

## CCS Administrative Procedure

### 6.20.01-A Naming District Facilities and Rooms

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#### 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 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.

- 2.1 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.
- 2.2 District Director of Facilities: the administrator responsible for the Facilities Department.
- 2.3 Facility: a district property, building or component of that property/building.
- 2.4 Room: an enclosed or partitioned space within a building or on a property.
- 2.5 Functional Name: designation of a generic name that is based on the facility/room's usage, physical character or location.
- 2.6 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.
- 2.7 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.
- 2.8 Honor Name: designation of a person name, living or deceased, of family name used with intent to honor that individual or family.

### 3.0 Functional/Descriptive Naming of Facilities

- 3.1 The appointing authority of the applicable unit may recommend to the chancellor a functional or descriptive name for new or existing facilities.
  - 3.1.1 The chancellor may accept the recommendation and subsequently forward it for Board of Trustee consideration/approval, or reject the recommendation. This decision is final and binding.
- 3.2 In the absence of a recommendation, the district director of facilities will propose to the chancellor a functional or descriptive name for the facility.
  - 3.2.1 The chancellor may accept the recommendation and subsequently forward it for Board of Trustee consideration/approval, or reject the recommendation. This decision is final and binding.
- 3.3 With Board approval the district director of facilities shall officially assign the approved functional or descriptive name.

### 4.0 Honor Naming of Facilities

- 4.1 Per Board Policy 6.20.01, the board of trustees may consider naming of new or existing buildings in honor of some person or persons. Such naming conveys the highest district honor and is reserved as the sole responsibility of the board.
  - 4.1.1 Board members have the opportunity to propose a name for a new or existing facility and to have that proposal considered by the full board of trustees, in consultation with the chancellor, as an official agenda item. No additional process is required and the announced agenda shall constitute prior written notice to the college community.
- 4.2 Administration may make recommendation for honor naming of a facility, through a board agenda item, adhering to the following process:
  - 4.2.1 A written request is made by the appointing authority of the applicable unit to the chancellor and board chair. The request must contain the following information at a minimum:
    - 4.2.1.1 The proposed honor name,
    - 4.2.1.2 The location of the building proposed for honor name, and
    - 4.2.1.3 The background/history or other elements of consideration that are believed to warrant consideration of an honor name.
  - 4.2.2 The chancellor and board chair will consult and the chancellor will respond to the appointing authority in writing, either supporting the proposal or rejecting it. The decision is final and binding and not subject to review.
  - 4.2.3 If supporting the proposal, the chancellor will present the recommendation to the board of trustees for discussion and, at the discretion of the board, consideration for action.
- 4.3 Any honor name bestowed outside of this policy and procedure is revocable without review or appeal and may subject the offender of this procedure to disciplinary action, up to and including termination.

**5.0 Naming of Rooms**

- 5.1 The appointing authority has sole discretion at his/her respective unit for the naming, functional, descriptive or honor naming of rooms or major portions within a facility.
- 5.2 The appointing authority will consult with the CCS Foundation Office during the deliberation process for purposes of strategizing/considering sponsorship or financial support opportunities or campaign tie-ins.
- 5.3 Room name decisions must be communicated to the district director of facilities for reference, signage and official listing.

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