

POLICY

THE AUTHORITY TO APPROVE AND ASSIGN NAMES TO CAMPUS BUILDINGS, ROOMS WITHIN BUILDINGS, AND OTHER CAMPUS FACILITIES AND AREAS SHALL RESIDE WITH THE BOARD OF TRUSTEES.

Approved by:  
Board of Trustees . . . . . 12/21/79

Procedural Guidelines

1. Criteria for naming a facility or area after an individual:

Normally, the individual shall have made a significant contribution to the College. Significant contribution shall be defined to include but not be limited to:

- a. performed distinguished service of long-lasting benefit to the College,
- b. donated a substantial financial gift to the College,
- c. received nationally recognized, scholarly achievement.

In any case, the steps outlined in No. 3 below must be followed prior to Board consideration.

2. Criteria for naming a facility or area for other than an individual:

Normally, the name must describe or be an abbreviation of the activities performed in the facility or area.

In any case, the steps outlined in No. 3 below must be followed prior to the Board consideration.

3. Steps for recommending to the Board:

Any individual or group of faculty, students, classified staff, or administrators may propose a name for a facility or area according to the following steps:

- Step A. If the proposal is to name a facility or area after an individual, concurrence by the individual, or the individual’s heirs, must be obtained and verifiable.

- Step B. The proposal must be submitted to the College Cabinet by its second meeting in November.
  - Step C. The College Cabinet will review the proposal to determine if the criteria of either (1) or (2) above have been met. If so, the College Cabinet will set a date for balloting on the proposal and the College President will alert the Board. If the Cabinet determines that criteria have not been met, the process is terminated.
  - Step D. The balloting will normally occur in spring quarter in conjunction with the student body elections. The Executive Vice President will coordinate the activities with the AFT, SBA and CSA presidents. All full-time/part-time students and employees may vote.
  - Step E. The individual or group who made the original proposal will be responsible for preparation and dissemination of information and for justification of the proposal prior to the balloting.
  - Step F. A successful ballot is determined to be a favorable vote of at least 51% of those voting.  
  
The process terminates if the balloting is unsuccessful.
  - Step G. If a balloting is successful, the College Cabinet acts upon the proposal and passes its action and the ballot results on to the College President.
  - Step H. The College President considers the College Cabinet recommendation and campus ballot and prepares a recommendation to the Board.
  - Step I. The Board will receive the results of the campus ballot, College Cabinet action, and the President’s recommendation.
  - Step J. The Board will take final action. If they approve the proposal and deem it appropriate, a dedication date will be set by them.
4. Exceptions to (1), (2), and (3) may be made only by formal action of the Board at any of its meetings.

Approved by:  
 College Cabinet . . . . . 2/28/84  
 Board of Trustees . . . . . 3/16/84

