

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: A 28.0
Procedure Title: Palo Alto College Memorial Brick Pathway
Relevant Board Policy: N/A
Relevant SACSCOC: N/A
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 your commitment and dedication to the success of our students and community. To establish a process for installing ceremonial bricks in the memorial pathway located on our campus located outside of Concho Hall. These bricks will honor and celebrate the lives of Palo Alto College (PAC) family and friends.

- II. **Procedure Statement:** Palo Alto College welcomes the purchase of a ceremonial brick to honor individuals or groups associated with the college. The following procedures have been developed to facilitate this process.
 - A. Upon notification of the passing of a current or retired full-time faculty, Staff, or administrator who was employed at Palo Alto College for at least five years, the college will coordinate the purchase and placement of a ceremonial brick. The brick will include the employee's name and the phrase, "In memory of."

 - B. For employees and members of the community wishing to honor the memory of a loved one, a ceremonial brick may be purchased as well. The brick will include the family member's name and the phrase, "In memory of."
 1. The cost of a ceremonial brick will be approximately \$75.00. This cost will include purchase, engraving and installation by the Facilities department. Proceeds from the purchase of the brick will be directed to the PAC Proud Fund, to support future memorial bricks.

 2. The purchase of the ceremonial brick will be made available in person through our Palo Alto College Business Office or through the Virtual Business Office using Alamo Colleges Marketplace Mall via the store titled, ***"Palo Alto College Ceremonial Brick for Memorial Pathway."***

 - C. A college wide memorial ceremony will be held every year. At this time the ceremonial bricks will be installed to honor and celebrate the lives of Palo Alto College family and friends.

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

Attachments: Exhibit A. Example – Brick

Date Created: 8/1/8/20

Date Approved: 9/15/20

Approved:

(signed: Dr. Robert Garza)

President