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## 1.0 Authority

- 1.1 The Los Rios Community College District Board of Trustees shall approve the naming of the facilities and areas of the Los Rios Community College District and its Colleges.
- 1.2 The Board of Trustees may seek the advice of the Los Rios Colleges Foundation in making a decision to name a particular building or area.
- 1.3 The Chancellor and the Los Rios Colleges Foundation may recommend approval of exceptions to this District Policy.

## 2.0 Principles

- 2.1 Buildings and areas may be named in honor of friends, benefactors, and persons who have made significant contributions to the College, the District, or to education in California or the nation.
- 2.2 The naming of a building or place is a matter of serious, long-term commitment. The choice to give a personal name to a building implies permanence of that designation—both in terms of the designation itself and to the maintenance and refurbishment of the building. The naming opportunity thus has both moral and financial implications. The District reserves the right to remove the name of a building in the appropriate circumstances.
- 2.3 Buildings and areas may be named for persons who: have rendered significant, permanent service to education in California or the nation; who have distinguished themselves in the work of a College, campus, discipline, or department within the District; who are indigenous to the area and hold a unique place in history; or have made a substantial gift to the College or the District through its official fundraising arm, the Los Rios Colleges Foundation.
- 2.4 Buildings and areas may not be named for current District employees. When an area or building is proposed to be named for individuals associated with the District or California education, a period of not less than three years should elapse between the end of the individual's service to the District or California education and consideration by the Board of Trustees.
- 2.5 In all instances where the word "person," "individual," or "donor," is used in this District Policy, the same shall be deemed to include corporations, foundations, or other appropriate legal entities.

## 3.0 Guidelines

- 3.1 Names of facilities or areas should lend prestige to the District/College, and to staff, students, and community. The credentials, character, and reputation of each individual for whom the naming of a building is being considered shall be

carefully scrutinized and evaluated. Nominations submitted to the Board of Trustees for consideration shall be accompanied by appropriate supporting documentation.

- 3.2 The College Presidents shall consult with the appropriate College constituencies (including, but not limited to, the Academic Senate, the Classified Senate, the Student Body Associations, etc.) before bringing a recommendation to the Chancellor to name a building or an area under this District Policy. The Presidents shall also consult with the Vice Chancellor, Finance and Administration, and the Associate Vice Chancellor, Resource Development prior to presenting recommendations to the Chancellor. The Chancellor shall present recommendations for naming to the Board.
- 3.3 A financial gift shall not automatically result in the naming of a building for an individual. The other criteria of this District Policy must also be met.
- 3.4 In addition to the permanent nature of a facility named to honor an individual, shorter-term issues—such as name plaques, stationery, catalog listings, maps, ceremonial action, and publicity—shall be considered.
- 3.5 A suitable plaque should be located in the lobby or other significant location, giving the full name and brief biography of the person honored.

#### 4.0 Use of Names

- 4.1 A uniform system of marking of buildings and outdoor areas should be adopted by location.
- 4.2 Plaques and signage should be tasteful, discrete, and consistent with other campus signage as determined by the Associate Vice Chancellor of Facilities Management.
- 4.3 To minimize exterior lettering, listings in directories, mailing addresses, and the like, as well as to ensure that the use of the new name becomes commonplace within the lexicon of the College and District, the naming of a building to honor an individual should use the surname only, as in “Raef Hall” and “Rodda Hall.”

#### 5.0 Portions of Buildings

- 5.1 Subunits of a new or existing building may be named separately to recognize an outstanding individual or a donor wishing to contribute the cost of a portion of a building, a room in a building, a major equipment item, a major art feature or water feature, and the like.
- 5.2 In cases where the feature is named after an individual pursuant to this District Policy, the committee or group making such a recommendation shall identify, or provide the source for the full cost of changing the name, such cost being determined by the Associate Vice Chancellor of Facilities Management.

- 5.3 Small landscape features such as trees, benches, and drinking fountains are excluded from the naming requirements.

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(Formerly P-4623)

LRCCD

Policy Adopted: 1/18/67

Policy Revised: 8/10/77; 1/14/81; 6/16/82; 1/17/01; 12/15/10; 4/8/15; 10/21/15; 2/17/16;  
12/14/16; 1/16/19

Policy Reviewed: 12/14/16; 1/16/19

Adm. Regulation: None