

## Chapter 6 - Business and Fiscal Affairs

### AP 6620 Naming of Buildings

#### Process for Naming Buildings

1. Requests for naming buildings, structures, facilities, or areas on campus shall be submitted to the College President/CEO who will form a committee for review.
2. After study and consideration, the committee will make recommendations to accept, deny, or modify the naming of a building, structure, facility, or area on campus to the College President/CEO.
3. The College President/CEO will forward the request and recommendation to the Board of Trustees for final review and decision.

#### Naming a Building, Structure, Facility, or Area for Individual Service to the College

1. While an employee of the College, the individual:
  - rendered distinguished service;
  - made exceptional contributions to the College; and
  - achieved such unique distinction as to warrant recognition.
2. An appropriate relationship between the use of the facility or its function and the person for whom it will be named should exist.
3. Individuals will not be considered for this honor until at least three years following the individual's separation from the College. Under extraordinary circumstances, this requirement may be reconsidered.

#### Naming a Building, Structure, Facility, or Areas of Recognition for a Significant Gift to the College

1. Facilities may also be named for a benefactor or an individual nominated by a benefactor when the benefactor's contributions make possible significant additions to College facilities or operations.
2. Such facilities will not be named in return for deferred gifts and will not be named for persons making gifts of property (real or personal) until the gift is converted to liquid assets.
3. The minimum gift required to name a building shall be established by the Board of Trustees with recommendation from the College President/CEO.

## Facilities That May be Considered for Naming

1. All buildings, structures, facilities, areas located at Mt. SAC that are not currently named.
2. All lecture halls, classrooms, studios, labs, athletic facilities, and permanent fixtures.
3. All areas where students, staff, and the public gather, including walkways, benches, and gardens.

## Signage

1. Buildings to be named should normally bear the last name of the person and the building name. For instance, the Doe Memorial Library, in a typeface and style consistent with campus signage. The lettering of the nameplate must be approved by the College President/CEO.
2. A plaque of appropriate materials and design, permanently affixed to the outside of the wall nearest the front entrance listing the name of the person for whom the building is named and their connection to the College, the building and architect, the Board of Trustees and the College President/CEO at the time any new building is constructed and dedicated or in the case of extensive remodeling, rededicated.
3. Lecture halls, classrooms, and labs named may also be identified with a plaque of appropriate materials and design mounted on the wall directly outside the main entrance to the facility.
4. All areas where students, staff, and the public gather, including walkways, benches, and gardens may also be identified with a plaque or acknowledgement plate of appropriate materials and design mounted near the area. The plaque or acknowledgement plate design should be consistent with the design of the facility and easily maintained.

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