BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION

3.9014R Honoring Deceased Employees of the College

I. Title of Regulation

3.9014R Honoring Deceased Employees of the College

II. Objective of Regulation

The College aims to preserve the legacy of its deceased employees and provide a lasting tribute to their contributions to the College community.

III. Authority

Bylaws of the Board of Trustees Section 1.3054(f).

IV. Regulation Statement

Brookdale Community College recognizes the valuable contributions of its employees throughout their tenure and acknowledges the significance of preserving their memory in a sustainable and respectful way. To honor the legacy of deceased employees, the College will establish a sustainable digital memorial.

Purpose and Scope

1. Purpose: The purpose of this regulation is to create and maintain a sustainable digital memorial to honor the memory of deceased Brookdalians.
2. Scope: This regulation applies to all deceased employees of the College, including current faculty, staff, administrators, as well as those who serve as Board of Trustee members. Former employees and Board members about whose passing the College has been notified are also included in the scope of this regulation.

Establishment of the Digital Memorial

1. Creation: The College will establish and host a digital memorial platform (In Memoriam webpage), initially accessible through Brookdale's SharePoint site (Employee Hub).

2. Content: The digital memorial shall include an In Memoriam webpage that will contain name, department, last primary position, date of passing, in addition to biographical information, obituary details, and picture, if available. The webpage will also include links to memorial scholarships or funds dedicated to the employee, as provided by the Foundation or the family. Memoriam webpage users will have the ability to sort by name.

Administration and Oversight

1. When Human Resources is notified of the passing of a current or former Brookdalian, employment information is provided to College Relations. When available, that information is combined by College Relations with the obituary and other biographical information provided to the College. College Relations will add an announcement to the In Memoriam webpage and will send a broadcast announcement to the College community as well as to the retiree listserv.
2. A subcommittee of the College Life Committee will review the In Memoriam page periodically and make recommendations for improvement, as appropriate. They may consult with an Emeritus employee for an additional perspective. Such recommendations, if any, will be made to the AVP, HR for review by Cabinet.

Funding and Sustainability

1. Funding: The College shall allocate necessary resources and funds for the establishment, maintenance, and promotion of the digital memorial.
2. Sustainability: The College shall take steps to ensure the long-term sustainability of the digital memorial, including regular backups and technical updates.

Notification

Broadcast notifications will continue upon the passing of an employee.

V. Responsibility for Implementation

Associate Vice President, Human Resources

Approved: President, February 2, 2025