



The Board of Trustees retains authority for naming, removing of names from, and renaming 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 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, removing of names from, and renaming 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.

Duration of Names

When a building or significant area has been named, the District will continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such that it must be demolished, substantially renovated, or rebuilt, the District may retain the use of the name, name another comparable room or facility, or discontinue the use of the name.

In the event of demolition or renovation of major facilities (intentionally, through accident, or by act of nature), existing names will not automatically be transferred to a new or renovated facility. In such cases the District reserves the right to assign a name to the new or renovated facility by:

- a. Transferring the existing name to the new or renovated facility (usually a prominent or historically significant name that the District wishes to continue to honor).

- b. Asking the previous donor to make a new naming gift. If the donor declines, the District may offer the naming opportunity to a new donor. It may be appropriate to name part of the new building for the previous donor or to include a plaque to indicate that the new facility occupies the site of a building previously known by another name.

If a department, center, institute, program, or other unit is discontinued, the District will consider alternative recognition, especially where the naming is supported by an endowment gift. Appropriate recognition will be determined by the redesigned use of the endowment fund.

Removal of Names from Donor-Named Buildings, Facilities, and Grounds

The District may, in its sole discretion, change a name, or remove a name from a donor-named building, facility, ground, or other space if the building, facility, grounds, or other space is destroyed or razed, or must be substantially remodeled or rebuilt for any reason. In that situation, the District will acknowledge the donor's contribution with a plaque in a prominent location in a replacement building, facility, grounds, or elsewhere on the District's campus.

The District has the absolute right and authority to remove a name from a donor-named building, facility, ground, or other space and rename it as it sees fit, if the donor fails to make the promised donation or gift for any reason. The District also has the absolute right and authority to remove a name from a donor-named building, facility, ground or other space and rename it as it sees fit, if the District determines, in its sole discretion, that the District's continued association with the name, the donor, or the donor's family or business, will damage the District's reputation or goodwill in the community. This includes such instances in which the donor or the donor's family or business is convicted of a serious and/or egregious crime.

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