

Adopted
January 27, 2009
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July 15, 2016
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July 15, 2016

AP 6620 NAMING OF PROPERTIES, FACILITIES, AND PROGRAMS

References:

No specific references

All recommendations for naming buildings or facilities, including rooms, commons areas, and grounds, shall be submitted to the Board of Trustees by the District Chancellor for action.

All recommendations shall comply with the following criteria:

- Individuals or groups may receive recognition through the dedication of facilities and buildings.
- Proposals for recognition may originate from the District Chancellor, a College, the District Foundation, or the community.
- Individuals need not be deceased to be honored.
- Once a building has been named to honor an individual, group, business, or organization, the name shall not be changed, unless deemed necessary by the Board.

Bequest Not Involved

When a bequest or current gift is not involved, recognition by the dedication of a District building or facility may honor any person who has made a significant contribution to the advancement of the mission and goals of the District, or achieved unique distinction through campus leadership, service to students, or service to the community. A minimum of three years shall elapse from the date of departure before a former employee's name may be considered for dedication.

There shall be an appropriate relationship between the use of the building or facility, including rooms, landscaped areas, trees, or similar areas, in honor of the person or group for whom it is being dedicated.

A suitable plaque shall be placed within the building or at the facility, including rooms, landscaped areas, trees, or similar areas, in honor of the person or group for whom it is being dedicated.

Bequest Involved

When a bequest or current gift of property or funds is involved, recognition by the naming of a District building or facility may honor a person, group, business, or organization that has made a significant contribution to the District. The following guidelines are provided, but not mandatory, for consideration of a recommendation to the Board:

- The benefactor(s) has given at least 25 percent of the construction cost of a new facility or an existing facility.
- The benefactor(s) has given a minimum of 40 percent of the cost of a sub-unit of a building or facility, such as a classroom, lecture hall, etc.

The benefactor(s) has given at least 100 percent of the cost of walkways, benches, gardens, etc.