

## AP 6620 Naming Buildings

The Board of Trustees retains the authority for naming all facilities and properties; i.e., all buildings; major portions of buildings; stadium and baseball fields and other areas of major assembly or activity; and all other highly visible facilities and properties. landscape items or features, limited outdoor areas, and other minor properties.

This policy is intended to encourage private support through opportunities to name District facilities and properties and only under extraordinary circumstances should facilities and properties be named without a gift.

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

The name of a district facility must lend prestige to the college district. Candidates for recognition may be persons or groups who have made a significant contribution to the institution, or a contribution to humankind and who are generally known for permanent significance in the fields of government, the arts, letters, sciences, social science or business and industry.

All recommendations shall comply with the following criteria:

### Specific Conditions for Consideration

A name of a District facility or property presented for Trustee approval must honor an individual or organization and must meet the following criteria:

#### 1. When a donor gift is involved:

It is desirable for the District to name facilities and properties in honor of significant contributors of funds to the District.

The Board will take into consideration the significance and amount of the proposed gift as either or both relate to the realization or completion of a facility or property or the enhancement of a facility's or property's usefulness to the District.

Facilities and properties may be named for individuals or for organizations responsible for a "substantial gift" benefiting the District.

## AP 6620 Naming Buildings (cont)

The term “substantial gift” in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions of personal services as well as monetary or in-kind gifts. It is expected that each naming opportunity will recognize the donor according to the level of a gift and size of facility.

A donor gift can provide the funding for that portion of the total cost which would not have been available from any other source.

### 2. In rare instances when no donor gift is involved:

It should honor a person who has achieved unique distinction in higher education and other significant areas of public service, or who has made extraordinary contributions to a college or the District which warrant special recognition, or who has served the District in an administrative capacity and who, during administrative service, made extraordinary contributions to a college or the District which warrant special recognition.

When a proposal for naming in honor of an individual involves service to the District in an academic or administrative capacity, a proposal shall not be made until the individual has been retired or deceased at least three years.

No more than one facility or property shall be named after any one individual.

No facility or property will be named after seated, elected or appointed officials.

In special circumstances, the Board of Trustees may waive any or all of the above criteria.

Each naming request must:

- a. Be submitted at least six weeks prior to the Board of Trustees’ meeting at which the item is to be presented.
- b. Demonstrate compliance with Board of Trustees’ policy.
- c. Succinctly state reasons for the proposed name.
- d. Include complete biographical data about the individual or organization.
- e. Ensure that all participants involved in this process remember that strict confidentiality is required.
- f. Identify the “special circumstance” when requesting a waiver policy, if any.