

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 6
Business and Fiscal Affairs

AP 6620 Naming Facilities & Properties

The following procedures must be followed when submitting a proposal for naming a District facility or property:

- 1.0 Recommendations shall be made to the Chancellor, College President or Provost (known as the CEOs) in writing detailing the reasons for the recognition and suggesting the type of recognition. Recommendations may be made by any department, campus groups, or entities within the District and should be directed to the appropriate CEO.
- 2.0 The recommendation must succinctly state the reasons for the proposed recognition, identify the group making the proposal, the extraordinary circumstances justifying the request, and complete biographical data of the individual or background information on the group, company, or organization being proposed for honor.
- 3.0 In cases involving a gift and recommendation to name a facility or property after construction is complete, a rationale and description for the proposed use of the gift proceeds also must be part of the recommendation. The CEO of the campus involved will use the appropriate campus consultation processes to determine approval of the recommendation regarding the use of the proceeds. This information will be shared with the Board of Trustees when the recommendation for naming is presented to the Board for approval.
- 4.0 When the above procedures have been completed and deemed appropriate to advance the naming proposal, the President or Provost will submit the proposal to the Chancellor for review and presentation to the District Board of Trustees. If deemed inappropriate, the President or Provost will provide in writing a rationale for denial to the group making the proposal.
- 5.0 If instead it is within the authority of the Chancellor to act on behalf of the Board on the recommendation for naming a facility or property, the Chancellor shall make a decision after the above steps have been followed.
- 6.0 It is the intent of this policy that:
 - 6.1 Individuals, groups, companies, and organizations may receive recognition through the naming of facilities and properties.
 - 6.2 Proposals for recognition may originate from departments, campus groups, or District entities, but not from individuals.
 - 6.3 An individual need not be deceased to be honored.
 - 6.4 While each proposal for naming a college facility or property shall be considered on its own merits, consultative committees will consider previous decisions to name facilities and properties in the District as part of their review of each proposal.

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- 6.5 Except under extraordinary circumstances, the process for proper consideration of a naming recommendation may require a period of several months.
- 6.6 The naming of any District facility implies no continuing obligation to the named individual, group, company, or organization other than maintaining the commemorative identification of the facility.
- 6.7 The naming of any District facility does not imply nor constitute legal ownership.

Date of Adoption: February 12, 2002

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