



Reference: *Education Code Section 70902*

The Board of Trustees retains authority for naming district owned facilities and properties. This includes buildings, portions of building, college streets or roads, athletic fields and staging areas, plazas, and all other areas of major assembly or activity.

The Chancellor or his/her designee shall be responsible for receiving suggestions for naming facilities and properties and may assemble an ad hoc committee, which may include community representatives, to review name suggestions. Recommendations for naming facilities and properties may only be submitted by the Chancellor to the Board of Trustees for consideration and/or may also be suggested by an individual Board member. The naming of facilities and properties requires the approval of the Board of Trustees.

Criteria

Each proposal for naming a facility or property shall be considered on its own merits. No commitment for naming shall be made prior to approval by the Board of Trustees of the proposed name. A name for a West Hills Community College District facility or property must meet one or more of the following criteria:

- It must designate major buildings or facilities
- It must reflect natural or geographical features
- It must reflect a traditional theme of the District
- It must honor an individual or family
- It must honor a culture represented in the District

Gifts to the District

When a gift is involved:

- The Board of Trustees will take into consideration the significance and amount of the proposed gift in relation to the development or completion of a facility or to the enhancement of the facility or property's usefulness to the District. For an amount to be considered significant, it shall either cover the total cost of the facility or property to be named, or provide funding for that portion of the total cost which would not have been available from any other sources.
- Gifts shall not be considered or accepted by the Board of Trustees which contain conditions related to District operations, the curriculum, employees, or any college program; however, the Board of Trustees may consider accepting a gift that enables the District to establish a program if the program is deemed appropriate and useful.

If no major gift is involved, the naming of a facility or property must honor an individual, group, or family who has achieved unique distinction in higher education or other significant areas of public service; or who has served the District and made an extraordinary contribution to the college or community. No proposal for naming a facility in honor of an individual for extraordinary contributions shall be made or considered until at least one year after the individual has resigned, retired, or passed away.

Transferability of Naming Recognition

Naming of a designated piece of District property may not survive the named property's existence. Should the named property be removed, renovated, or redesigned for another use, the naming recognition shall not automatically be assigned to its replacement or any other like property without the express authorization of the Board of Trustees.

Plaques

Building plaques will be placed on new or extensively renovated facilities. For new facilities, the names of the board members taking action to award the construction contract and those of the Chancellor and College President (for college facilities), the architect, and general contractor shall be engraved on a permanent plaque affixed to the facility. For extensive renovations, the plaque will identify the project as a renovation or remodel and will be placed next to, or in close proximity to, the original dedication plaque.

Procedural Intent

The naming of any District facility, assembly, or activity implies no continuing obligation to the named individual, group, or family being honored other than to maintain the commemorative identification of the facility, assembly, or activity.

The naming of any District facility does not imply nor constitute legal ownership.