

AP 6620 Naming of Facilities

Reference: ***Education Code Sections 70902***

Date Issued: June 18, 2008 Updated:

Purpose of Procedure

This administrative procedure provides guidelines, criteria, and the process for naming Grossmont-Cuyamaca Community College District (District) facilities. The Chancellor shall provide recommendations to the Governing Board, which retains final authority for the naming of any building or facility of the District. Consistent with board policy BP 6620, this administrative procedure also sets forth the criteria and process for de-naming, facility demolition, and/or replacement.

Definition of “Facility”

As used in this procedure, “facility” includes any building or other structure, pathway, road or sidewalk; indoor or outdoor areas such as classrooms, labs, theaters, lobbies or other gathering areas; athletic fields or other property owned by the District.

Process to Name a Facility

- College or Site Recommendation: The process may be initiated by a college, the district services site, the Chancellor, the Board of Directors of the Foundation for Grossmont & Cuyamaca Colleges (FGCC) or the Governing Board. Each college and the district services site will develop its own procedure, consistent with the criteria in BP and AP 6620, which results in a recommendation from the appropriate college president, vice chancellor, or site, to the Chancellor.
- All recommendations for naming based on philanthropic gifts shall be based upon the policies of the FGCC, and must be made by the Board of Directors of the FGCC.

All requests shall include the following:

- ♦ The rationale for requesting the naming of a facility, including evidence of a broad base of support for such action.
- ♦ A biography of the person for whom the facility is to be named.
- ♦ A description of the business or organization, if the recommendation is to name a facility for a business or organization, including the names of members of the board of directors and senior management.
- ♦ Recommendation from the college president, vice chancellor, district services site, FGCC or referral from the Governing Board.

- Chancellor's Initial Review: The Chancellor reviews all proposals for information and consistency with existing District board policies and administrative procedures.
- Chancellor's Cabinet Review: Upon Chancellor recommendation, Chancellor's Cabinet reviews the proposal and recommends further action. Chancellor's Cabinet may recommend that the Chancellor forward the proposal to Districtwide Executive Council (DEC) electronically.
- DEC Review. DEC representatives consult with constituencies as necessary, and provide comments and recommendations back to DEC within 30 days (or the next scheduled DEC meeting).
- DEC Action: Following the first scheduled DEC meeting after review by constituent groups and collegial review, the proposal is sent to the Chancellor with DEC's comments and recommendations.
- Chancellor's Action: The Chancellor either approves and prepares a docket item for Governing Board action or returns the proposal to DEC or the recommending site.
- Governing Board Action: The Governing Board approves, rejects, or delays action on the proposal. The Board's action will be reported to DEC.
- Chancellor's Action: After a facility name is approved by the Board, the Chancellor authorizes staff to proceed with necessary administrative steps.

This process shall also apply to proposals to de-name a facility, and to address naming considerations when a facility is demolished and/or replaced.

Naming a Facility for an Individual for "Service to the District"

- There should be an appropriate relationship between the use of the facility or its function and the person for whom it is named.
- A facility may be named for:
 - ◆ Past employees of the District
 - ◆ Past members of the Governing Board
 - ◆ Alumni
 - ◆ Individuals who have made exceptional contributions to the District or a college
- If the request is to honor a living person, that person will not be considered for this honor until at least three years following his or her separation from the District. Separation is defined as leaving service or employment. This criterion does not apply to alumni or other friends of the college.
- If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of the death.

Naming of a Facility in Recognition of a Significant Financial Gift to the District through the ~~Grossmont or Cuyamaca College Foundations~~Foundation for Grossmont and Cuyamaca Colleges.

- Facilities may be named for a benefactor or an individual nominated by a benefactor.
- Such requests must come from the Board of Directors of the FGCC according to that organization's policies on naming.
- To name an entire building, the benefactor must have given a minimum of 25-50 percent of the "private" cost (non-State funds portion or local bond measure) of the construction of a new facility. For an existing building, the benefactor must have given a minimum of 15 percent of the estimated current cost to build the facility, total cost in the case of a new building, or 50 percent of the cost of replacement for an existing building.
- For other tangible assets, benefactors must have given **unrestricted** gifts according to these guidelines:
 - Academic Department or Program: \$500,000
 - Student Lounges or other public areas: \$250,000-\$500,000
 - Scientific Laboratory: \$250,000
 - Courtyard or Plaza \$250,000
 - Classroom: \$100,000 - \$250,000
 - College President Office Suites: \$75,000 - \$125,000
 - Conference Rooms: \$50,000 - \$100,000
 -
- ~~Benefactors must have given a minimum of 25 percent of the cost of a sub-unit of a building or other facility such as classrooms, lecture halls, lobby areas, or meeting rooms.~~
- ~~Benefactors must have given 100 percent of the cost of walkways, benches, or gardens.~~
- Facilities will not be named in return for deferred gifts and will not be named for persons making gifts of property (real or personal) until such time as the gift is converted to liquid assets or is otherwise utilized by the District.
- Facilities will not be named until multi-year pledges have been completed and certified by the FGCC.
- If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of the death.

Other Provisions

- Any legal or ethical improprieties on the part of the benefactor may cause the removal of the naming of any facility.

- The naming of facilities shall be in existence as until the structure is demolished or significantly altered and repurposed by the District or College. In such cases, the College or District may place a recognition plaque in any new structure to recognize past gifts, however, the naming shall not transfer to any new facility.

Signage

- Named buildings should bear the name of the person and the building name in a typeface and style consistent with District and college signage requirements.
- Buildings may also bear a bronze architecturally suitable plaque permanently affixed to the outside of the wall nearest to the main entrance of the building. The plaque should list the name of the person for whom the building is named and, if the building is newly constructed, the architect, Governing Board members, Chancellor, college president, and date the building was dedicated. Relevant information about the donor shall be prominently displayed.
- Classrooms, labs, theaters, and indoor or outdoor gathering areas to be named should be identified with ~~a bronze plaque mounted~~ architecturally suitable signage on the wall directly outside the main entrance or with other appropriate acknowledgement consistent with District and college signage requirements.
- Whenever possible, the District or college will seek outside funding for signage.