



Reference: *Education Code Section 70902*

Recommendations for naming District owned facilities and properties shall be submitted to the Board of Trustees by the Chancellor and/or may also be suggested by an individual Board member.

The Board of Trustees retains authority for naming facilities and properties. This includes buildings, portions of building, college streets or roads, athletic fields and staging areas, plazas, and all other areas of major assembly or activity. The naming of facilities and properties requires the approval of the Board of Trustees.

Procedures for the naming of facilities are the responsibility of the Chancellor.

Facilities and properties shall generally be named in the manner descriptive of their basic functions. A District facility or property may be named in honor of an individual, group, or family if he/she/they is/are closely associated with the District; have made a unique, extraordinary, or significant personal contribution to the District; have achieved unique distinction in higher education or other significant areas of public service; or have made a significant financial gift through the West Hills Community College Foundation.

Decisions to name facilities or properties after an individual when no financial gift is involved shall be made under circumstances free from emotion and transitory pressures. Therefore, when a nomination involves service or professional contributions to the institution, a proposal shall not be considered until at least one year after the individual has resigned, retired, or passed away.

In addition to facilities and properties (including, but not limited to, plaques, memorials, and monuments), superior campus events such as athletics, fine arts, lectures, and other activities may be eligible under this policy.

The District recognizes that the name conferred on a District facility or property in recognition of an individual or group is an important factor in the public image of the institution. Accordingly, the Board of Trustees may discontinue an approved name when the Board determines that it is no longer appropriate for the District to retain the name previously assigned to the facility or property.

Board approval date: 4/26/94; 4/19/16