



District Consultation Council Meeting

November 26, 2018
2:00 p.m.
Anaheim Campus Room 105

Videoconferencing of the meeting will be available at Cypress College Complex Room 405 and the Fullerton College President's Conference Room A

AGENDA

CONSENT CALENDAR & SUMMARY

- | | |
|-------------------------------------|--------|
| 1. Approval of Consent Agenda Items | N/A |
| 2. October 22, 2018 Summary | Action |

STRATEGIC GOALS & PLANNING

- | | |
|---|-------------|
| 1. Anaheim Pledge/Promise Program Status Update | Information |
| 2. Subcommittee Report: Districtwide Enrollment Management Advisory Committee | Information |

OPERATIONAL REVIEW

- | | |
|----------------------|-------------|
| 1. Update on the FON | Information |
|----------------------|-------------|

POLICY

- | | |
|--------------------------------------|-------------|
| 1. Policy Review Status and Schedule | Information |
|--------------------------------------|-------------|

Administrative Procedures:

2015, Student Members; **2105**, Election of Student Members; **2110**, Vacancies on the Board; **7130-1**, Payroll; **7230-2**, Confidential Employees – Holidays; **7230-6**, Confidential Employees – PG&D Program; **7240-2**, Management Employees – Holidays; **7240-6**, Management Employees – PG&D Program

Board Policies:

1000, The NOCCCD; **1001**, District Mission, Vision, & Values Statement; **1002**, Philosophy; **2010**, Board Membership; **2015**, Student Members; **2100**, Board Elections; **2105**, Election of Student Members; **2110**, Vacancies on the Board; **2210**, Officers; **2220**, Committees of the Board; **2410**, Board Policies & Administrative Procedures; **2745**, Board Self-Evaluation; **3540**, Sexual Assaults and Other Sexual Misconduct; **6620**, Naming Facilities & Properties

OTHER ITEMS

- 1.

DISTRICT CONSULTATION COUNCIL
October 22, 2018

SUMMARY

MEMBERS PRESENT: Josh Ashenmiller, Dana Clahane, Cathy Dunne, Manjit Grewall, Raine Hambly, Wendy Hernandez-Torres, Sharon Kelly, Cherry Li-Bugg, Cheryl Marshall, Tina McClurkin, Dawnmarie Neate, Arturo Ocampo, Kim Orlijan, Valentina Purtell, Greg Schulz, JoAnna Schilling, Bryan Seiling, Kai Stearns Moore, Ty Volcy, and Marcus Wilson.

VISITORS: None

Chancellor Cheryl Marshall called the meeting to order at 2:04 p.m.

CONSENT CALENDAR & SUMMARY

Consent Items: The agenda contained no consent items.

Summary: The summary of the September 24, 2018, meeting was approved as amended.

STRATEGIC GOALS & PLANNING

District Consultation Council 2018-19 Proposed Goals: Chancellor Marshall shared the 2018-19 DCC proposed goals which incorporated the language suggested at the September 22 meeting. During the discussion, there were suggestions to consider adding items related to the discussions taking place in Chancellor's Staff like distance education, grants, AB 705 issues, and the online college. Committee members wondered if those would be better left as campus-driven matters that can be shared with DCC via updates, and stated how it would be difficult to tell the Colleges that they need to do the same thing. Additional items discussed for consideration on the goals list included guided pathways, the grants process, and something to address the district finding grant resources. The members agreed to allow Dr. Marshall to add under *Provide Recommendations on Resource Allocation* a bullet to "discuss and develop a process for alternative resource generation" and to include a deliverable for that process. With that final addition the second draft of the 2018-19 DCC goals were approved.

Anaheim Pledge/Promise Program Status Update: Chancellor Marshall stated that one of the things that the District is learning from the Anaheim Pledge is how to get students into 12 units which remains challenging. Staff plans to ask the State if it is allowable to receive funding for students only took nine units one semester, but then take 15 units the following semester for a total of 24 units per year. Clarification is also needed on how the summer term applies which appears to qualify for AB 19 funding, but is separate and apart from the necessary 24 units. Many Pledge students also did not apply for financial aid/BOGG and the campuses need to make sure that all students apply. Overall, it has been a learning experience, and the campuses will address the glitches from this year, and improve processes for next year.

At NOCE they are interested in discussing unique situations for NOCE students involving mid-year graduates. At what point in the year can those students become pledge students and do they have to wait? Cherry Li-Bugg, Vice Chancellor of Educational Services & Technology,

stated that students must be first-time students in the Fall semester and it was suggested that the campuses create a pre-pledge status for those students in the interim.

Subcommittee Report: IECC and DCCC: Vice Chancellor Cherry Li-Bugg provided the following updates:

Institutional Effectiveness Coordinating Council (IECC): The IECC is working on three areas:

1. Working with researchers to refine the data infrastructure including the data warehouse and data dashboards. Anyone interested in access should contact Dr. Li-Bugg.
2. Refining the data infrastructure for data reporting as part of the new State funding formula that will use MIS reporting.
3. Most of the Spring semester will focus on trying to leverage resources to work on the District Educational and Facilities Master Plan.

District Curriculum Coordinating Committee (DCCC): Dr. Li-Bugg reported that while the primary role of the DCCC is to approve curriculum, this year they have formed a taskforce to look at a replacement tool for CurricUNET. The taskforce will not be tasked with making a decision; they will only vet the tools to see if they can do what is needed and create a rubric to share with the Academic Senates. The senates will then have the opportunity to vote on the tools and make a recommendation to DCCC.

During the discussion, the Cypress College Academic Senate representatives shared that their senate had some concerns and had questions about timeline. Dr. Li-Bugg also stated that DCCC is looking at two systems that do not include CurricUNET.

POLICY

Policy Review Status and Schedule: The committee received a board policy and administrative procedures schedule which outlined how the items discussed at the Board study session, those requiring legal updates, and those that are part of the on-going review cycle will be presented at DCC meetings throughout the remainder of the 2018-19 academic year. Those items listed with a November DCC meeting would be posted on Teams for review and comment in advance of the November 26 meeting. Dr. Marshall asked that anyone needing access to Teams contact Danielle Davy in the Chancellor's Office.

OTHER

Student Bus Pass Program: Wendy Hernandez-Torres, the Fullerton College Associated Students representative, stated that a representative from the Orange County Transportation Authority (OCTA) recently spoke at the Associated Students meeting about a free bus service for students with their school ID. She noted that there is interest in starting the program in the Spring semester as it would be a huge help for students.

During the discussion, members said that the OCTA bus pass program would require a student vote to approve a fee increase, for all students, before being able to implement it and needs to be a student led initiative. Cypress College President JoAnna Schilling stated that at her campus there wasn't strong student interest due to the availability and frequency of bus routes to the College. The committee also discussed how the program could include NOCE students who do

not have an Associated Students body. At Rancho Santiago Community College District, the district invested funding in order to cover the non-credit students.

Chancellor Marshall stated there could be the potential use of one-time dollars to pilot a program in order to gain momentum, and requested that the campuses continue to have discussions on the matter and share information with DCC.

Future Agenda Items: It was requested that “Hunger and Homelessness Initiatives” be placed on a future DCC meeting agenda in order to discuss ideas. It was suggested adding the item to the January meeting in order to have results from a recent survey available.

ADJOURNMENT: The meeting adjourned at 3:05 p.m.

NEXT MEETING: November 26, 2018

DRAFT



November 2018 – Board Policy/Administrative Procedures Recommendations and Comments

Policy/Procedure	Teams Recommendations/Comments
September 25 Board Policy Study Session Discussion	
BP 2410, Board Policies & Administrative Procedures	No recommended changes or comments.
BP 6620, Naming Facilities & Properties	<ol style="list-style-type: none"> 1. How many buildings in the District are currently named after a person? I can only think of one, the Boyce Library at FC. (Josh Ashenmiller) 2. Suggest changes related to the Administrative Procedure. (Cheryl Marshall)
AP 6620, Naming Facilities & Properties	<ol style="list-style-type: none"> 1. I propose adding guidelines for the size of donations in relation to naming opportunities. We will bring hard copies of language from other institutions for consideration. Examples: Buildings could range from \$1-\$5M (Citrus College, SBCCD). Other districts base the amount on construction or appraisal value (25-50% of the cost - Foothill-DeAnza, 10% of the cost - College of the Canyons, 25-40% - San Jose-Evergreen). (Cheryl Marshall)
BP 2745, Board Self-Evaluation	No recommended changes or comments.
Legal Update/Content Revisions	
BP 3540, Sexual Assaults and Other Sexual Misconduct	<ol style="list-style-type: none"> 1. Does a study abroad location count as an "off-campus site or facility maintained by the District"? (Kim Orlijan)
AP 7130 – 1, Payroll	<ol style="list-style-type: none"> 1. Referencing 2.1.1.2.2 - Currently, it takes over a month to receive a paycheck. Can this policy be revised so that noncredit instructors (ADFAC) of NOCE receive their paycheck at the end of the same month they worked? (Manjit Grewall)
AP 7230 – 2, Confidential Employees – Holidays	No recommended changes or comments.
AP 7230 – 6, Confidential Employees – PG&D Program	No recommended changes or comments.
AP 7240 – 2, Management Employees – Holidays	No recommended changes or comments.
AP 7240 – 6, Management Employees – PG&D Program	No recommended changes or comments.
Update/Review due to 6-year Continuous Review Cycle Schedule	
BP 1000, The NOCCCD	No recommended changes or comments.
BP 1001, District Mission, Vision, & Values Statement	No recommended changes or comments.
BP 1002, Philosophy	No recommended changes or comments.
BP 2010, Board Membership	No recommended changes or comments.
BP 2015, Student Members	No recommended changes or comments.
AP 2015, Student Members	No recommended changes or comments.

Policy/Procedure	Teams Recommendations/Comments
BP 2100, Board Elections	No recommended changes or comments.
BP 2105, Election of Student Members	No recommended changes or comments.
AP 2105, Election of Student Members	No recommended changes or comments.
BP 2110, Vacancies on the Board	No recommended changes or comments.
AP 2110, Vacancies on the Board	<ol style="list-style-type: none"> 1. Do other districts fill vacancies this way? It seems designed to thwart the will of the voters. An outgoing Board member can, as a courtesy to the other Trustees, resign well in advance of the next election and allow them to hand-select a replacement, who then can run for re-election with the advantage of incumbency. On the other hand, this AP also tempts chaos by creating a very low barrier to anyone who wants to throw his or her hat in the ring. It's much easier to show up for a Board meeting for an interview than it is to run an actual campaign and get your name on the ballot. (Josh Ashenmiller)
BP 2210, Officers	No recommended changes or comments.
BP 2220, Committees of the Board	No recommended changes or comments.

CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

AP 6620 NAMING OF BUILDINGS AND FACILITIES

1. Role of the Development Office

Naming opportunities are recognized as being integral to the fund-raising process and an important form of donor recognition. As such, the naming opportunities program shall be conducted by the Citrus College Foundation and the Citrus College Development Office.

2. Named Endowment Funds

Named endowment funds offer a way to associate an individual's or organization's name in perpetuity with the important work of Citrus College. Names associated with endowed funds at Citrus College become a part of the language and legacy of the campus bringing honor to the name and inspiring students and faculty for generations to come.

Endowments are funds which are permanently invested, with a portion of the interest used annually to support a program or activity. The remaining interest is added to the principal to ensure the purchasing power of the endowment over time. Such named funds can be established today by outright gifts or by planned future gifts.

3. Endowment Giving Opportunities

The following major endowed giving opportunities at Citrus College would provide significant and lasting support for faculty, students, and programs:

- Endowed Chair/Distinguished Professor \$ 1.25 - \$1.5 million
- Named Lectureship Series \$250,000 - \$500,000
- Named Artist-in-Residence \$100,000 - \$500,000
- Named Library Collection \$ 50,000 - \$100,000
- Named Student Scholarships \$ 10,000 - \$25,000
- Named Awards - Faculty/Staff/Students \$ 10,000 - \$25,000

Citrus College welcomes planned gifts as well as outright gifts to establish endowments. Planned gifts offer donors the opportunity to provide a gift through a bequest in a will or revocable trust, or through an irrevocable provision in a pooled income fund or charitable remainder trust. Irrevocable planned gifts will be recognized by naming opportunities during the donor's lifetime.

The President of the College and the Vice President of Instruction will oversee the designation of Endowed Chairs/ Distinguished Professors, Outstanding Faculty, and Lectureship Series naming opportunities.

4. Facilities and Landscape Naming Opportunities

The Citrus College facilities and landscape on the campus offer many opportunities for the names of generous donors to be associated with the College in a lasting and permanent manner. Classrooms, laboratories, support facilities, and special landscape locations may be named in recognition of generous major gifts to Citrus College. These gifts may be in the form of an outright cash gift for purchase of equipment or room furnishings, donation of new equipment for the named facility, or establishment of a special fund for renovations, program enhancements, or landscape improvements. Listed below are some of the many naming opportunities available and guidelines for appropriate gift levels.

- GROUP ONE: Named Bricks and Plaques Programs
- GROUP TWO: Donor Walls
- GROUP THREE: Buildings
- GROUP FOUR: Areas within Buildings
- GROUP FIVE: Exterior Campus Sites/Landscaping Projects

GROUP ONE: Named Bricks and Plaques Programs

Group One consists of named bricks around the Fountain and the Buy-A-Seat Program in the Performing Arts Center for established gift amounts.

- a. Fountain Area-Brick Program
(Alumni Association Scholarship Fund Project)
 - 2 lines of lettering \$ 50
 - 3 lines of lettering \$ 55
- b. Buy-A-Seat Program (Performing Arts Center Fund) \$100

GROUP TWO: Donor Walls

Donor Walls may be located in buildings throughout the campus and usually have several levels of recognition. The names of each giving level may be unique to the program area in which the donor wall is located.

Contributor's Circle	\$ 25 to \$99
Century Circle	\$ 100 to 249
Associate's Circle	\$ 250 to \$499
Scholar's Circle	\$ 500 to \$999
Donor's Circle	\$ 1,000 to \$2,499

Honor's Circle	\$ 2,500 to \$4,999
Sponsor	\$ 5,000 to \$9,999
Benefactor	\$10,000 to \$24,999
Founder	\$25,000 and above
GROUP THREE: Buildings	

This group contains opportunities for recognition of donors supporting new and existing buildings. Named buildings will be valued at no less than \$2 million to \$5 million. The established criteria will be applied to establish the level of donor gift for each naming opportunity.

Buildings in this group include:

- Adapted Physical Education Center (AP)
- Administration Building (AD)
- Annex (AN)
- Aquatic Center (AQ)
- Art Center (AC)
- Athletic Storage (AS)
- Automotive Annex (AA)
- Baseball Field (BB)
- Bookshop (BK) Owl
- Campus Center (CC) Ross L. Handy
- Campus Security (CS)
- Center for Innovation (CI) Louis E. Zellers
- Central Plant (CP)
- Computer Center (IS)..... Dan Angel
- Diesel Technology One (DT1)
- Diesel Technology Two (DT2)
- Earth Science Building (ES)
- Educational Development Center (ED)
- Facilities – Purchasing - Warehouse (MO)
- Fine Arts (FA)
- Hayden Hall (HH)
- Lecture Halls (LH)
- Liberal Arts/Business Center (LB)
- Library- Learning Resource Center (LI)..... Floyd S. Hayden
- Life Long Learning Center (LL)
- Life Science Building (LS)
- Mathematics/ Science Building (MA)
- North Bungalow (NB)
- Orfalea Family Children's Center (IC)
- Performing Arts Center (PA)..... Robert D. Haugh
- Physical Education (PE)
- Physical Sciences Building (PS)..... Glenn D. Vaniman

- Portable 1 (P1)
- Portable 2 (P2)
- Portable 3 (P3)
- Professional Center (PC)
- Music & Recording Technology (RA)
- Reprographics (RG)
- Softball Field (SBF)
- South Bungalow (SB)
- Stadium (ST)
- Stadium Field House (FH)
- Stadium Gate House (GH)
- Student Services (SS)
- Technology Center A (TC)
- Technician Development (TD)
- Technology and Engineering (TE)
- Theatre Arts & Video Technology (VT)
- The Range at Citrus (GR)
- Women's Shower (WS)

No building on the campus shall be named for a corporate entity, a religious or political organization, cult, service organization or a special interest group of any type. Buildings may be named for families, individuals and their spouses, or the name of a private nonprofit 501c(3) foundation making the required gift if the foundation name is that of an individual or family. Corporate entities and other organizations may be recognized on the college's Donor's Wall under the appropriate level of giving category.

GROUP FOUR: Areas within Buildings

Group Four includes areas within buildings, such as conference rooms, offices, labs, classrooms, foyers, studios, interior atriums, etc. Gift recognition in this group is in pre-determined minimum gift amounts and listed on a *Naming Opportunities List* developed for each of the buildings and for the outside areas on the campus.

GROUP FIVE: Exterior Campus Sites and Landscape Projects

Outside areas may include fountains, gardens, benches, pathways, golf driving range, parking lots, atriums, commons, courtyards, quads, clock towers, etc.

Affixing Relative Values to Buildings, Rooms, and Areas Within and Outside of Buildings

In order to establish a coherent and organized approach to the valuing of buildings, areas within buildings and outside areas on campus, the Development Office will involve appropriate staff in grouping areas according to relative values for development purposes. The actual cash values for each naming opportunity will be established by the Director of the Foundation, the Executive Director and any appropriate staff they choose to involve. The valuing of the buildings and areas on campus will adhere to sound principles and practices of fund-raising so as to avoid undervaluing or overvaluing facilities.

Buildings, rooms, labs, foyers, offices, other areas within buildings, and outside areas on the campus will be valued using the following criteria:

- Importance to a program, to students or to the community
- Visibility or prominence
- Appeal to potential donors
- Size

5. Naming Opportunities as an Honorarium for Service

On occasion a member of the Citrus College staff or a volunteer may be nominated for a naming opportunity without tender of a gift of cash or other real property. Such an individual may be recommended to have a building, area within a building, or outside site named for him or her. Such a naming recommendation may be made when the service that the recommended individual has rendered meets the following criteria:

- Service rendered may be documented as clearly and measurably exceeding in quality and accomplishment what might be ordinarily expected of someone occupying the same position.
- Such service was rendered over a period of not fewer than ten years.
- Such service has materially and profoundly contributed to the overall advancement of the institution through any combination of the following: facilities improvements; program development and enhancements; fostering consensus building; noteworthy fund raising; creation of partnerships with business and industry and other public and private agencies that clearly advance the institution; providing leadership that clearly and significantly contributes to the advancement of the institution; is recognized in the field of education and/or by business and industry or government as having made significant contributions to the educational profession or to the economic development of the region, or to workforce development thereby bringing status and recognition to the institution; other pertinent criteria.
- The value to the institution of the contribution made by the nominee is considered to be equivalent or nearly equivalent to the value of the facility or area to be named for him/her in terms of institutional advancement, and the nomination form clearly delineates this equivalency in terms of the previously listed criteria for evaluating the service.
- There should be an appropriate relationship between the use of the facility or its function and the person for whom it is named as an honorarium; this relationship should be vetted through thorough discussion among all campus constituencies.

Guidelines for nominating and providing appropriate supporting documentation will be made available in the office of the Citrus College Foundation. The completed nominating form will be submitted to the Foundation Office. The proposed building or area to be named for the individual will be included with the nomination. A committee comprised of campus representation of administrators, faculty, students, classified staff, and community volunteers serving on the Foundation Board will review the nomination and make a recommendation to the Physical Resources Committee.

AP 6620 Naming of District Facilities and Properties

The following guidelines are provided to assist the Santa Clarita Community College District:

- The opportunity to name a major campus facility is meant to memorialize and/or recognize the occasion of receiving a substantial gift to the District and by agreement may remain in perpetuity.
- Normally, the amount will equal a minimum of ten percent (10%) of new capital improvement costs or the appraised value of existing property.
- A “donation” connotes philanthropic intent, and is not considered a term-limited “sponsorship,” as outlined in the Foundation and District policies and procedures for reporting sponsorships.
- Prior to gift acceptance, the District will determine the philanthropic intent of the gift, i.e. unconditional charitable donation vs. a conditional sponsorship payment that results in marketing opportunities for a corporation or organization.
- A pledge will be acknowledged upon the formal execution of a signed agreement.
- The donor’s capacity to fulfill their charitable commitment will be determined through a due diligence process, using unobtrusive sources of data already in the public domain.
- Prior to presenting a recommendation to the Board of Trustees to name a District facility, staff will confirm the ability of the donor to make the financial commitment and will determine the term of the payment of the funds.
- 50% of the contribution must be received by the District prior to formally naming a major campus facility. The building or facility to be named will be reserved but no formal announcement will be made and neither will any tangible recognition be established to commemorate the donation until 50% of the contribution is received.
- The physical appearance of all naming opportunities will be consistent with the style of existing campus signage.
- Design, construction, and/or installation of the signage will be coordinated with the District’s Facilities Department.
- The cost of the tangible recognition, i.e. plaque, bust, sculpture, signage, etc. shall be deducted from the donation.
- It is recognized that each gift is unique and the special needs or interests of the donor will be accommodated, when possible.
- Recommendations for naming will be forwarded to the Chancellor in writing.

- The named facility or portion thereof will be in perpetuity for the life of the building. The Santa Clarita Community College District is not under any obligation to “transfer” a named facility at a time when it (or a portion of it) is rendered no longer usable unless it chooses to do so.
- If the District proposes to change the function of a named facility or area, it must document the review of related gift agreements in consultation with the district’s Foundation to determine if the proposed use is consistent with the restrictions that may have been previously stipulated.
- The Board of Trustees, at its sole discretion, shall have the authority to terminate the naming arrangements for sufficient cause or when the gift no longer serves the mission of the District.
- At the request of the donor or the donor’s family or heirs, the Board of Trustees may remove the name from the building.
- In special circumstances, the Board of Trustees may waive any or all of the above criteria.

Revised 05/28/08



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[in](https://www.linkedin.com/company/foothill-de-anza-alumni)

<https://www.linkedin.com/company/foothill-de-anza-alumni>

https://twitter.com/fhda_foundation

[FOOTHILL-DE ANZA DISTRICT \(http://www.fhda.edu/\)](http://www.fhda.edu/)

[FOOTHILL COLLEGE \(http://www.foothill.edu\)](http://www.foothill.edu/)

[DE ANZA COLLEGE \(http://www.deanza.edu\)](http://www.deanza.edu/)



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[HOW TO GIVE \(/HOW-TO-GIVE/\)](#)

[WHAT WE DO \(/WHAT-WE-DO/\)](#)
[STORIES \(/STORIES/\)](#)

[STAY CONNECTED \(/NEWSLETTER_SIGNUP.HTML\)](#) | [CONTACT \(/CONTACT.HTML\)](#)

POLICIES PROCEDURES FOR THE NAMING OF COLLEGE AND DISTRICT BUILDINGS OR FACILITIES

[SCHOLARSHIPS \(/WHAT-WE-DO/INDEX.HTML#SCHOLARSHIPS\)](#)

[FACULTY SUPPORT \(/WHAT-WE-DO/INDEX.HTML#FACULTY_SUPPORT\)](#)

[SPECIAL PROGRAMS \(/WHAT-WE-DO/INDEX.HTML#SPECIAL_PROGRAMS\)](#)

[GOALS & MILESTONES \(/WHAT-WE-DO/INDEX.HTML#GOALS_MILESTONES\)](#)

[FOUNDATION FINANCIALS \(/WHAT-WE-DO/FOUNDATION_FINANCIALS.PHP\)](#)

[POLICIES \(/WHAT-WE-DO/POLICIES.HTML\)](#)

This procedure outlines the process for naming District properties, programs and facilities in accordance with Board Policy 3216

The Foothill-De Anza Community College District has a tradition of naming college or District properties and facilities in honor of persons or entities that have made important contributions to enable the teaching, learning and public service missions of the District and its colleges. All naming in recognition of an honoree must be consistent with the District's role as a public trust. Accordingly, all such proposals will be reviewed and approved in accordance with District policies and procedures.

Commitments regarding naming shall only be made to a donor or a non-donor honoree based upon prior approval of the related proposal for naming. Each proposal for naming will be considered on its merit and not because a gift meets a particular predetermined goal. Research on the proposed name will be submitted with the proposal so that all due attention can be given to both the long-term and short-term appropriateness for naming.

In accordance with these guidelines, naming proposals will be reviewed by the Foothill-De Anza Foundation for possible conflicts, and submitted for approval through the following procedures:

PROCEDURES FOR NAMING OR RENAMING COLLEGE FACILITIES

Requests for naming college facilities and significant land features, including buildings and the components of buildings (classrooms, laboratories, auditoria, conference and seminar rooms; etc.), will be submitted to the appropriate college president. The college president will submit proposals in favor of naming through the college's governance process to make a recommendation on the request. The college president will then forward a recommendation to the chancellor for approval. The chancellor will forward favorable recommendations to the Board of Trustees for final approval.

PROCEDURE FOR NAMING OR RENAMING DISTRICT FACILITIES

Requests for naming District facilities, canters, campuses and land features, including buildings and the components of buildings (classrooms, laboratories, auditoria, conference and seminar rooms, etc.), will be submitted to the chancellor who will, in turn, forward favorable recommendations to the Chancellor's Advisory Council for review. The chancellor will then forward a recommendation to the Board of Trustees for information and action.

PROCEDURES FOR ORNAMENTAL STRUCTURES, FOUNTAINS, COURTS; PLAZA, GARDENS, BENCHES, TREES AND OTHER MEMORIALS

Requests for memorials may emanate from any source and should have the sponsorship of the senior administrator in whose jurisdiction the memorial will exist, and must have the approval of the appropriate college president. The college president will submit proposals in favor of naming through the college's governance process to make a recommendation on the request. College or District facilities directors will be consulted regarding the appropriateness of the site, the aesthetic impact, relationship to the campus

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landscape, and maintenance obligations. When a facility or area is named in recognition of a donor or a non-donor honoree, that name will generally be effective for the useful life of the facility or the designated use of the area. If a facility must be replaced or substantially renovated, or the use of an area redesignated, it may be submitted for new naming, subject to the specific terms and conditions set forth in any gift agreements related to the prior naming action.

When a facility or area is proposed for renaming, college and/or District representatives will make all reasonable efforts to inform in advance the original donors or honorees and their immediate families.

CRITERIA

1. Criteria for naming in honor of an individual with no gift involved
 - a. A proposed honoree shall have achieved distinction in one or more of the following ways:
 - While serving the colleges or District in an important employee capacity, the individual has rendered distinguished service that warrants recognition of the individual's exceptional contributions to the welfare of the colleges and/or District.
 - The individual has contributed in truly exceptional ways to the welfare of the institution or achieved such unique distinction as to warrant recognition.
 - b. When an individual has achieved distinction as recognized above, a proposal may be made for naming in honor of the individual on the earlier of the following:
 - Two years after retirement or other separation from the colleges or District or from elected or appointed office; or,
 - Two years after the person's death, if the person has not yet retired or otherwise separated from the colleges or District.
2. Criteria for naming involving a gift
 - a. In reviewing a request for approval of naming, consideration shall be given to:
 - The significance of the proposed gift as it relates to the realization and/or success of the project or to the enhancement of the project or to the enhancement of the project's usefulness to the colleges or the District;
 - The urgency of need for the project or for support funds for the project;
 - The eminence, reputation and integrity of the individual or entity whose name is proposed; and,
 - The relationship of the individual or entity to the colleges or District.
 - b. The gift shall constitute a significant portion of the total cost of the project to be named: 1) representing 25-50 percent of the total cost of a building or project to be named, or (2) providing substantial funding for that portion of the total cost which would not have been available from another source (such as state or federal appropriations, bond issues, or loans).
 - c. Donor names proposed for fountains, ornamental structures, landscaping or similar features will normally require a gift to cover the full cost of the project as well as a maintenance fund for long-term preservation.
 - d. A naming conferred in recognition of a pledge is contingent upon the gift agreement that makes every effort to ensure fulfillment of the pledge. Naming may be removed if the pledge is not fulfilled.
 - e. To avoid any appearance of commercial influence or conflict of interest, due diligence should be taken before recommending the naming of a major program or area, building, open space, or roadway that involves the name of a corporation or corporate funding. The naming for an individual associated with a corporation should be handled as any naming for an individual.

- f. The size, design, and wording of any signs acknowledging corporate generosity and acknowledging District appreciation should exclude logos to avoid the appearance of advertising.

3. Changed Circumstances:

- a. If the colleges or District proposes to change the function of a named facility or area, it must document the review of related gift agreements in consultation with the District's Foundation to determine if the proposed use is consistent with the restrictions that may have been previously stipulated. If the proposal for change in use is inconsistent, District counsel shall be consulted.
- b. If at any time following the approval of a naming circumstance change so that the continued use of that name may compromise public trust, the District counsel will consult with the California Attorney General regarding future action.

400 CONSIDERATIONS

Each proposal for naming a CSU facility or property shall be considered on its own merits, including compatibility with the mission and values of the university. No commitment for naming shall be made prior to CSU Board of Trustees approval of the proposed name.

The name of a CSU facility or property presented for CSU Board of Trustees approval must honor an individual or an organization and must meet the following criteria:

401 When a donor gift is involved:

- The gift should benefit the realization or completion of a facility, the improvement of a facility or property's usefulness to the university, or the enhancement of university programs.
- The gift should provide "substantial" benefit to the CSU. The term "substantial" in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions of personal services as well as monetary or in-kind gifts. The value should be appropriate to the size, visibility and exclusivity of the facility or property.
- The gift should provide funding for that portion of the total cost which would not have been available from any other source (such as federal or state loans or appropriations, student fees, and bond issues).
- The naming may be for the useful life of the facility or for a period of years.

403 In a rare instance, when a naming honors service to the CSU:

- It should honor a person who has achieved unique distinction in higher education and other significant areas of public service; or who has served the CSU in an academic capacity and has earned a national or international reputation as a scholar, or has made extraordinary contributions to a CSU campus or the system which warrant special recognition; or who has served the CSU in an administrative capacity and made extraordinary contributions to a CSU campus or the system which warrant special recognition.
- Recognition of an individual who has served in a CSU academic or administrative capacity shall not be made until the individual has been retired or deceased for at least two years.
- No more than one facility or property in the system shall be named after any one individual.

404 No facility or property will be named after seated, elected or appointed officials currently in office.

500 WAIVER

In special circumstances, the CSU Board of Trustees may waive any or all of the above criteria.

15501.00 Effective Date: 2/1/2014



Glendale College Foundation Naming Opportunities



DESIGNATED AREA

ESTIMATED AMOUNT

Main Campus Building Naming Opportunities

Lab College Services (<i>New Building</i>)	\$2.5M
Library	\$1.5M
San Rafael	\$1M
San Gabriel	\$1M
Theater	\$1M
Advanced Technology (<i>Welding, Machine Shop, Electronics, Robotics, Architecture</i>)	\$500,000
Camino Real (<i>Physical Sciences</i>)	\$500,000
Arroyo Seco (<i>Chemistry & Math</i>)	\$500,000
Planetarium	\$500,000
Elevator Clock Tower & Courtyard	\$200,000
Dance	\$200,000
Small Theater	\$150,000

Main Campus Room Naming Opportunities

Nursing Simulation Lab (#S338)	\$150,000
Patio Area (<i>South of Bhupesh Parikh Building</i>)	\$150,000
Nursing Lecture Room	\$100,000
Chemistry Lab/Exhibit Area (CS173)	\$100,000
Chemistry Prep Room (AS209)	\$100,000
Science Exhibit Area (CS173)	\$100,000
Media Arts Lab (SC328)	\$100,000
Marine & Majors Biology Lab	\$50,000
Mathematics Computer Lab (SG379)	\$35,000
Human Anatomy Lab (SG201)	\$35,000
Biology Lab	\$35,000
Herpetarium (Multi-Purpose Lab-AG206)	\$25,000
Biology Prep Room (SG207)	\$25,000
Classrooms (various)	\$10,000
Offices (various)	\$7,500

Garfield Campus Naming Opportunities

Garfield Campus	\$3M
Mariposa Building	\$500,000
Tropico Building	\$300,000
Community Room	\$200,000
Garden/Patio	\$150,000
Labs	\$35,000
Classroom	\$10,000
Office	\$7,500

We appreciate those who have already contributed and welcome your consideration for these and other naming opportunities.

For further information, call Lisa Brooks at (818) 551-5196 or e-mail Lbrooks@glendale.edu

Book

SJECCD Administrative Procedures

Section

Chapter 6 - Business & Fiscal Affairs

Title

Naming of Properties, Facilities, and Programs

Number

AP 6620

Status

Active

Adopted

January 27, 2009

Last Revised

July 15, 2016

AP 6620 NAMING OF PROPERTIES, FACILITIES, AND PROGRAMS

References:

No specific references

All recommendations for naming buildings or facilities, including rooms, commons areas, and grounds, shall be submitted to the Board of Trustees by the District Chancellor for action.

All recommendations shall comply with the following criteria:

- Individuals or groups may receive recognition through the dedication of facilities and buildings.

- Proposals for recognition may originate from the District Chancellor, a College, the District Foundation, or the community.
- Individuals need not be deceased to be honored.
- Once a building has been named to honor an individual, group, business, or organization, the name shall not be changed, unless deemed necessary by the Board.

Bequest Not Involved

When a bequest or current gift is not involved, recognition by the dedication of a District building or facility may honor any person who has made a significant contribution to the advancement of the mission and goals of the District, or achieved unique distinction through campus leadership, service to students, or service to the community. A minimum of three years shall elapse from the date of departure before a former employee's name may be considered for dedication.

There shall be an appropriate relationship between the use of the building or facility, including rooms, landscaped areas, trees, or similar areas, in honor of the person or group for whom it is being dedicated.

A suitable plaque shall be placed within the building or at the facility, including rooms, landscaped areas, trees, or similar areas, in honor of the person or group for whom it is being dedicated.

Bequest Involved

When a bequest or current gift of property or funds is involved, recognition by the naming of a District building or facility may honor a person, group, business, or organization that has made a significant contribution to the District. The following guidelines are provided, but not mandatory, for consideration of a recommendation to the Board:

- The benefactor(s) has given at least 25 percent of the construction cost of a new facility or an existing facility.
- The benefactor(s) has given a minimum of 40 percent of the cost of a sub-unit of a building or facility, such as a classroom, lecture hall, etc.

- The benefactor(s) has given at least 100 percent of the cost of walkways, benches, gardens, etc.



AP 6620 NAMING OF BUILDINGS, FACILITIES, GROUNDS, AND PROGRAMS IN APPRECIATION AND RECOGNITION FOR CONTRIBUTIONS MADE

References:

No specific references

The Foundation for Santa Barbara City College may make donors aware of giving and naming opportunities and solicit for the naming of buildings, facilities, grounds, or programs. The amount of the donation required shall be based on type, size, prominence, maintenance, and/or replacement cost of the facility, grounds or program, and will be set and reviewed annually by the Foundation and the Superintendent/President. Each proposed naming opportunity shall be reviewed by the Superintendent/President and Chief Business Officer or designee on a case-by-case basis for approval, design, and location.

Acceptable Forms of Donations

In recognition and appreciation of an individual, family, organization, non-profit foundation, or corporation for significant financial or service contributions, the District may name buildings, facilities, grounds, or programs according to the following guidelines:

1. Acceptable forms of gifts to result in a naming include: cash, appreciated securities, real property, and under special circumstances, life income gifts (charitable remainder trusts), gifts through estate planning, and gift-in-kind. Naming opportunities shall be available for a deferred gift if the gift is irrevocable and the Foundation Office is provided with a copy of the duly signed and executed estate planning document designating the gift as irrevocable. In most cases, gifts may be made through legally binding pledges fulfilled within no more than five years.
2. In instances when private funds are needed to pay for immediate remodeling, renovation and/or construction, donations made through irrevocable deferred gift techniques shall not be accepted. A naming opportunity may, however, be accepted for an existing, unnamed facility not requiring major remodeling or renovation as long as the irrevocable deferred gift technique has been analyzed and approved by an actuarial study and depreciated over the life expectancy of the donor.
3. The Board shall take into consideration the significance and amount of the proposed gift or gifts or service as either or both relate to the realization, completion, or enhancement of a facility or property.



Replacement of a Name

In the event that a name must be removed during the remodeling of a facility or if a facility is destroyed in a natural disaster and is rebuilt for its original purpose, recognition shall be replaced according to the original naming resolution.

In the event a building or facility is completely replaced with new construction, not due to a natural disaster, or its purpose is drastically altered through remodeling, the Board reserves the right to add to, or alter, the naming opportunities of the new facility. In such a case, the original naming recognition shall be suitably commemorated in the new facility, e.g. by a plaque placed in a prominent location.

When a facility or portion of a facility is proposed for renaming, the District shall make all reasonable efforts to inform in advance the original donors or honorees and their immediate family members.

Only in extraordinary circumstances would the name of a facility which ceases to exist be moved to another facility, and then only by vote of the Board of Trustees.

Removal of a Name

If at any time following the approval of a naming, circumstances change substantially so that the continued use of the name may compromise the public trust, the Board of Trustees reserves the right to remove a name from any and all named facilities, grounds or programs. The Superintendent/President shall convene an ad hoc committee to discuss the circumstances surrounding the issue and make a recommendation to the Board of Trustees as to whether the name should be retained or removed. Circumstances that may lead to the removal of a name include, but are not limited to:

- The commission of a heinous crime or involvement in an egregious action by an individual whose name appears on a naming opportunity.
- Donor failure to full gift commitments as specified in the gift agreement.

Written Agreement Required

An agreement between the District and a gift donor shall be prepared in writing by the Foundation to memorialize the conditions associated with a donation, or donations over time, that result in the naming of a building, facility, grounds, or program.

Date Approved: October 20, 2015
(Replaces current SBCC AP 6620)

3
4 NAMING OF BUILDINGS AND OTHER PROPERTIES
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6 This procedure serves as a guideline for the San Bernardino Community College District with the
7 naming of facilities. It is established to assure an appropriate reflection of the history of the
8 District as well as consistency, fairness, fitting recognition and good value in exchange for the
9 honor or privilege of name association with a program, fund, or physical aspect of the District. As
10 gifts can encourage others to give, this procedure is intended only as a guide and allows for
11 flexibility on a case by case basis.
12

13 San Bernardino Community College District (hereafter referred to as "the District"), the
14 Chancellor, College Presidents and Board of Trustees, seek private funds to enhance the
15 District's ability to meet the higher education needs of its community, particular toward a level of
16 excellence that would otherwise not be possible given state funding levels and restraints on
17 student tuition and fees. To that end, the District seeks to provide appropriate recognition to
18 donors for their generosity. Although such recognition may take many forms, this procedure
19 seeks to establish guidelines for the naming of facilities, campus spaces and programs as donor
20 recognition.
21

22 This procedure is to establish the criteria to guide the process for naming facilities at the District.
23

24 **A. Guidelines for Naming**
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- 26 1. A significant monetary contribution to the actual construction cost, if for new
27 construction; a major portion of the replacement or major renovation cost, if for
28 an existing building or facility; or the fundraising goal.
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30 The donation may be made in cash or a legally binding pledge and can be paid
31 over time, usually within five years of naming the facility, unless other
32 arrangements are made.
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- 34 a. A portion of the gift may be in the form of an irrevocable trust or planned
35 gift.
36
37 b. Qualified contributions are receipted by the District and intended by the
38 original donor for the District or students.
39
40 c. The San Bernardino Community College District Board of Trustees
41 reserves the right to remove names from facilities when the gift remains
42 unpaid beyond the five-year limit or the agreed upon date.
43

- 44 2. Specific contribution levels may be established with either fixed or minimum
45 dollar amounts for sponsorship of other physical property.
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- 47 a. Such property may include, but is not limited to hardscape, benches,
48 fountains, gardens, walls, equipment, and outdoor plazas, etc.
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50 b. Amounts for these naming opportunities shall be reviewed periodically by
51 the District.
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- 53 3. A temporary naming (a minimum of 3 years) in recognition of distinguished
54 service may honor a gift of time or talent that has had a significant positive
55 impact on the institution over an extended period of years. This honor is usually

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reserved for extraordinary positive leadership. A naming associated with a donation will replace a temporary naming following the minimum three-year period.

- a. A period of not less than one year shall lapse between the end of the individual's service to the District and consideration for naming.
 - b. The Chancellor or a shared governance committee designated by the Board of Trustees will determine whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting the name for approval.
4. Generally there will be no named buildings for living political figures or for current employees of the District.

B. Guidelines for Naming Based on Monetary Contributions

Facility Commemoration Opportunities	Gift Minimums and Ranges
New Building	\$2,000,000 to \$5,000,000
Existing Building	\$1,000,000 minimum
Classroom or Laboratory	\$25,000 to \$100,000
Entrance hall, lobby, student/staff lounge	\$50,000 to \$150,000
Athletic Facilities (or parts of)	\$50,000 to \$500,000
Endowed Chair or Faculty member	\$250,000 minimum
Conference room, Division Offices or Departments	\$25,000 to \$100,000
Outdoor areas, commemorative table/bench	\$1,000 to \$25,000
Pavers, bricks, tiles, sidewalk/concrete etched names etc.	\$250 - \$5,000
Faculty/Other Offices	\$2,500 minimum

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C. Permanency of Names

- 1. When a gift is received for a naming, a facility receives a designation that shall last the lifetime of the facility, subject to paragraph 3 of this rule.
 - a. Demolition or significant renovation shall terminate the designation.
 - b. The individual, family, corporation, foundation (donor) involved in the initial naming may be offered an opportunity to retain the naming before any other naming gifts are considered.
- 2. When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility.
- 3. Any legal impropriety or other act which brings dishonor to the District on the part of the donor or a corporate donor who is no longer in existence shall make the gift and naming subject to reconsideration by the college.

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D. Responsibility

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1. Prior to approval, the District Board of Trustees shall have reasonable assurance that:
 - a. The proposed name shall bring additional honor and distinction to the District.
 - b. Any philanthropic commitments connected with the naming shall be realized.
2. The Chancellor has the right to:
 - a. Determine content, timing, location and frequency of any public announcements associated with the gift.
 - b. Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
 - c. Determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.
3. The final authority of any naming, memorial or tribute decision rests with the Chancellor of the San Bernardino Community College District and the elected Board of Trustees.
4. The guidelines set forth in this procedure statement shall not be deemed all-inclusive. Flexibility and donor centeredness is a key to successful philanthropic naming opportunities.
5. The Chancellor and Board of Trustees reserve the right to consider any and all factors regarding the privilege of name association with the program, fund or physical aspect of San Bernardino Community College District as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of the District.

UC SANTA BARBARA POLICY AND PROCEDURE

Naming University Properties, Programs and Facilities

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B. NAMINGS IN RECOGNITION OF A GIFT

1. No commitment for naming shall be made prior to all appropriate university reviews and approvals of the proposed name. If the naming is proposed for a capital project, early consultation must take place with the director for Capital Development in order to start the campus capital planning process. See Guidelines for Capital Projects Involving Donor Funds.
2. Proposals to name campus properties, programs and facilities may be brought forward by any member of the campus community. The merits of each individual case will be considered within the parameters of the UC Policy on Naming, section VIII. Proposals for namings in recognition of a gift are to be coordinated through the Development Office and the vice chancellor for Institutional Advancement.
3. Each gift opportunity is unique and the donor's specific circumstances and requirements must be respected throughout the cultivation/solicitation/approval/stewardship process. Unusual circumstances may alter the manner in which these procedures are implemented, but they should not circumvent the need for appropriate notification and consultation.
4. The gift (or package of gifts) shall either (1) fund the total cost of the project to be named or (2) provide funding for that portion of the total cost which would not have been available from another source (such as federal or state loans or appropriations, student fees, bond issues). If the latter, the gift(s) is to constitute a significant portion of the total cost of the project to be named. For guidance on recommended levels of support, please contact the Development Office. New construction or physical modification of existing space shall be in keeping with identified campus needs and shall support the campus' mission of teaching, research and community service.
5. For buildings or spaces already in existence, the gift should be a substantial portion of the current value of the building or space. The campus may require an endowment to fund or supplement ongoing program, operation or maintenance costs. For guidance on recommended levels of support, please contact the Development Office.
6. Preliminary discussions between a campus representative (development officer, faculty member, administrator, etc.) and a prospective donor, in most cases, are to be part of an overall fundraising plan that has received the approval of the vice chancellor for Institutional Advancement. This ensures that appropriate consultation has included the appropriate department chair or director, dean, provost, associate vice chancellor or vice chancellor, as well as the executive vice chancellor and chancellor.

UC SANTA BARBARA POLICY AND PROCEDURE

Naming University Properties, Programs and Facilities

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7. At the appropriate time in the gift discussions and with the donor's desire for confidentiality or other circumstances in mind, the primary users of the space and the Academic Senate (via the executive vice chancellor and the vice chancellor for Institutional Advancement) will be consulted.
8. If all appropriate parties endorse the naming proposal in principle, the vice chancellor for Institutional Advancement, in consultation with the executive vice chancellor, will make a recommendation to the chancellor. The chancellor may approve all namings listed in IC of these guidelines. Requests for namings of university land reserves, buildings, major centers of activity and other highly visible properties, and major or multi-campus programs or facilities, following the chancellor's approval, will be forwarded to the president for final approval, in accord with the Office of the President's [submittal instructions](#) are available at.
9. Once a naming in recognition of a gift is approved for existing properties, programs or facilities, new construction or physical modification of existing space, Campus Design and Facilities shall manage any associated signage according to established campus standards.