



BOARD POLICY

No. 615

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

NAMING AND DEDICATION OF COLLEGE FACILITIES AND OTHER PROPERTIES

The naming of college buildings, facilities and other properties is a major decision that will be a permanent part of the college's history, and should be undertaken with great care. The following guidelines are hereby established:

Facilities and Properties

- I. Final approval for the naming of college buildings, facilities and other properties lies with the Governing Board of Trustees of the Mendocino-Lake Community College District.
- II. All requests for the naming of college buildings, facilities and other properties are to be submitted in writing to the President's Advisory Council (PAC), through the college president's office. Requests may come forward from any constituent group. The PAC will see that the college's shared governance process is followed in gaining consensus prior to submitting the request via the Superintendent/President to the Board of Trustees for final approval. Other property includes, but is not limited to, items such as rocks, benches, bleachers, trees and other vegetation, classrooms or portions thereof and any other permanent property of the District.
 - A. All requests should include:
 1. A rationale for the request to name the college building/facility/other property.
 2. If appropriate, a biography of the person or a history of the organization for whom the college building/facility/other property is to be named.
 3. The person's/organization's/corporation's connection with the college and its association with education.
- III. The proposed name of a college building/facility/other property must meet at least one of the following:
 - A. It must designate the function of a property, program or facility, and/or,
 - B. reflect natural or geographic features, and/or,
 - C. honor an individual, a group of individuals, an organization, or an event.
 - D. Recognize a local, state or national event
- IV. Naming a college building/facility/other property after a person or persons, an organization, or a corporation:

- A. Generally, a facility may be named for a person or persons, an organization, or a corporation only if:
1. The person or persons, organization, or corporation made the building/facility/other property possible, such as through a legislative act, or by raising the funds for the building, or by donating the funds, or by donating an existing building/property (applies to an off-campus center). Monetary gifts should substantially cover the cost of the building, or provide funding for that portion of the total cost not available through public funds, or
 2. The person or persons, organization, or corporation made a major in-kind contribution to the college that is lasting and memorable, and
 3. The person or entity for whom the college building/facility/other property is to be named should command (or should have commanded, if deceased) widespread respect within the college community.
 4. The governing board will judge prospective honorees from among the constituencies of the college according to how they have demonstrated by their work a commitment to the college's ideals of tolerance, free inquiry, good character, civic responsibility, and academic success. Similarly, the board will judge prospective organizations, corporations, or individual donors according to how they have in the past, and will in the future, adhere to these values .
- B. The PAC and the Board will take into consideration the significance of the contribution and its relation to the realization of the college building/facility/other property, or the enhancement of a building/facility/other property's usefulness to the college.

"Significant" in this context is deliberately not defined by specific standards or by a specific dollar amount, but the Board of Trustees suggests consideration be given to donations of \$1 million or more. Interpretation is meant to be flexible so that each situation may be judged on its own merits, and may take into account significant contributions of personal services as well as monetary or in-kind gifts. Over time this amount may be changed to reflect current economic conditions.

- C. Restrictions on naming
1. If the request is to honor a deceased person or persons, that request should be submitted only after a suitable period of mourning. No request will be considered within two years of the death except in extenuating circumstances.
 2. No college building/facility/other property will be named after currently-seated elected or appointed officials.
 3. The governing board will not consider a request to name a college building/facility/other property in honor of a college or district employee until

five years after the retirement of that person, or until at least two years after the person's death if the person is deceased.

4. After the Board of Trustees has endorsed the project, the board will seek the concurrence of the family, estate, or nominee if applicable, as the case may be. Lacking such concurrence, the board will take no further action.
- V. Naming shall be in perpetuity, except that functional designations within a name may be changed. However, specific rooms and indoor or outdoor areas may be named for future donors or honorees.

(Example: the XYZ Humanities Hall might become the XYZ Student Center, to reflect the change in function of the building. The XYZ Humanities Hall may one day include the ABC Auditorium.)

Alternative Recognition

Because there may be opportunities or requests to honor groups, events, individuals or organizations for important but lesser contributions, the governing board may choose to recognize those contributions with permanent mounted or unmounted plaques that will become a part of the college's history. The process will follow the steps listed above. The plaque should include the person's/organization's name, an appropriate title, and, perhaps, a brief biographical sketch or explanation of the contribution made. The trustees shall agree as to position for the plaque in a selected building or a site on the campus facilities.

College groups wanting to use areas of the campus for fundraising activities such as commemorative bricks would also follow the steps listed above.

Adopted: August 26, 1985
Revised: July 1, 1998
August 7, 2002
November 6, 2002