

**COLORADO COMMUNITY COLLEGE SYSTEM**  
**SYSTEM PRESIDENT'S PROCEDURE**  
**NAMING OF COLLEGE FACILITIES**

SP 16-50

EFFECTIVE: March 18, 2010  
REVISED: June 30, 2010

REFERENCE: Board Policy 16-50

APPROVED:

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S/ Nancy McCallin, System President

Application

This procedure applies to the naming of any buildings, rooms, plazas, or other functional spaces or facilities owned or leased by the Colleges governed by the State Board for Community Colleges and Occupational Education.

Procedure

Any action or process leading to the naming of a building must be reviewed and approved by the system president prior to implementing the planned activity or process. Once the process has identified a building name the name must be approved by the system president prior to seeking board approval. Neither the naming committee nor the beneficiary of the naming should be notified of the results until formal approval by the board has been received. If the name is not approved by the system president or the board, the college president must review the process and seek an alternative name. Other functional spaces or facilities include classrooms, libraries, cafeterias, housing facilities, gyms, courtyards, lawns or gardens, sports fields, and all other space that might have a name associated with it. The naming of other functional space or facilities by the college must be approved by the system president before the beneficiary or others involved are informed of the naming privilege.

Naming opportunities should be based on exceptional contributions or service to a college. Facilities named in recognition of gifts received by the college should be within the criteria identified below:

	<u>Urban</u>	<u>Rural</u>
Buildings	>\$5 Million	>\$1 Million
Non classroom space	>\$100,000	>\$50,000
Classroom/ Labs	>\$15,000	>\$15,000

If a gift for a facility is less than five million dollars for urban campuses and one million dollars for rural campuses but at least 35% of the total project cost then the facility may be named in recognition of that gift.

If a building is named for an individual, the name may not be changed unless the system president and the board approve of the change, after consideration of any previous agreements with a donor.

Buildings, rooms, plazas, or other functional spaces or facilities may not be named for any active employee of the System or the community colleges or active political representatives.

Donation thresholds will be reviewed annually.