, staff, and administrators who have 20 years of full-time service at the Alamo Colleges (DSO, SAC, SPC, NVC, NLC, PAC) with at least 15 years of service at Palo Alto College.
- III.
- A. Extends special recognition to individuals for service to the College students, and our community.
- Each recipient will receive the following:
1. A designated tree on our Palo Alto College Campus as determined by the Vice President of College Services. *Exhibit A. Example - Tree Dedication Zone Map*
  2. A plaque located at the base of the tree recognizing employee service and shall state the following: **Name of employee, “In appreciation of your dedicated service to our students and community since [Year], your roots will forever run deep with the PAC Familia.”** *Exhibit B. Example – Tree Dedication Custom Plaque*
  3. A special letter will be sent to each recipient informing the employee of their recognition for Twenty or more years of service.
  4. A College wide ceremony will be held once a year, celebrating employee service with new tree dedicating.
- B. An updated file containing a copy of the tree zones, employee names, and a more exact map of the tree plaques will be sent to the archives each year.
- C. In the event one of our trees are cut down, damaged or removed on Palo Alto College Campus our Palo Alto College facilities department will email notification to the Office of the President.
- D. The Office of the President reserves the right to make the final determination on any request. The request must be aligned with the mission

of the institution.

- E. The Office of the Vice President of College Services will be the overall custodial unit.

Attachments: Exhibit A. Example - Tree Dedication Zone Map  
Exhibit B. Example - Tree Dedication Custom  
Plaque

Date Created: 8/1/8/20

Date Approved: 9/15/20

Approved:

(signed: Dr. Robert Garza)  
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President