

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6620 Naming of Facilities and Properties

Reference: Ed Code Section 72000 (2)

The Governing Board retains authority to name Hartnell College buildings and facilities. This includes all buildings, major areas of buildings, streets and roads, sports facilities, areas of major assembly or activity, malls, large areas of campus circulation, and other highly visible property and facilities. Campus, satellite campuses, extension, or educational centers shall retain the name of the community where they are located (i.e. King City, Soledad, Alisal, North County/Castroville) These naming conventions apply to naming opportunities for buildings, areas, classrooms, and other college facilities. The Board delegates to the superintendent/president or designee the authority to name the following facilities: individual rooms, limited areas, individual items or features within buildings, and individual landscape items or areas. Naming of District building(s) remain with the authority of the Board. In all naming circumstances, the placement and size of the naming shall not interfere with the visible promotion of Hartnell College, a public institution.

Each proposal naming a District building, facility, or property shall be considered on its own merits.

When a gift is involved, a name for a District, building, facility, or property must meet one or more of the following criteria:

1. Designate a major building or facility;
2. Designate an instructional program or activity located in a particular property or facility;
3. Reflect natural or geographical features or a traditional theme, or;
4. Honor an individual.

When a gift is involved, the Board will consider the significance and amount of the gift as it relates to the planned facility or its enhancement. A gift shall be considered significant when the gift amount covers the total cost of the facility or funds a portion of the total cost which would not be funded from other sources. The naming recognition is to honor the philanthropist and to inspire further philanthropy for the district. No goods or services will be rendered in exchange for the philanthropic gift.

In special situations, the Board may consider recommendation for naming buildings or facilities other than in terms of function, use or name of a person.

When a gift is not involved, the Board may name the property or facility any designation appropriate under this policy. If a person's name is used, that person must meet following criteria:

1. Achieved unique distinction in higher education or other significant areas of public service that manifests the mission of the District; or
2. Served the District in an academic or administrative capacity and/or has earned a reputation as a scholar, or made extraordinary contributions to the Hartnell Community College District warranting special recognition; or
3. In sub-section 2 above, a proposal shall not be considered unless the individual resigned, retired or died at least one year prior to the proposal.

For this board policy to retain its relevancy with the philanthropic landscape this policy will be revised at least every five years.

The superintendent/president shall receive suggestions for naming buildings and facilities and shall develop procedures for implementing this policy.

Adopted by the Board of Trustees: June 2, 2020

Reviewed: February 2026

See Administrative Procedure 6620