

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

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

11/30/17

NOTE: Various text colors represents recommendations from each constituency.

blue Faculty (blue/green highlights for deleted items)

purple Classified Staff (fuchsia highlights for deleted items)

green

R

- 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

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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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- A. the new building shall retain the commemorative name of the building it replaces, or
- B. a new naming opportunity should be considered for the replacement building. In such a

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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 [campus sign design guidelines](#). ~~the Exterior Campus Sign Designs Guidelines~~. 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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