AP 6620 Naming Buildings and Capital Assets

This administrative procedure directs the naming of buildings and other Ohlone Community College District capital assets to include but not limited to: classrooms, offices, lobbies, auditorium, courtyards, college streets, roads or walkways, gymnasium, and athletic fields and facilities.

The President/Superintendent must submit all naming recommendations to the Board of Trustees for action:

All naming recommendations must meet the following criteria.

1. Naming may honor people or organizations who have supported the District through major financial and non-financial gifts.
   a. The gift shall be sufficient to enhance significantly the District’s ability to build or renovate facilities, to purchase furniture, fixtures, and equipment, or to improve or establish new programs and services if deemed appropriate by the Board.
   b. No gift shall be considered or accepted by the Board which contains conditions related to District operations or the curriculum.
   c. The Ohlone College Foundation shall manage all financial and non-financial gifts made to the District. The Foundation shall submit the naming proposal associated with the gift to the President/Superintendent for review.
   d. The naming proposal shall be included in the gift agreement signed by the Donor, the Foundation, and the District to memorialize the conditions associated with the gift. Naming may be removed if the pledge as agreed upon in the gift agreement is not fulfilled.
   e. Naming to acknowledge gifts from organizations shall not include logos to avoid the appearance of advertising or commercial influence.
   f. Prior to approving the naming proposal, consideration shall be given to:
      i. The past and current reputation and integrity of the person or organization whose name is proposed; and,
      ii. The past and current relationship of the person or organization to the District.

2. Naming may honor people who have supported the District through exemplary service or people who have historical or cultural significance to the District.
   a. Persons currently serving in publicly elected office or currently employed by the District cannot be considered for naming, unless waived by a two-thirds vote of the duly-elected Board of Trustees at a regularly noticed meeting.
   b. A major financial or non-financial gift shall not be a requirement to honor people who have demonstrated exemplary services or have historical or cultural significance to the District.
   c. A proposed honoree shall have achieved service distinction that has repeatedly warranted local, state, or national recognition for excellence in educating students and advancing the welfare of the District and the community.
   d. A proposed honoree shall demonstrate historical or cultural significance to the District through genealogic evidence.
   e. Prior to approving the naming proposal, consideration shall be given to the following:
      i. The past and current reputation and integrity of the person whose name is proposed; and,
      ii. The past and current relationship of the person to the District.

3. All proposals for naming shall be submitted to the President/Superintendent for review and shall include the following:
a. A rationale for requesting the naming
b. Evidence to support the naming
c. Description the financial or non-financial gift, exemplary services, and/or historical or cultural significance to the District
d. The signed donor gift agreement to the naming proposal

If during the functional life of the buildings or capital assets, the assets are transferred or conveyed from the District; closed, deconstructed, destroyed or severely damaged; significantly renovated, upgraded, or modified; relocated, or replaced then the naming will cease. Upon such termination of the naming, the Foundation and the District shall have no further obligation or liability to naming person or organization.

In addition to any rights and remedies available in law, the District may terminate the naming, and all other rights and benefits of the naming person or organization hereunder: (a) in the event of any default in financial payment as provided in gift agreement, or (b) in the unlikely event the District determines in its reasonable and good faith opinion that circumstances have changed such that the naming or a continued association with the naming person or organization adversely impacts the reputation, image, mission or integrity of the Ohlone Community College District, Ohlone College, or the Ohlone College Foundation. Upon such termination of the naming, the Foundation and the District shall have no further obligation or liability to the naming person or organization and shall not be required to return any portion of the financial or non-financial gift. However, the District may in its sole and absolute discretion to provide the naming person or organization with an alternative recognition opportunity commensurate with the level of donation and/or service, historical, or cultural significance to the District.

*Adopted: June 2020*