

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 6

Business and Fiscal Affairs

AP 6620 NAMING OF FACILITIES AND PROPERTIES

References:

No specific references

The Chancellor shall ensure that the following procedures are followed when there is an application to name buildings or other facilities in the District:

When an individual or group has brought extraordinary distinction to one of the District colleges, or the District in general, provided extraordinary service, or has made a significant material donation, the Chancellor may make a recommendation to the Board of Trustees that a facility be named in honor of the individual or group.

Once these procedures for naming a facility have been followed, the final authority for naming District facilities and properties rests with the Board of Trustees. This authority includes the naming of facilities and properties, such as, all buildings; major portions of buildings; college roads and access routes; athletic fields; and other major areas of assembly or activity; plazas, dining commons, and other areas of campus circulation; and all other highly visible facilities and properties.

Criteria

A name of a District facility or property must meet the following criteria:

1. It lends prestige to the District, a college, staff and community in naming after prominent persons or groups who have made a contribution to humankind and are generally known for permanent significance in the field of government, the arts, letters, sciences, social science and/or industry.
2. If honoring an individual or group:
 - a. When no gift is involved:
 - i. It must honor a person or group who has achieved unique distinction in higher education or other significant areas of public service.
 - ii. It must honor a person or group who has served the college in an academic capacity and has earned a national or international

reputation as a scholar, or made extraordinary contributions on the college campus or the system which warrant special recognition.

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

b. When a gift is involved:

- i. When an extraordinary bequest, gift, or donation is given to one of the colleges or to the District in general, the Chancellor may recommend the naming of a District facility or property in honor of the donor.
- ii. The procedures to be followed are through consultative channels as outlined in the attached procedure. The District 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 the enhancement of the value of the facility to the District.

c. Procedural Intent:

- i. Proposals for recognition may originate from either departments or campus groups, but not from individuals.
- ii. Solicitation of endorsements is left to the discretion of the proposers of the recognition unless otherwise directed during the consultative process.
- iii. It will be made known that other avenues for recognition exist, e.g., the naming of programs, scholarship funds and awards, college activities, memorial displays, and monuments.
- iv. The naming of any District facility implies no continuing obligation to the named individual or group other than maintaining the commemorative identification of the facility.
- v. The naming of any District facility does not imply nor constitute legal ownership.

In special circumstances, the Board of Trustees may waive any or all of the criteria set forth in this procedure.

Application Process

1. Recommendations shall be made to the Chancellor, in writing detailing the reasons for the recognition and suggesting the type of recognition. Recommendations may be made by any department, campus groups, or entities within the District, or external to the District, and should be routed through the President of the college where the facility or building is located.
2. The recommendation must succinctly state the reasons for the proposed recognition, identify the group making the proposal, the extraordinary circumstances justifying the request, and complete biographical data of the individual or background information on the group, company, or organization being proposed for honor.
3. In cases involving a gift and recommendation to name a facility or property after construction is complete, a rationale and description for the proposed use of the gift proceeds also must be part of the recommendation. The President of the campus involved will use the appropriate campus consultation processes to determine approval of the recommendation regarding the use of the proceeds. This information will be shared by the Chancellor with the Board of Trustees when the recommendation for naming is presented to the Board for approval.
4. When the above procedures have been completed and deemed appropriate to advance the naming proposal, the President will submit the proposal to the Chancellor for review and presentation to the District Board of Trustees. If deemed appropriate, the President will provide in writing a rationale for denial to the group making the proposal.
5. If instead it is within the authority of the Chancellor to act on behalf of the Board on the recommendation for naming a facility or property, the Chancellor shall make a decision after the above steps have been followed.
6. An individual need not be deceased to be honored.
7. While each proposal for naming a college facility or property shall be considered on its own merits, consultative committees will consider previous decisions to name facilities and properties in the District as part of their review of each proposal.
8. Except under extraordinary circumstances, the process for proper consideration of a naming recommendation may require a period of several months.
9. The naming of any District facility implies no continuing obligation to the named individual, group, company, or organization other than maintaining the commemorative identification of the facility.
10. The naming of any District facility does not imply nor constitute legal ownership.

Ratified December 2, 2013