

Policy Change	<input checked="" type="checkbox"/>	Subject Matter Area Review	<input checked="" type="checkbox"/>
Procedure Change	<input checked="" type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	District Council	<input type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
		Board 2 nd Reading	<input type="checkbox"/>

KEY:
BOLD= new language
~~strickthrough=~~ delete language

Comments:

Referred to:

Edited:
2/17/16

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Yosemite Community College District Policies and Administrative Procedures

No. 6620

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Policy

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6620 Naming of Buildings and Facilities

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The final approval for the naming of any building or facility on any campus of the Yosemite Community College District rests with the Board of Trustees. The following purposes are appropriate for naming any facility within the District:

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- ~~1-~~ To designate the function of the building or facility.
- ~~2-~~ To reflect natural and geographical features.
- ~~3-~~ To reflect a traditional theme of the College or the District.
- ~~4-~~ To reflect a major financial contribution of a donor.

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The following purpose is appropriate for naming a subunit of a building or structure, commemorative site, or common area within the District:

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- ~~5-~~ To recognize individuals who have made significant educational contributions to the District.

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Adopted: June 28, 2004

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Last Reviewed:

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Administrative Procedure

6620 Naming of Buildings and Facilities

- I. The purpose of these procedures is to provide standard guidelines for Yosemite Community College District in naming buildings, **subunits of buildings or structures, commemorative** sites, and common areas. Naming opportunities may be granted in recognition of financial support and/or in recognition of distinctive service to the Colleges the District and/or the community, **pursuant to the criterion described below**. Revenues generated from this will help all our students, programs, and the community.
- II. Criteria for Naming
 - A. Financial Support
 1. A building, **subunit of a building or structure, commemorative** site, or common area may be named for monetary and deferred gifts such as wills, IRAs and insurance policies. Gifts should be considered non-revocable.
 2. Long-term pledges can be considered (not to exceed 10 years) if 50% of the amount is initially given. Other considerations can be given on an individual basis.
 3. Generally, a facility will not be named for an individual making a property gift until the property is converted, unless determined otherwise by the Board of Trustees.
 - B. Distinction
 1. From time to time the District may want to honor the extraordinary, distinguished contributions to the Colleges and/or the District. **Such naming opportunities shall be proposed no earlier than five years from the time of the individual's separation from the District or, if the person is deceased, from the time of their passing.**
 2. Prior to naming a **subunit of a building or structure, commemorative** site, or common area, the College President or the Chancellor shall determine whether the person is worthy of the honor.
 3. The College President or the Chancellor will make the recommendations to the Board of Trustees for their consideration.
 - C. General
 1. Names of facilities or areas should lend prestige to the college and to staff, students and community. The credentials, character, and reputation of each individual, organization or corporation for the naming being considered shall be carefully scrutinize and evaluated. Nominations submitted for consideration must be accompanied by supporting

documentation. **Supporting documentation shall include a rationale for the request along with reference to the respective colleges' donor recognition plan, when appropriate.**

2. When a building or significant area has been named, the District will continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such that it must be demolished, substantially renovated or rebuilt, the District may retain the use of the name, name another comparable room or facility, or discontinue the use of the name.
3. It is the responsibility of individuals negotiating on behalf of the District to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions consistent with Board Policy 6620.
4. All naming opportunities will be recognized with an appropriate plaque outside the room, building or area. On behalf of the Board of Trustees and the Foundation, the College President or Chancellor will forward a letter of appreciation to the donor or honoree. **The College President or Chancellor will arrange for the unveiling of buildings and other facilities in a publicized ceremony.**

D. Approvals

1. All proposals for naming will be forwarded to the College President or Chancellor, who shall make a determination if the naming is appropriate and will then forward the recommendations to the Board of Trustees for final approval.

E. Naming

1. A uniform system of signage should be adopted by location.
2. Buildings and areas should have names that include their primary function.
3. Outdoor areas shall bear the name and a functional description.
4. The naming opportunity to honor an individual should use the surname only and in case of corporations or business the shortened name should be used. The reason for this is to ensure that the use of the new name becomes commonplace, minimize exterior lettering, listings in directories, mailing addresses, and the like.

F. Non-Exclusive

1. Non-exclusive is defined as having non-exclusive naming rights, as it relates to a building or campus. Thus, rooms/space within a building can be named. If a campus is non-exclusively named, buildings/rooms/space within the campus can be otherwise named.

Procedure Last Revised: April 11, 2007

Last Reviewed: