

---

**Kern Community College District  
Board Policy**  
Chapter 6 – Business and Fiscal Affairs

---

**BP 6620 NAMING OF PROPERTIES, FACILITIES, AND PROGRAMS**

**References:**

No specific references

**NOTE:** Many districts have requested sample board policy language and the following language in red ink is **suggested as good practice/optional**.

[This section has been left blank to permit Districts to incorporate criteria appropriate to their own communities. It may include who may submit proposals (e.g., anyone); criteria for proposals (e.g., no living person, people who have supported the college); limits on renaming buildings; discretion of the District Chancellor.]

❖ **From current KCCD Policy 3B4 titled Naming District/College Properties, Facilities, and Programs**

~~3B4A~~ The naming of District/College properties, facilities, and programs ~~as defined in Policy 3B4B~~ requires the approval of the Board of Trustees ~~of the Kern Community College District~~.

~~3B4B~~ **Definitions**

1. The term “facilities” includes, but is not limited to, buildings, rooms, interior spaces, streets, courts, athletic fields, open spaces, forests, and all other areas and properties owned, operated, or controlled by the ~~Kern Community College District~~.
2. The term “program” includes colleges, departments, institutes, centers, and other units operated or controlled by District/College functions.

~~3B4C~~ The District Chancellor ~~or designee~~ shall be responsible for developing procedures for the naming of properties, facilities, or programs in accordance with ~~Kern Community College District~~ Board Policy ~~3B4~~. Such procedures will employ the

advisories of appropriate District/College consultation groups. ~~See Procedure 3B4 of this Manual for procedures related to Naming District/College Properties, Facilities, and Programs~~

~~3B4D~~ Recommendations for naming properties, facilities, and programs shall be submitted by the College President to the District Chancellor for consideration. The District Chancellor reserves the right to make certain decisions related to the naming of District/College properties, facilities, and programs and shall make recommendations to the Board of Trustees for action.

~~3B4E~~ Proposals for naming District/College properties, facilities, and programs shall be considered individually on the proposal's own merits. No commitment or public announcement regarding a proposed name shall be made prior to the Board of Trustees' approval. The ~~Kern Community College District~~ Board of Trustees reserves the right to accept or reject any recommendation related to naming.

~~3B4F~~ Proposed names of a District/College property, facility, or program must meet at least one of the following criteria:

1. Designate the function of a property, facility, or program.
2. Reflect natural or geographical features.
3. Honor an individual or organization for making a significant contribution to the District/College.
4. Honor individuals who have attained achievements of extraordinary and lasting distinction who have had direct, substantial, and active association with the District/College.

~~3B4F4(a)~~ A former employee, Board of Trustees member, or Board of Governors member must be retired at least three ~~(3)~~ years. A former employee, Board of Trustees member, or Board of Governors member may be deceased.

5. Honor individuals who have a record of scholarship, creativity, leadership, humanitarian service, or public service.
6. Honor benefactors, defined as individuals, corporations, and other organizations, who have made substantial financial contributions to the District/College.

~~3B4G~~ Proposed names shall not confuse the public about location or function of the designated property, facility, or program, but rather should enhance a visitor's ability to identify, locate, and use it.

~~3B4H~~ Names of District/College properties, facilities, and programs which are in use as of July 1, 2008 shall continue to be used unless the Board of Trustees takes action to re-name the property, facility, or program ~~as defined in Policy 3B4I~~.

~~3B4I~~ Naming of properties, facilities, or programs shall be in perpetuity except as set forth ~~below in Policies 3B4I1 and 3B4I2~~.

~~3B4I1~~ The Board of Trustees ~~of the Kern Community College District~~ reserves the right to re-name a property, facility, or program in extenuating circumstances. Extenuating circumstances are defined as:

- a. Where events or information available subsequent to the approval of the designation mean that identification with the designation constitutes a significant and continuing challenge to the District/ College reputation.
- b. Where a benefactor has not met the conditions of a pledge commitment.

~~3B4I2~~ Replacement or substantial renovation of a property, facility, or program shall be considered the end of the useful life of the property, facility, or program. A named property, facility, or program will retain that name for the useful life of the property, facility, or program or until there is a change in the designated use or activity of the property, facility, or program unless ~~one~~ (1) or more of the following conditions exist;

- a. A property, facility, or program is named for a term of years.
- b. An exception is made by the Board of Trustees based upon the recommendation of the District Chancellor.

~~3B4J~~ The District/College shall maintain a file of all District/College properties, facilities, and programs with approved names.

---

Kern Community College District  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

---

**AP 6620 NAMING OF PROPERTIES, FACILITIES, AND PROGRAMS**

**References:**

No specific references

**NOTE:** *This procedure is suggested as good practice/optional. Local practice may be inserted.*

❖ **From current KCCD Procedure 3B4 titled Naming District/College Properties, Facilities, and Programs Procedure**

Procedures for naming of properties, facilities, and programs shall will include the following:

- ~~1. Colleges within the Kern Community College District will develop guidelines for nominating names for properties, facilities, or programs, to be approved by the College President, for recommendation to the District Chancellor for review and submission to the Board of Trustees for action in accordance with Board Policy 3B4. The District Chancellor and the three college Presidents will develop one set of guidelines for nominating names for KCCD properties, facilities, or programs.~~
2. Properties, facilities, and programs named in accordance with BP 6620 titled Naming of Properties, Facilities, and Programs ~~the Kern Community College District Board Policy 3B4~~, shall carry prominent exterior signage as deemed appropriate by the District Chancellor or designee.
3. The ~~Kern Community College~~ District Naming Properties, Facilities, and Programs Matrix will be utilized in the consideration of naming of District/College properties, facilities, and programs.
4. A photograph and biography of the benefactor(s) may be mounted in a place of honor in the interior of the building as deemed appropriate by the District Chancellor or designee.

5. The cost of materials for benefactor recognition of major gifts including, but not limited to, building signage and tree plantings will be paid from the gift.
6. In the case of benefactor recognition that requires landscaping and grounds maintenance, an amount of money equal to two ~~(2)~~ times the cost for the initial improvements will be utilized from the gift. One-half ~~(1/2)~~ of the additional amount will then be used for the initial cost and the other half ~~(1/2)~~ will be used for the perpetual care of the specified landscaped area.
7. The District Chancellor or designee reserves the right to make certain decisions related to signage and markers including, but not limited to, color, design, and size of any physical signage or markers that provide information about the benefactor(s).
8. The District Chancellor or designee reserves the right and responsibility to determine and carry out the exact nature of any ongoing care and maintenance of any recognition.