Kern Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs

BP 6620   **Naming of Buildings**

References: None

Note: This policy is **recommended.**

The naming removing of names from, and renaming buildings, facilities, or grounds of District/College properties, facilities, and programs on behalf of an individual, corporation, or entity requires the approval of the Board of Trustees.

The Chancellor or designee shall be responsible for developing procedures for the naming of properties, facilities, or programs in accordance with Board Policy 6620. Such procedures will employ the advisories of appropriate District/College consultation groups.

Recommendations for naming properties, facilities, and programs shall be submitted by the College President to the Chancellor for consideration. The Chancellor reserves the right to make certain decisions related to the naming of District/College properties, facilities, and programs and shall make recommendations to the Board of Trustees for action.

Proposals for naming District/College properties, facilities, and programs shall be considered individually on the proposal's own merits. No commitment or public announcement regarding a proposed name shall be made prior to the Board of Trustees' approval. The Board of Trustees reserves the right to accept or reject any recommendation related to naming.

Proposed names of a District/College property, facility, or program must meet at least one of the following criteria:

1. Designate the function of a property, facility, or program.
2. Reflect natural or geographical features.
3. Honor an individual or organization for making a significant contribution to the District/College.
4. Honor individuals who have attained achievements of extraordinary and lasting distinction who have had direct, substantial, and active association with the District/College.

(a) A former employee, Board of Trustees member, or Board of Governors member must be retired at least three (3) years. A former employee, Board of Trustees member, or Board of Governors member may be deceased.

5. Honor individuals who have a record of scholarship, creativity, leadership, humanitarian service, or public service.

6. Honor benefactors, defined as individuals, corporations, and other organizations, who have made substantial financial contributions to the District/College.

Proposed names shall not confuse the public about location or function of the designated property, facility, or program, but rather should enhance a visitor's ability to identify, locate, and use it.

Names of District/College properties, facilities, and programs which are in use as of July 1, 2008, shall continue to be used unless the Board of Trustees takes action to re-name the property, facility, or program.

Naming of properties, facilities, or programs shall be in perpetuity except as set forth below.

The Board of Trustees reserves the right to re-name a property, facility, or program in extenuating circumstances. Extenuating circumstances are defined as:

1. Where events or information available subsequent to the approval of the designation mean that identification with the designation constitutes a significant and continuing challenge to the District/ College reputation.

2. Where a benefactor has not met the conditions of a pledge commitment.

Replacement or substantial renovation of a property, facility, or program shall be considered the end of the useful life of the property, facility, or program. A named property, facility, or program will retain that name for the useful life of the property, facility, or program or until there is a change in the designated use or activity of the property, facility, or program unless one (1) or more of the following conditions exist;

1. A property, facility, or program is named for a term of years.

2. An exception is made by the Board of Trustees based upon the recommendation of the Chancellor.

The District/College shall maintain a file of all District/College properties, facilities, and programs with approved names.