

**Business and Fiscal Affairs**

**AP 6620 NAMING OF BUILDINGS, FACILITIES, AND MEMORIALS**

**References:**

No specific references

The following purposes are appropriate for naming any District building or facility constructed with public funds:

1. To designate the function of the building or facility.
2. To reflect natural or geographical features.
3. To reflect a traditional theme of the College or the District.
4. To honor a living or deceased person(s), business or corporation, who has directly contributed to the District in an exceptional way through service or monetary contributions. Proposals shall be submitted no earlier than one year following the retirement or death of the individual to be honored.
  - a. If no major gift is involved, it must honor a person who has made an extraordinary contribution to the college or community;
  - b. If a monetary gift is involved, the Board will take into consideration the significance and amount of the proposed gift in relation to the development or completion of a facility or to the enhancement of the facility's usefulness to the District. For an amount to be considered significant, it shall either cover the total cost of the facility to be named or provide funding for that portion of the total cost which would not have been available from any other source;
  - c. No gift shall be considered or accepted by the Board which contains conditions related to District operations, the curriculum, faculty, or any College or District program. However, the Board may consider accepting a gift that enables the District to establish a program, if the program is deemed appropriate and useful;
  - d. The following are examples of other District memorials that may be appropriately named:
    - i. Endowed chairs of subject-matter disciplines.
    - ii. Endowed positions of classified service.
    - iii. Endowed curricula or educational programs.
    - iv. Endowed offices, institutes, conservatories or centers.

Requests for naming buildings, facilities, or memorials are to be submitted to the Chancellor. All are to include the following:

1. A rationale for requesting the naming of the building, facility, or memorial.
2. A description of the proposed memorial, if appropriate.
3. Evidence of support for the naming.

4. Specifics of the gift or donation, including maintenance, if appropriate.

Requests shall be reviewed by a committee from the college requesting the change consisting of two representatives each from the Associated Students, the Classified Union, the Classified Senate, the Faculty Senate, Faculty Association and the Administrative Staff. The appropriate College President will also serve. The Chancellor will chair the committee, and the committee will make a recommendation to the Board of Trustees.

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**Date Approved:** March 18, 2014

*(This is a new procedure recommended by the Policy and Procedure Service)*