
**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6620 NAMING OF BUILDINGS AND ENTITIES

All recommendations for naming buildings and other entities shall be submitted to the Board of Trustees by the Superintendent/President for action and if appropriate shall follow guidance in BP 3820.

Facilities, grounds, programs and faculty/professional positions offer the District the opportunity to recognize philanthropic gifts and exceptional service. Such contributions enrich and strengthen the District and its sense of heritage, and are significant events in the history of the institution. Therefore, it is the policy of the Board of Trustees to approve names for buildings, facilities, grounds, programs and positions that recognize a significant contribution to the District through gifts and/or extraordinary service. Recommendations for naming, based upon philanthropic giving, shall be made by the Board of Directors of the AHC Foundation according to its policies and procedures and shall be submitted to the Superintendent/President for review and action. All recommendations for any naming of facilities shall be submitted to the Board of Trustees by the Superintendent/President for action.

This policy encompasses opportunities for the naming of:

- Buildings and definable portions of buildings and facilities, including but not limited to foyers, wings, classrooms, conference rooms, labs, offices, studios, auditoria, theaters and dining commons;
- Grounds or landscaping improvements, including but not limited to plazas, courtyards, quads or gardens; architectural features such as fountains, bell or clock towers, gates and artwork; athletic fields and facilities; overlooks and other natural landmarks; campus entries; and roads; and
- Schools, centers, institutes, programs, and departments; and
- Professorships and professional positions.

Facilities and positions may be named to recognize individuals living or deceased, organizations, or businesses that have made an appropriate philanthropic gift or given exceptional service to the institution.

The Superintendent/President shall develop the procedures for presenting proposed names to the Board of Trustees for consideration. The procedures will also provide a guideline for appropriate gift levels, and in the case of facilities reflect criteria for de-naming, demolition, and/or replacement.

Adopted: 1/16/18
Revised: 1/14/20

Revised: 11/19/24

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6620 NAMING OF BUILDINGS AND ENTITIES

Requests for naming of District facilities and entities are to be submitted to the Superintendent/ President and include the following:

- a. A rationale for requesting the name of the building or entity;
- b. A description of the proposed lettering or plaque, if appropriate;
- c. Evidence of support for the naming, including complete biographical information about the individual, and distinguishing information about a business or organization;
- d. Specifics of the gift or donation, including maintenance, if appropriate. The Superintendent/President will work in concert with the Foundation on their review and approval;
- e. Duration of the recognition.

Written Agreement Required

In the case of recognizing a living individual, an agreement between the donor and the District shall be prepared in writing by the Foundation to memorialize the conditions associated with a donation, or donations over time, that result in the name of the District property or entity.

In the case of fundraising campaigns for naming, a plan must be submitted and approved by the Board of Trustees. A recommendation to change or alter, in any way, the name appearing on a previously approved recognition plaque or named location must be initiated by the Superintendent/President and approved by the Board of Trustees, and the cost born by the corporation or individual. The plan shall include the District property to be named, the proposed gift opportunity levels, and the method of recognition.

Naming of District property and entities must be approved by the Board of Trustees.

Recognition of Donations

Because the policy of the District and the Allan Hancock College Foundation is that naming opportunities be available to recognize very significant monetary contributions or exemplary service to the District, the various types of recognition and levels of financial contribution required will be the following:

1. \$500-\$9,999: recognition plaques may be placed near a tree, bench, boulder, building, or similar monument.

2. \$10,000-24,999: recognition plaques can be placed in appropriate locations, for example, in labs, classrooms, and offices.
3. \$25,000-\$99,999: parts of buildings, such as classrooms or laboratories, will be named in recognition of a gift.
4. \$100,000-\$999,999: campus areas and large parts of buildings, such as plazas, the cafeteria, conference center and other similar places may be named in recognition of the gift, as appropriate.
5. \$1,000,000 and above: existing and new buildings may be named for a donor contributing at this level.
6. \$2,500,000 and above endowments: Professorships and professional positions.

When designated by the Board of Trustees, the Superintendent/President and the President of the Board of Trustees, in consultation with the president of the Allan Hancock College Foundation as appropriate, and the Executive Director of College Advancement, will make the determination of specific naming opportunities within these parameters. Donors will be made aware of the provisions of the board policy and are to confirm that understanding.

The amount of funding for recognition will be reviewed periodically by the Board of Trustees.

A recommendation to change or alter, in any way, the name must be initiated by the superintendent/president and approved by the Board of Trustees. Any cost will be born by the corporation or individual.

Circumstances that may lead to consideration of a name removal/change may include, but shall not be limited to such items as:

- Significant renovation or addition to a previously named space. The replaced or renovated structure may be renamed in recognition of another donor. Appropriate recognition of earlier donors and honorees shall be included in or adjacent to new and renovated facilities, as well as in redeveloped areas.
- Actions by an honored person and/or company that are no longer in alignment with the District's mission and fundamental values and/or brings discredit to the District.
- Failure of an honored person and/or organization to fulfill agreed upon obligations,
- The demolition of a facility or the discontinuation of a program or activity, or
- A corporation or individual has a name change.

Reference: Education Code Section 72122

Approved: 12/12/17
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