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## **BP 6620 NAMING OF PROPERTIES, FACILITIES, AND PROGRAMS**

### **References:**

No specific references

In recognition of major financial or educational contributions, the Board of Trustees may name District facilities in honor of a donor. The term "facilities" includes, but is not limited to, buildings, rooms, plazas, gardens, walkways, streets, and other spatial areas or structures on District property. Proposals shall be considered by the District Chancellor and the President of the appropriate college in consultation with the campus community. The District Chancellor may make a recommendation to the Board, which shall have final authority. In addition to facilities, special campus events such as athletics, fine arts, lectures, and other activities may be eligible for naming under this policy.

Buildings and facilities shall generally be named in a manner descriptive of their basic functions. Only in very unusual circumstances shall an individual's name be used. However, in case of a unique/extraordinary or significant personal contribution of someone closely associated with the District, it will be proper for an individual's name to be bestowed upon a building, a facility, or an event by action of the Board of Trustees.

Facilities, grounds, programs and positions offer the District the opportunity to recognize philanthropic gifts and exceptional service. Such contributions enrich and strengthen the District and its sense of heritage, and are significant events in the history of the institution. Therefore, it is the policy of the Board of Trustees to approve names for buildings, facilities, grounds, programs and positions that recognize a significant contribution to the District through gifts and/or extraordinary service. Recommendations for naming, based upon philanthropic giving, shall be made by the Board of Directors of the Foundation according to its policies and procedures, and shall be submitted to the District Chancellor for review and action. All recommendations for any naming of facilities shall be submitted to the Board of Trustees by the District Chancellor for action.

This policy encompasses opportunities for the naming of:

- Buildings and definable portions of buildings, facilities including but not limited to foyers, wings, classrooms, conference rooms, labs, offices, studios, auditoria, theaters and dining commons;
- Grounds or landscaping improvements, including but not limited to plazas, courtyards, quads or gardens; architectural features such as fountains, bell or clock towers, gates and art work; athletic fields and facilities; overlooks and other natural landmarks; campus entries; and roads; and
- Schools, centers, institutes and departments.

Facilities may be named in recognition of individuals living or deceased, organizations, or businesses who have made an appropriate philanthropic gift or given exceptional service to the institution.

The District Chancellor shall develop the procedures for presenting proposed names for facilities to the Board of Trustees for consideration. The procedures will also provide a guideline for appropriate gift levels, and reflect criteria for facility de-naming, demolition, and/or replacement.

The Board of Trustees retains authority for naming all District-owned facilities and properties.

Each proposal for naming a District facility or property shall be considered on its own merits. No commitment for naming shall be made prior to Board of Trustee approval of the proposed name.

The District Chancellor shall develop procedures to support this policy including naming recommendations submitted by the Foundation.