



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CH-1 Naming of District Property and Facilities

APPROVED: October 30, 2013 **REVISED:**
Year of last review: 2021
AUTHORIZING BOARD POLICY: CH

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Vice President of Financial and Administrative Operations

OBJECTIVE: To establish the process of naming a property or facility belonging to or leased by the El Paso County Community College District or any facility on the property of the El Paso Community College District.

PROCEDURE:

I. Definitions

Property/facilities include, but are not limited to, any buildings, conference centers, wings, classrooms, laboratories, office areas, outdoor spaces, fountains, plazas, athletic fields, and streets.

Use-related or generic names refer to identification describing the function of the building or facility, such as "Library" or "Science Building."

Honorary Naming is the naming of a property or facility or portion of a facility in order to honor an individual in extraordinary circumstances who has given significant and distinguished service to the College District.

Philanthropic Naming is the naming of a property, facility, or portion of facility in recognition of substantial financial contributions and gifts to El Paso Community College.

II. Guidelines

A. Naming of property or facilities after individuals must meet the following criteria:

1. The person must not be a current employee unless that employee has made a substantial financial contribution to the District.
2. Past employees with a minimum of 10 years of service with the College may be nominated for the naming of a District facility three years after separating from the District or one year after death.
3. Current students, Board Members, City elected officials, County elected officials, and area elected officials to state and national positions may be nominated for the naming of a District facility three years after separating from the elected position or one year after death.

B. Names of District property, buildings, or portions of facilities must not have an appearance of advertising. Business logos shall not appear on naming signs, and signage must be consistent with District regulations.

C. Naming of property, buildings, portions of buildings, or District facilities may be done for new construction, renovation of existing facilities/property, or previously unnamed existing facilities/property.

D. Philanthropic Naming of property, new or renovated buildings, portions of buildings, or other facilities requires 75 to 100 percent of funding for the construction or renovation which includes architectural, planning, construction, fees site clearance, landscaping, furnishing, and equipment costs.

E. Philanthropic Naming of existing property, portions of building, or District facilities requires a significant contribution proportional to the size of the facility to be named. The minimum gift for naming small places/spaces is \$25,000.

- F. The name will stay for the life of the property, building, or facility unless there is major renovation, the purpose of the site changes greatly, or the person named participated in an act that dishonored the College or committed a felony.
- G. The naming of a District property, building, or facility and the process of naming should avoid the appearance of conflict of interest.
- H. All proposed names for property/facilities shall be held in confidence during the review process and until approval has been given by the Board of Trustees.
- I. Any entity, agency, or organization with buildings or facilities on District property may use generic names on the location. However, if names that are not generic are desired, the entity, agency, or organization must seek prior approval from the El Paso County Community College District Board of Trustees at a regularly scheduled Board meeting.
- J. In unusual and exceptional circumstances, the El Paso County Community College District Board of Trustees, by unanimous consent, may waive this process in the naming of property/facilities at a regular Board meeting.

III. Process

- A. Generic naming of buildings/facilities
 - 1. New or renovated construction will be named by its function unless other name nominations are submitted and approved through the process described in Section III B, below.
 - 2. The generic name must be approved by the President's Cabinet and President and communicated to the Board of Trustees.
- B. Naming of buildings or other facilities for distinguished service
 - 1. Nominations for Honorary Naming may be made for new construction, renovated facilities, existing facilities, or portions of new or existing facilities.
 - 2. Nominations must include the full name of the nominee, nominee contact information, date of birth (and death, if applicable), relevant history or experience suitable for this nomination, significant honors and resume of nominee, and other relevant documentation.
 - 3. The President of the College may assemble a Task Force to review the nominations or may have the President's Cabinet conduct the review.
 - 4. The College District will conduct background investigations including criminal checks prior to recommending a nominee for the naming of property/facilities.
 - 5. The President will recommend the name to the Board of Trustees.
 - 6. The Board of Trustees must approve a recommendation by a two-thirds majority.
 - 7. The Board of Trustees' decision is final.
 - 8. No publicity shall be given to the recommendation until approved by the Board of Trustees.
 - 9. The signage must comply with existing regulations, be approved by the Department of Marketing and Community Relations, and be paid for by the District.
- C. Naming of buildings due to substantial contributions
 - 1. Nominations for Philanthropic Naming may be made for new construction, renovated facilities, or portions of facilities.

2. Donors of substantial financial contributions to the District for new construction or renovated facilities or other general substantial donations to the District may request property, buildings, or portions of facilities to be named in the donor's honor. This request must be made to the President of the College.
3. The President of College may assemble a Task Force to review the request or may have the President's Cabinet conduct the review.
4. The College District will conduct background investigations including criminal checks prior to recommending a nominee for the naming of property/facilities.
5. The President will recommend the name to the Board of Trustees.
6. The Board of Trustees must approve a recommended name by a two-thirds majority.
7. The Board of Trustees' decision is final.
8. No publicity shall be given to the recommendation until approved by the Board of Trustees.
9. The signage must comply with existing regulations, be approved by the Department of Marketing and Community Relations, and be paid for by the donor.

D. Removing Names from property or facilities.

1. Upon the razing of a building or facility, the Honorary or Philanthropic Name on that property shall be removed.
2. If the individual for which property or a facility is named is convicted of a felony or has participated in other action that is dishonorable to the College District or otherwise undermines the District's image and reputation, the President of the College shall review the situation.
 - a. The President of the College shall report the situation and review to the Board of Trustees.
 - b. The Board of Trustees may remove the name from property or a facility by a two-thirds majority vote.
 - c. No publicity shall be given to the recommendation until approved by the Board of Trustees.

IV. OTHER

A plaque recognizing substantial and distinguished academic contributions of a current employee might be hung in the area of the College benefiting from the employee's work if agreement for this recognition is obtained from the College constituency groups and the District's administrative leadership. The cost of the plaque will be borne by the individuals or group requesting the plaque, and the design and size must be approved by the Department of Marketing and Community Relations.