

POLICY NAME:	519.01: Naming of Buildings and Other College Facilities
EFFECTIVE:	04-13-2016
SUPERSEDES:	
SOURCE:	Code of Alabama 16-60-111.4 and 23-1-8.1
CROSS REFERENCE:	

1. In rare and extraordinary circumstances the naming of facilities may be used to memorialize important, enduring contributions to an institution and/or the Alabama Community College System. Such contributions may take the form of a substantial gift or gifts of private funds by or on behalf of the honoree which have made it possible for the institution to construct or substantially renovate the facility, or may be many years of selfless dedication and personal effort of the honoree which have provided important and enduring benefits to an institution or the System as a whole. Accordingly, it is the policy of the Alabama Community College System that such an exceptional record of service may merit consideration in naming a facility in honor of any individual, including, but not limited to, an individual who was directly associated with either the Alabama Community College System or an institution under its direction and control, as a former member of the Alabama Community College System or as a former employee of such institution. Notwithstanding the above, no building, ground or facility shall be named after any individual until at least two years have elapsed since such person's employment or formal service with the Alabama Community College System and the institutions of the Alabama Community College System and/or the State have ended, or the honoree is deceased.

2. Requests for the naming of facilities with assembled documentation shall be submitted to the Chancellor. The Chancellor shall recommend to the Board of Trustees the naming of buildings and facilities when appropriate. Discussion of such recommendation shall occur in an Executive Session of the Board of Trustees. A positive vote of three-fourths of the members of the Board of Trustees is required to name a building or other institution facility.

3. Under no circumstances shall any commitment, presentation, promise, or offer concerning the naming of rooms or buildings, or any structure or edifice, connected with the Alabama Community College System or any of the institutions under its direction and control occur without prior approval of the Board of Trustees. Any exceptions must be approved by the Board of Trustees.