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**California State University Maritime Academy  
California Maritime Academy Foundation, Inc.**

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**VOLUME:** Policy  
**NUMBER:** UA-01-004

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**TITLE:** Landscape Enhancements and Memorial Plaques  
**DIVISION:** University Advancement  
**DEPARTMENT:** University Wide

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- I. Policy
  - A. Landscaping enhancements to recognize individuals shall be functional in nature and add to the physical learning environment of the University. Such recognition shall be in the form of outdoor benches.
  - B. Stand alone plaques on pedestals or monuments do not create the aesthetic impression we desire for California State University Maritime Academy (CSUM) and therefore are not permitted.
  - C. Recognition plaques may be permanently affixed to the bench in a manner that will minimize the maintenance and potential vandalism to such items.
  - D. All elements of the design of the bench and recognition plaque must conform to University standards.
  - E. The location of the bench is governed by the campus master plan, and the campus landscape master plan.
  - F. For the bench plaques the standard shall be fabricated of cast bronze. Aluminum, steel or imitation materials are not acceptable. Size shall be no longer than the width of one seat. The plaque background shall be leatherette or pebbled and the color shall be dark bronze or dark brown. The plaque highlight finish shall be satin, not polished.
  - G. Memorials of trees or landscaping will only be permitted in designated areas and are limited to materials approved by the designated CSUM landscape architect.
  
- II. Criteria
  - A. Only those persons who have had an association with the University will be considered for a landscape memorial, i.e., student, faculty member, staff members.
  - B. The tenure of that association shall be as follows:
    - 1. Faculty: permanent appointment five years of service.
    - 2. Staff: permanent appointment five years of service.
    - 3. Student: senior standing for undergraduate and at 75 percent completion of the graduate program at CSUM.
  
- III. Cost
  - A. The donor(s) will be responsible for the entire cost of ordering, preparation of the site, construction and installation of the bench and plaque as well as a service charge and reserve fund charge to ensure adequate reserves for maintenance of the memorial bench.
  
- IV. Roles and Responsibilities
  - A. The Office of University Advancement (UA) after consultation with Facilities Management (FM) shall initiate any requests for memorial benches and shall coordinate the plaque text and design.

- B. UA will forward approved request to FM with a project request form, together with the account to be charged for the procurement of materials and installation of the memorial.
- C. FM shall complete the project request expediently and provide a date of completion to UA.
- D. UA shall coordinate any dedication ceremony or presentations for the individual to be recognized.

HISTORY: MARCH 2012  
REVISION: