

## AP 6620 Naming of Buildings

Reference: *Board Resolution No. 12647, March 12, 2003*

1. The purpose of the Policy is to provide guidelines for the Campus Community in conferring recognition by the naming of College facilities. The final responsibility for the naming of any building or facility of the Imperial Community College District rests with the Board of Trustees. Each proposal for naming a District facility or building shall be considered on its own merit. No commitment to a proposed name shall be made prior to the Board of Trustees approval.
2. The following guidelines are appropriate for naming a building or facility on the campus:
  - a. 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.
  - b. To honor the living and the dead through services and contributions.
  - c. There shall be a period of one year from the time a proposal is submitted before a final decision is made.
  - d. The recognition must lend prestige to the college.
  - e. Facilities shall include, but not limited to, buildings, roads, rooms, outdoor areas and athletic fields.
  - f. To designate the function of the building or facility.
  - g. Consideration will be given to names with historical or cultural reference in the area.
  - h. Buildings or facilities will not be named for former members of the board of trustees, faculty, or staff any sooner than one year after the person honored has served.
  - i. District facilities will not be named after a person currently serving on the board of trustees or as an active member of the faculty, staff or administration.
  - j. The naming of any district building or facility does not imply or constitute legal ownership.
  - k. No more than one facility or building will be named after any one individual.
3. The procedures to be followed when submitting a request are as follows:
  - a. Individual or group requests are to be submitted to the Campus Operations Committee for consideration. The Campus Operations committee will submit a recommendation to College Council, which will in turn submit a recommendation to the Superintendent/President for consideration by the Board of Trustees.
  - b. 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 death.
  - c. If the request is to honor a living person, that person may not be an employee or trustee at the time of consideration. No request will be considered within a year of the employee's or trustee's last day of service with the college.

- d. All requests must include the following:
  - i. A rationale for requesting the naming of the building or facility: such rationale must include evidence of a broad base of support for the naming of the building or facility.
  - ii. A biography of the person for whom the building or facility is to be named after.
- e. Once the Imperial Valley College Board of Trustees has approved the naming of a facility or building, the signage will conform to the following campus guidelines:
  - i. The signage will conform to other campus signage identifying buildings.
  - ii. A plaque approved by the Campus Operations committee may also be placed at the appropriate location on a facility or building.
  - iii. Whenever possible, the college will seek outside funding for signage.