SAN FRANCISCO COMMUNITY COLLEGE DISTRICT **ADMINISTRATIVE PROCEDURE MANUAL**

Title: NAMING AND MEMORIALS	Number: AP 7.16
Legal Authority:	CCLC Number:
California Education Code Section 70902	AP 6620

- C. to commemorate individuals that have made important contributions to the college through extraordinary, dedicated service to the college or through contributions to the culture of the college
- D. to commemorate individuals, families, organizations, corporations or entities that have made important financial contributions to enable the teaching, learning and public service missions of the District. (See Appendix B)
- E. to commemorate individuals who, although they have no direct connection to the

Recommended by Participatory Governance Council: Month Day, Year

Approved by Chancellor: Month Day, Year

Review and Approval of Commemorative Naming

Individuals may not commit the College to a commemorative naming before the proposal has gone through the entire review process and has been formally accepted by the Board of Trustees.

- 1. The Chancellor or their designee will acknowledge receipt of the naming proposal within five (5) business days.
- 2. The Chancellor or their designee will review the proposal and identify any concerns raised by the proposal.

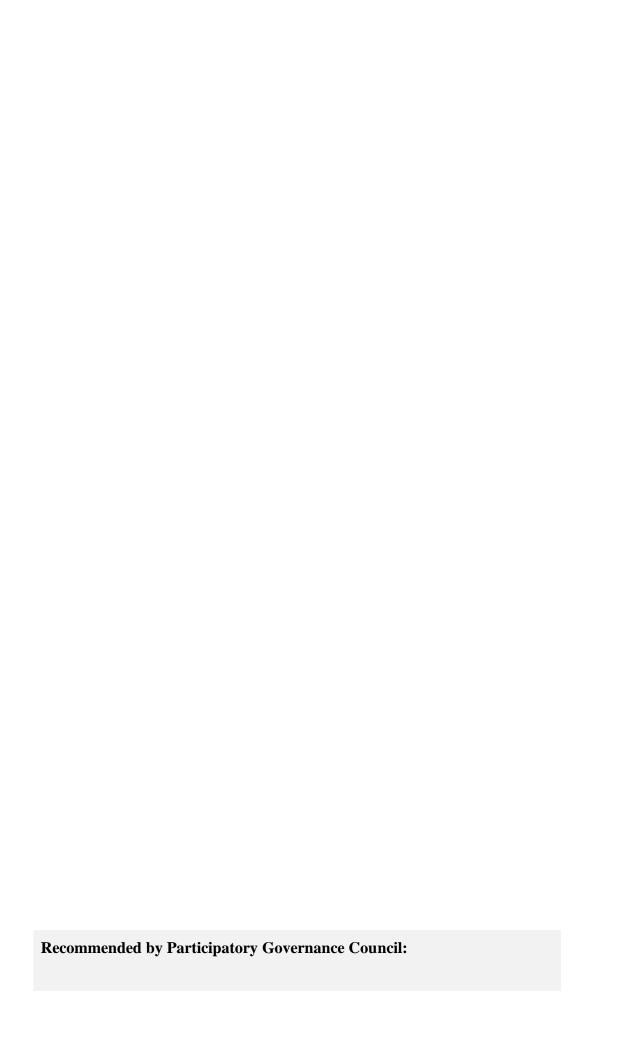
3.

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the new building shall retain the commemorative name of the building it ranew naming opportunity should be considered for the replacement build	
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Appendix A

Guidance for Administrative or Functional Naming of Buildings

- 1. The use of functional names for major buildings should be limited. Over time, functions within a building will change and the name could result in confusion.
- 2. Some buildings may be designated by a combination of functional and commemorative names. An example would be the John Smith Performance Center.
- 3. In cases where functions change within the building, the commemorative name will remain with the building while the functional name will be removed or amended.
- 4. Departmental or program identification may appear on the exterior building sign only as controlled by and outlined in <u>campus sign design guidelines</u>. the <u>Exterior Campus Sign Designs Guidelines</u>. However, if the building already has a commemorative name, the department or program identification may appear only on an exterior sign that also contains the commemorative building name.
- 5. Names of buildings and facilities with functional names may be amended to reflect future commemorative names.

Guidance for Administrative or Functional Naming of Property

1.

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Appendix C

Plaque Design and Language Approval

Plaques may acknowledge gifts to the College, commemorate the naming of a building or property, or company (or act as) a memorial.

The Chancellor or their designee must review and approve all proposed plaque language and design and must consult as needed with the appropriate stakeholders.

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Approved by Chancellor: Month Day, Year

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