

<b>NAMING OF COLLEGE AND DISTRICT BUILDINGS, FACILITIES, OR GROUNDS</b>	<b>1302</b>
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The Board of Trustees shall have the final responsibility for the naming of buildings, facilities, or grounds within the San Luis Obispo County Community College District. It is the policy of the Board to approve names for College and District buildings and facilities and to commemorate such action with a standardized plaque.

- A. The name of buildings, facilities, or grounds shall include the function of the building or facility in relation to the following criteria:
  - 1. To honor a living person who has made a unique, extraordinary, or significant personal contribution to the College. That person may not be an employee or trustee at the time of consideration.
  - 2. To honor a deceased person who has made a unique, extraordinary, or significant personal contribution. Such proposals shall be submitted no earlier than one year following the death of the individual to be memorialized.
  - 3. To honor a group, business, or organization that has made a unique, extraordinary, or significant contribution to the College.
  - 4. To reflect natural and geographical features.
  - 5. To reflect a traditional theme of the College or the District.
  - 6. To recognize a person, group, or business that has donated significant resources through the Cuesta College Foundation's Major Donor Recognition Plan.
  
- B. The Board, in its discretion, may consider the following special circumstances to honor individuals or groups.
  - 1. To honor an individual or group by dedication of trees or other plantings on the campus. The Board shall informally direct the Superintendent/President to recommend an appropriate tree, planting, and location.
  - 2. To honor an individual or group contribution by dedicating an endowment, facility or equipment, center, or event. The Board shall informally direct the Superintendent/President to recommend an appropriate form of dedication.
  
- C. The naming of a temporary District facility does not transfer to a replacement permanent structure.

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Procedures to be followed when submitting requests are as follows:

1. Individual or group requests shall be submitted to the Superintendent/President. Requests shall be reviewed by a committee composed of two representatives each from the faculty, classified staff, the students, and the management staff. The Superintendent/President or designee will chair the committee, and the committee will make a recommendation which the Superintendent/President will present to the Board of Trustees.
2. All requests shall include a rationale for naming the building or facilities with evidence of: (a) a broad base of support, and (b) meeting a specific “giving level” identified in the Cuesta College Foundation’s Major Donor Recognition Plan.<sup>1</sup>
3. Individuals or groups making application should be prepared to make a presentation to the Superintendent/President’s ad hoc committee with supporting materials. This shall include a biography (if appropriate) of the person for whom the building or facility is to be named, as well as additional information. The Superintendent/President will keep the requesting individual informed on the application's progress.
4. The Superintendent/President will submit the recommendation to the Board.
5. The Board will act on the request.

(Approved: 10/7/92)  
(Revised: 11/3/99, 9/3/03)

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<sup>1</sup> See “Cuesta College Foundation Major Donor Recognition Plan.”