

BP 6620 NAMING OF BUILDINGS AND FACILITIES

Board Approved: 11/09/05

All recommendations for naming buildings and facilities shall be submitted to the Board by the President/Superintendent for action.

All recommendations shall comply with the following criteria:

Proposals may be submitted by any interested person

Proposals may honor people or organizations who have supported the college through major gifts

Proposals may honor people who supported the college through exemplary service

Persons currently serving in publicly elected office or currently employed by the District cannot be considered

The President/Superintendent shall develop procedures to support the policy including naming recommendations submitted by the Ohlone College Foundation. The President/Superintendent has delegated authority to authorize naming plaques that recognize the contributors of capital equipment or specific areas of facilities, which plaques are attached to the equipment or the facility and do not involve naming the facility itself and whose monetary value is less than \$25,000.

AP 6620 NAMING OF BUILDINGS AND FACILITIES

The purpose of this procedure is to outline the process for naming District buildings and facilities in accordance with Policy 6620.

1. All requests for naming opportunities shall be submitted to the President/Superintendent and shall include specific reasons for the nomination.
2. The President/Superintendent shall consult with the College Council and the Executive Director of the College Foundation before forwarding any naming recommendations to the Board.
3. The President/Superintendent will prepare and annually update a listing of building and facilities naming opportunities which will include the type of facility, its location and purpose, and the gift amount requested.
4. Proposals for properties or projects not on the naming opportunities list may be considered if appropriate rationale is presented.
5. The gift amount listed will be for permanent naming and the use of the funds donated will be unrestricted unless otherwise agreed to by the donor and the District.
6. If a Gift is involved:
The Board may name buildings and facilities in honor of significant contributors. Naming opportunities may be for individuals, organizations or businesses and will consider the level of gift and size of facility.

No gift will be considered or accepted by the Board of Trustees that contains conditions related to college operations, the curriculum, faculty or any college program. However, the Board may accept a gift that enables the college to establish a program the Board considers appropriate and useful.

7. If No Gift is involved, under rare or special circumstances, facilities can be named in honor of unique meritorious service:
 - a. The request must honor a person who served the college in an exemplary manner, or achieved unique distinction in higher education, or other significant areas of public service, or who made an extraordinary contribution to the development of Ohlone College.
 - b. If a request is made to name a facility to honor a deceased person, without the required gift amount, it shall not be considered sooner than one year following the individual's death.
 - c. If a request is made to name a facility after a living person, without the required gift amount, that person must not be an employee of the District at the time of consideration.