



Administrative Procedure

Administrative Procedure 1026

**HONORARY NAMING OF FACILITIES, PROPERTIES
AND MEMORIALS**

Proposals for the honorary naming of District facilities, properties and memorials shall be submitted to the Chancellor, who, after careful consideration and consultation, may refer them to the appropriate Facilities Naming Committee.

In the case of a District Office or Districtwide facility, property, or memorial, the Facilities Naming Committee shall consist of the following ~~seven~~ eight-members:

- the Chancellor or designee, who will serve as chair;
- one community member selected by the Governing Board;
- one member selected by the Student Trustee Advisory Committee;
- one President, selected by the Chancellor;
- and the President or designee from each of the following groups: Faculty Senate, Classified Senate, Management Council Executive Board, and United Faculty.

In the case of a College facility, property or memorial, the Facilities Naming Committee shall consist of the following eight members:

- Chancellor or designee, who will serve as chair;
- the College President;
- one additional member selected by the College President;
- and one designee from each of the following groups: college Student Association, college Faculty Senate, college Classified Senate, college Management Council, and United Faculty.

After study and consideration, the Facilities Naming Committee will make a recommendation to accept, deny in writing with feedback, or modify the proposal for naming of the facility or property. A two-thirds vote of the members of the Facilities Naming Committee is required to approve or modify a proposal. A recommendation to accept the proposal will be forwarded to the Governing Board by the Chancellor.

A facility, property or memorial may be named in honor of an individual, group or family who is closely associated with the District and who made significant and unique or extraordinary personal contributions to the District, which warrant special recognition.

An appropriate relationship between the facility, property or memorial and the person or group for whom it will be named should exist. In the event that the proposal is to name a facility or property for a former faculty, staff, or Governing Board member, the individual will not be considered for this honor until at least three years after the individual's separation from the District. Proposals to name a facility, property or memorial for a person or group other than a former faculty, staff, or Governing Board member will not be considered for this honor until at least three years after the individual(s) has or have been deceased.

The Facilities Naming Committee shall consider, among other factors, the merit, appropriateness, cost, maintenance, and practicality of the proposal. Recommendations

to accept the proposal shall include implementation plans that are as cost neutral and non-disruptive as practicable.

Proposals for the honorary naming of a facility or property shall include a brief biography of the person(s) and the rationale for the proposal (i.e., the ways in which the criteria above are met). Proposals may be submitted by any student or student group, employee, Governing Board member, or member of the public.

Reference:

CCLC Administrative Procedure 6620
Governing Board approval – 6.27.18