

BP 6620 Naming of District Facilities and Properties

- A. The purpose of this policy is to encourage private support through offering recognition opportunities to name campus facilities and properties.
- B. The Board of Trustees of the Santa Clarita Community College District retains authority for naming all College of the Canyons facilities and properties, i.e. all building; portions of buildings; college streets or roads; athletic fields, courts and facilities; and other areas of major assembly or activity; plazas, malls, and other large areas of campus circulation; and all other visible facilities and properties. Each proposal for naming shall be considered on its own merits and approved by the Board of Trustees.
- C. In the case of fundraising campaigns, the plan must be submitted to the Chancellor and approved by the Board of Trustees. The proposal shall include the building(s) or facilities to be named, the proposed gift opportunity levels, and the method of recognition. Names of donors shall be submitted to the Chancellor on a regular basis.
- D. The Santa Clarita Community College District may honor or memorialize individuals or organizations in recognition of outstanding contributions to the Santa Clarita Community College District per the criteria set forth in administrative procedures. These contributions may include financial gifts, time and talents devoted to this District or distinguished service. The opportunities for recognition, as identified by faculty, staff, and community leadership, will be recommended to the Chancellor in writing and approved by the Board of Trustees.
- E. When a donor gift is involved:
 1. Facilities and properties may be named for individuals or for organizations responsible for a "substantial gift" benefiting College of the Canyons.
 2. A gift must be substantial and will not be defined by arbitrary standards or by a specific dollar amount. The gift shall provide substantial funding for that portion of the total cost which would not have been available from another source (such as state or federal appropriations, bond issues, or loans).
 3. In reviewing a request for approval of naming, consideration shall be given to:
 - a. The significance of the proposed gift as it relates to the realization and/or success of the project or to the enhancement of the project's usefulness to the District;
 - b. The urgency of need for the project or for support funds for the project;
 - c. The eminence, reputation and integrity of the individual or entity whose name is proposed; and
 - d. The relationship of the individual or entity to the District.

4. Its 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.
 5. It is expected that each naming opportunity will recognize the donor according to the level of gift and size of facility.
 6. A naming conferred in recognition of a pledge is contingent upon the gift agreement that makes every effort to ensure fulfillment of the pledge. Naming may be removed if the pledge is not fulfilled as dictated in the administrative procedures.
- F. When no donor gift is involved, the naming should honor a person who has achieved unique distinction in higher education and other significant areas of public service, or who has served College of the Canyons in an administrative or academic capacity and has earned a national or international reputation as a scholar, or during administrative service has made extraordinary contributions to the District, which warrant special recognition.
- G. In special circumstances, the Board of Trustees may waive any or all of the above criteria.

See Administrative Procedure 6620
Approved 05/28/08