

CCS Administrative Procedure

6.20.01-A Naming District Facilities and Rooms

Implementing Board Policy [6.20.01](#)

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1.0 Naming of District Facilities Objective and Responsibilities (summary of Board of Trustees Policy 6.20.01)

Community Colleges of Spokane, recognizing its responsibility as an educational institution, will provide quality facilities and infrastructure to enhance the delivery of education and support services to the community. To that end, CCS will provide for and operate its facilities in an effective and efficient manner. This includes naming buildings in such a way that best communicates the program, service or other functional role to students and the public.

- 1.1 Per Board Policy 6.20.01, the Board of Trustees is solely authorized to consider and approve naming of existing or new buildings where that name will be other than a functional or descriptive name.
- 1.2 The district director of facilities is responsible for administering this procedure.
- 1.3 All district facilities, including those rented/leased, are subject to this procedure without exception.
- 1.4 Decisions regarding signage for/listing of district facilities must reflect the official facility name, without exception.

2.0 Limitations and Requirements

- 2.1 All district owned buildings are subject to this procedure without exception.
- 2.2 Employees and other individuals must follow the approval process outlined in this procedure when proposing names for district facilities and rooms.

3.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 3.1 Appointing Authority: the lawful authority under WAC 357-01-025, Board Policy [2.10.01](#) and Administrative Procedure [2.10.01-A](#) to make appointments of eligible persons to CCS positions and execute specified agreements.
- 3.2 District Director of Facilities: the administrator responsible for the Facilities Department.
- 3.3 Facility: a district property, building or component of that property/building.
- 3.4 Room: an enclosed or partitioned space within a building or on a property.
- 3.5 Functional Name: designation of a generic name that is based on the facility/room's usage, physical character or location.
- 3.6 Portion of a Facility: area within a facility larger than/not consistent with the definition of a room. Examples: multi-room centers, auditoriums, wings, atriums, theaters or furnishings within a room.
- 3.7 Descriptive Name: designation of a specific name for reasons other than to honor an individual. Examples may include a mascot, geographic, historical, or other characteristic-related name.

- 3.8 Honor Name: designation of a person name, living or deceased, of family name used with intent to honor that individual or family.

4.0 Functional/Descriptive Naming of Facilities

- 4.1 The appointing authority of the applicable unit may recommend to the chancellor a functional or descriptive name for new or existing facilities.
- 4.1.1 The chancellor may deny the recommendation and subsequently refer the question back to the appointing authority.
- 4.2 In the absence of a recommendation, the district director of facilities will propose to the chancellor a functional or descriptive name for the facility.
- 4.2.1 The chancellor may deny the recommendation and refer the question back to the appointing authority.

5.0 Honor Naming of Facilities

- 5.1 Per Board Policy 6.20.01, no publicly-funded building shall be named in honor of some person or persons. Publicly funded means any funds originating from State or Federal dollars or funds raised in the business of the college such as student fees. A Building shall be considered a public-funded building when 50% or more of the funding needed to complete a facility emanates from a public source. Buildings publicly funded shall be functionally or descriptively named. .
- 5.2 Per Board Policy 6.20.01, buildings which are funded by 50% or greater private dollars may be honor named when recommended by the CCS Foundation in accordance with the CCS Foundation naming policy.
- 5.2.1 A written request for naming is made by the CCS Foundation following a vote of the Foundation Board consistent with the approved Foundation policy on naming rights. The request shall be reviewed by the Chancellor and any concerns will be reviewed with the Foundation and the proposal will be forwarded to the District Board of Trustees when concurred upon by the Foundation and the Chancellor. The District Board of Trustees will consider and vote upon the request and shall have sole authority to approve the honor naming. The request must contain the following information at a minimum:
- 5.2.1.1 The proposed honor name,
- 5.2.1.2 The location of the building, and
- 5.2.1.3 Documentation that the request meets the private financing requirements in this policy as well as the contribution threshold defined within the Foundation policy; and
- 5.2.1.4 The duration of time the building will carry such name shall comply with Board policy 6.20.01; and
- 5.2.1.5 The background/history or other pertinent factors that warrant review when considering an honor name including verification of funding which warranted the naming consideration and evidence that the name proposed will not adversely affect the reputation or mission of CCS.
- 5.2.2 The District Board of Trustees shall inform the CCS Foundation Board in writing when either supporting or denying support for an honor name.
- 5.2.3 No honor names shall occur outside this policy as of the revised date of this policy.

6.0 Naming of Rooms

- 6.1 The appointing authority of the applicable unit has sole discretion at his/her respective unit for the naming, either functional or descriptive, of rooms or portions within a facility. Such naming shall be made after consultation with the Chancellor.
- 6.2 The appointing authority of the applicable unit shall recommend any honor name to the Chancellor who shall have the full discretion for the honor name approval or disapproval.
- 6.3 The District Board of Trustees may recommend an honor name to be approved by the Chancellor after consulting with the appointing authority of the respective college.
- 6.4 The CCS Foundation may recommend an honor name for a room or portion of a building for approval by the Chancellor. The Foundation shall review the proposed honor name with the appointing authority at the respective college prior to submitting the name to the Chancellor and seek concurrence from the appointing authority. The naming shall comply with the Foundation policy on naming rights approved by the District Board of Trustees.
- 6.5 The proposed honor name shall be reviewed to assure such name will not adversely affect the reputation or mission of CCS.

7.0 Duration of Name

- 7.1 Honor names shall normally be limited to ten years or less unless recommended by the CCS Board or Foundation Board for a longer or indefinite term and approved by the CCS Board. Prior to the end of the honor name term, the party which made the original naming proposal shall determine whether the naming should be extended for another term up to 10 years. A recommendation will then go to the Chancellor and then to the District Board of Trustees for a final decision.
- 7.2 The District Board of Trustees shall have the sole right to remove an honor name from a building or room at any time when the name is determined to reflect adversely on the reputation of the college, District or mission or otherwise be determined through a majority of the Board to be unsuited for further recognition as an honor name.

8.0 Resources

- 8.1 [CCS Foundation Naming Policy](#)