

October 12, 2017, 3:00 p.m. – 4:00 p.m.

Academic Center, Room 303, KTD

TOPIC	DESCRIPTION	Information/ Discussion Action
1. Agenda	Review/Revise/Approve	Action
2. Minutes	Approve Minutes from 9/14/2017	Action
3. President's Report	<ul style="list-style-type: none"> Disaster Review Process - Governance Committee Review of BP/APs Other 	Information/Discussion
4. Board Policies/Administrative Procedures	AP 3255 Memberships BP/AP 4110 Honorary Degrees (10 + 1) BP/AP 5160 Open Educational Resources (OER) (10 + 1) AP 6365 Contracts – Accessibility of Information Technology	Discussion/Action Information
5. Board Policies/Procedures (Chapter 2 – Board of Trustees)	BP 2430 Delegation of Authority to Superintendent/President BP 2431 Superintendent/President Selection BP 2432 Superintendent/President Succession BP/AP 2435 Evaluation of the Superintendent/President AP 2714 Distribution of Tickets or Passes BP 2740 Board Education BP 2745 Board Self-Evaluation BP/AP 2800 Naming of Buildings and Facilities	Information
6. Board of Trustees	Review October 17, 2017 Board Agenda	Information
7. Constituent Reports	Reports from senates and other constituent updates	Information
8. Meeting Wrap Up	Review/confirm actions made at meeting/ identify items for next meeting.	Discussion
9. Meeting Schedule	- November 9, 2017 - November 30, 2017 - Spring meetings determined after Board Meeting schedule is set in December	Information
10. Adjourn Meeting		



College Council Agenda

Members:

David Wain Coon, Chair

Faculty:

Meg Pasquel

Becky Brown

Patricia Seery

Classified:

Lindsay Bacigalupi

Kim Foulger

Hugo Gillian

Students:

Ismail Azam, ASCOM President

Mercedes Sosa Cordero, ASCOM Vice President

Luanne Mullen, ESCOM Representative

Managers:

Jonathan Eldridge

Greg Nelson

Christina Leimer

Resources:

Cabinet Members

Staff Support:

Kathy Joyner

Ex-Officio for CSEA

Keli Gaffney, CSEA Pres.

September 14, 2017

Academic Center, Room 303, KTD

Present: David Wain Coon, Anne Pearson, Marian Mermel, Ismail Azam, Mercedes Sosa Cordero, Meg Pasquel, Becky Brown, Jonathan Eldridge, Greg Nelson, Christina Leimer; Lindsay Bacigalupi, Kathy Joyner

Absent: Patricia Seery, Kim Foulger, Hugo Guillen

1. **Agenda** –The agenda was revised to include BP 3600 Auxiliary Organizations which was inadvertently left off the agenda. The agenda was approved by consensus.
2. **Minutes** - The minutes of the May 11, 2017 meeting were approved by consensus.
3. **President's Report**
Members introduced themselves and Dr. Coon reviewed the committee charge. Meg asked that the composition description for faculty be changed to similar language as is used with the Classified Staff which defines Senate officers sitting on College Council. This request will be forwarded to the Governance Review Council.

College Hour

Vice President Eldridge reported on a recommendation from FLIT to institute a "College Hour" that would allow the campus to come together for various activities to be defined. It would be scheduled at a regular time and when classes are not in session. An ad hoc group is working on a proposal which will go through the governance review system.

Program Review

Vice President Eldridge also reported that the College is taking a hiatus from program review to revise the questions that are asked in that process and to help improve the resource allocation piece of the review system. A new program will be launched in the spring which will line up with the budget process. This will also go through the governance review system. Meg commented that the Academic Senate raised a question about privacy with the LUMI system. Review of access and proper fire walls will be in place to protect exposure.

Measure B Update

Vice President Nelson provided an update on projects that will be occurring over the spring and summer. Measure B projects include the ballfields, new maintenance and operations building, IVC Building 11 renovations, the organic farm and garden modifications, the Pomo remodel, the new Miwok/Aquatic Center, and the amphitheater. Upcoming non-bond projects include solar at both campuses and the

Jonas Center. The 30-day EIR review for the farm and maintenance building started today. Lot 5 by the LRC will be closed on Sunday so the lot can be graded and restriped to accommodate additional ADA parking spaces. This will improve access to the LRC. This project will result in a reduction of other spaces in that lot.

4. Board Policies and Procedures

BP 3600 Auxiliary organizations was provided for input. It has gone to the Board for a first reading in August and is required in anticipation of the switch of the College of Marin Foundation to an auxiliary organization of the District. Council members were provided with information about the review process for Board policies and procedures and there was discussion about how the process works. Members were also provided with details of revisions to policies and procedures that occurred over the summer related to Chapter 2 (Board of Trustees) and Chapter 6 (Business/Fiscal Affairs). Questions may be directed to Kathy.

5. Board of Trustees

Dr. Coon reviewed the study session items which included updates on the IVC Organic Farm and Garden, Measure B, and the Jonas Center. Other items of discussion will include Board Goals, authorization for a housing feasibility study and the Bolinas Marine Lab. Dr. Coon noted that the Bolinas discussion is related to the facility itself and not the Biology program. Dr. Coon reviewed the remainder of the meeting agenda including consent items and action items. The meeting will be held at the IVC campus.

6. Constituent Reports

Academic Senate – Meg reported that the Academic senate was reviewing internal processes and was working with Ryan Byrne on “Grades First” which automatically sends progress reports. She noted some concerns with how students are directed related to academic issues rather than behavioral. It was perceived that Com Cares was not for academic issues. It was noted that COM Cares and SARS will go away when the new program is fully implemented. Meg is also working on a letter to all faculty to encourage participation on committees and is hoping to develop a vetted list to use to fill committee vacancies as they occur.

ESCOM – A copy of the ESCOM report is attached to the minutes.

ASCOM – Mercedes reported that she working on reestablishing the inter-club council to encourage clubs to work together and to institute a more formal system that will encourage an earlier start of club activities. A club day is scheduled for September 26.

Ismail briefed the group on welcome week, the DACA open space activity, constitution day and club day. He hopes to get students more involved in the campus community.

Classified Senate – Lindsay reported that they have elected 6 new senators and she is the Classified Senate President. Welcome back events for classified are planned at both campuses and planning for the annual Halloween party scheduled on October 31 has started.

7. Meeting Wrap Up
8. Meeting Schedule – The next meeting is scheduled for September 14, 2017, 3:00 p.m.
9. Adjourn Meeting – Meeting was adjourned.

ESCOM Report:

1. Introduce Anne Pearson new ESCOM President
2. The ESCOM Journal for the time being will not continue. The Council is developing a website for getting the ESCOM News out to our members.
3. The Mini-Med School is scheduled for January 20, 2018 and January 27, 2018.
4. ESCOM will participate in the Senior Fair on October 25th.
5. ESCOM currently has 1533 members
6. Presently ESCOM has 30 clubs offered to its members.
7. ESCOM members Jim and Gini Moore attended the California Commission on Aging. They connected with Len Pullen, the Director of Health and Human Services, Aging and Adult Services. Mr. Pullen is interested in learning more about ESCOM and what the College of Marin offers for seniors. Carol Hildebrand will connect with Mr. Pullen.

General Institution

No CCLC template for this AP
Supt/Pres review 7/20/2017

AP 3255 MEMBERSHIPS

Reference:

Education Code Section 72014

The Superintendent/President is authorized to approve institutional memberships deemed to be appropriate in advancing the mission of the District. Individual memberships to professional organizations may be funded; however, in no case shall non-professional memberships for employees be paid from District funds.

Also see BP/AP 2800 titled Naming of Facilities

Date Approved: June 28, 2011

(Replaces College of Marin Policy 7.0034)

Academic Affairs

New – 9/11/2017

BP 4110 Honorary Degrees

References:

Education Code Section 72122

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board.

The Superintendent/President shall establish procedures and criteria for the award of honorary degrees.

See Also: AP 4110 Honorary Degrees

Date Adopted: Insert Date

AP 4110 Honorary Degrees**References:**

Education Code Section 72122

The conferring of honorary Associate in Arts or Associate in Science degrees provides the Board of Trustees with a vehicle to recognize and honor individuals whose lives, conduct, and significant achievements are consistent with the mission of Marin Community College District and the aims of higher education.

Recipients must have distinguished themselves in education, community or national service, or in their profession. Their service must also support the mission and values of the District.

Any group or individual on or off campus may nominate a candidate for an honorary degree. All nominations are forwarded to the Superintendent/President. The Superintendent/President, with the approval of the Academic Senate, recommends the awarding of an honorary degree to the Board of Trustees.

Recommendations shall include:

- Name of recipient;
- Educational and professional experience;
- Evidence of distinguished service that justifies awarding of an honorary degree.

Honorary degrees shall not be awarded to:

- Incumbent members of the Board of Trustees of the Allan Hancock Community College District
- Any current employee of the District
- Incumbent elected officials

The Board of Trustees shall approve the conferring of all honorary degrees, as required by statute.

If a Marin Community College District honorary degree holder is found not to uphold the criteria and standards for which the degree was awarded, the Superintendent/President may hold the honorary degree in abeyance, pending board action. The Board of Trustees shall meet in closed session and by virtue of its exclusive authority in this matter shall make the final determination regarding whether any previously conferred honorary degree shall be revoked.

Date Adopted:

Student Services

New – J Eldridge 9/14/2017

BP 5160 OPEN EDUCATIONAL RESOURCES (OER)

References:

The Marin Community College District is committed to educational excellence by providing equitable opportunities and fostering success for all members of our diverse community. Open Educational Resources (OER) allow students to use no-cost or low cost textbooks and other learning materials, directly supporting the District's mission of equitable access and student success.

The District and faculty are committed to identifying, promoting the use of, and encouraging the development and/or adoption of high quality and viable OER for course textbooks and other digital materials wherever possible.

Also see: AP 5160 Open Educational Resources (OER).

Date Adopted: Insert Date

Student Services

New – J Eldridge – 9/14/2017

AP 5160 OPEN EDUCATIONAL RESOURCES (OER)

References:

Faculty are encouraged to adopt Open Educational Resources (OER) when and if an OER of appropriate quality and rigor with acceptable supplemental instructional resources are found by faculty and approved by the Curriculum Committee.

When considering an OER for a course, the OER itself and the supplemental resources associated with it must be accessible and meet Section 508 compliance.

Marin Community College District shall make use of OER materials in accordance with the Creative Commons Licensing standards; applicable state and federal copyright laws; accepted best practices of the OER community; and college policies and academic standards.

Date Adopted:

Business and Fiscal Affairs

To Fiscal 5/2017 for Review

To Lisa W/Stormy M/Patrick E 5/2017 for Review

SAS & DAW Review/Changes 9/2017

AP 6365 CONTRACTS – ACCESSIBILITY OF INFORMATION TECHNOLOGY**References:**

Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d);
36 Code of Federal Regulations Sections 1194.1 et seq.;
Government Code Section 11135;
Title 5 Sections 59300 et seq.

Whenever the District enters into a contract for the purchase, development, procurement, maintenance, or use of any electronic or information technology, the vendor shall conform and comply ~~certify that it complies~~ with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations as amended. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, and cloud-based subscriptions, telecommunications products, video or and multimedia products, self-contained closed products, ~~such as copiers, and desktop and portable computers,~~ portable devices, and mobile devices.

Each contract with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. The vendor agrees to provide or make ready a Voluntary Product Accessibility Template (VPAT) to assist in determining if the deliverables provided meet the accessibility requirements set forth by the Marin Community College District. The vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. The vendor further agrees to indemnify and hold harmless the Marin Community College District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

Office of Primary Responsibility: College Operations

Date Approved: April 21, 2009

No CCLC Updates. To VP College Ops for review 3/16/2016 – No Changes. To Senates, Mgrs, Supv, Conf 3/17/2016. Not approved at college council due to concerns raised about the need to include accepted standards defining product accessibility. Changes from SAS and DAW incorporated in blue text 9/2017.

Board of Trustees
Follows CCLC Template
To BOT Policy Committee 10/9/2017

BP 2430 DELEGATION OF AUTHORITY TO SUPERINTENDENT/PRESIDENT

References:

Education Code Sections 70902(d) and 72400;
ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1. (formerly IV.B.1.j and IV.B.2)

The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board of Trustees requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him/her by the Board of Trustees, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret Board Policy. In situations where there is no Board Policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written Board Policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board of Trustees in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board of Trustees as a whole. Individual Board member requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any Board member shall be available to all Board members.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

Date Adopted: July 21, 2009

(Replaces current College of Marin Policies 1.3034 and 7.0002)

Revised: 10/27/2015 (Accreditation references only)

Board of Trustees

Admin Review – follows template

To BOT Policy Committee 5/2/2017 & 10/9/2017

CCLC Update 25 (November 2014) to reflect updated accreditation standard references

BP 2431 SUPERINTENDENT/PRESIDENT SELECTION

References:

ACCJC Accreditation Standards IV.B. and IV.C.3. (formerly IV.B.1 and IV.B.1.j.);

Title 5 Sections 53000 et seq.

In the case of a Superintendent/President vacancy, the Board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

Date Adopted: December 8, 2009

Board of Trustees

No CCLC Updates

Revised by BOT Policy Committee 10/9/2017

BP 2432 SUPERINTENDENT/PRESIDENT SUCCESSION

References:

Education Code Sections 70902(d) and 72400;
Title 5 Section 53021(b)

~~In those cases when the Superintendent/President is absent from the District, the Superintendent/President shall designate another College management employee as acting Superintendent/President.~~

CCLC Template Language

The Board delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in his/her absence for short periods of time, not to exceed ninety (90) calendar days at a time.

In the absence of the Superintendent/President and when an acting president has not been named, administrative responsibility shall reside with (in order):

Senior Vice President of Student Learning and Student Services

Vice President of Finance and College Operations

This policy is not intended to cover an extended absence or a permanent vacancy in the Superintendent/President's office, at which time the Board shall establish its own procedures for filling the office, including the appointment of an interim Superintendent/President, if appropriate.

Date Adopted: March 16, 2010

*(This is current College of Marin Policy 7.0008 –
just re-numbered)*

Board of Trustees

Review by BOT Policy & Procedure Committee 10/9/2017

CCLC Update 25 (November 2014) to revise accreditation standard references and update title

BP 2435 EVALUATION OF THE SUPERINTENDENT/PRESIDENT

Reference:

ACCJC Accreditation Standard IV.C.3. (formerly IV.B.1)

The Board of Trustees shall conduct an evaluation of the Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process and instrument developed and jointly agreed to by the Board and the Superintendent/ President.

The criteria for evaluation shall be based on Administrative Procedure 2435, the Superintendent/President's job description and performance goals and objectives developed in accordance with BP 2430 titled Delegation of Authority to Superintendent/ President.

[See Also: AP 2435 Evaluation of the Superintendent/President](#)

Date Adopted: July 21, 2009

Board of Trustees

BOT Policy and Procedure Committee 10/9/2017

CCLC Update 25 (November 2014) to reflect revised accreditation standard references

AP 2435 EVALUATION OF THE SUPERINTENDENT/PRESIDENT

Reference:

ACCJC Accreditation Standard IV.C.3 (formerly IV.B.1)

The Superintendent/President shall be evaluated annually based upon the date specified in the Superintendent/President's contract. The Board President will appoint a committee of the Board of Trustees to conduct the evaluation process

The process for evaluating the Superintendent/President is delineated in the current Superintendent/President's contract.

All materials pertaining to the evaluation of the Superintendent/President Chancellor will be retained for a period not to exceed two years in an "Access by Board Only" file and thereafter shredded.

The Superintendent/President's Chancellor's annual evaluation shall be done solely by the Board, utilizing input from the Board members. The Board may request input from campus and community representatives. The evaluation forms will be distributed to these individuals at the same time they are distributed to the Board.

Date Approved: June 23, 2009

Board of Trustees

No CCLC Updates (22 – 30)

Reviewed against CCLC template with no discrepancies

To BOT Policy Committee 10/9/2017

AP 2714 DISTRIBUTION OF TICKETS OR PASSES**Reference:**

Title 2 Section 18944.1

From time to time, the District receives tickets or passes to community facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District's mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees.

The District will distribute the ticket or pass to the person who will benefit most directly or whose regular role in the District most directly relates to the facility, event, show, or performance. If more than one person would benefit equally or their role relates equally to the facility, event, show, or performance, the District will select one person to receive the ticket or pass by lot or rotation. The person receiving a ticket or pass pursuant to this procedure may not transfer the ticket or pass to any other person.

When the District provides a ticket or pass to an official of the District, the ticket or pass is not subject to the gift reporting provisions of AP 2710 titled Conflict of Interest, so long as the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income to the official and on its website as set forth below.

For each ticket or pass distributed, including those which the recipient treats the ticket or pass as income consistent with applicable state and federal income tax laws according to the paragraph above, the District will complete the California Fair Political Practices Commission (FPPS) Form 802. The District will post these completed forms on its website.

Date Approved: November 18, 2011

Board of Trustees

Follows CCLC Template

To BOT Policy Committee 10/9/2017

CCLC Update 25 (Nov 2014) to update ACCJC Standards

BP 2740 BOARD EDUCATION

Reference:

ACCJC Accreditation Standard IV.C.9. (formerly IV.B.1.f)

The Board of Trustees is committed to its ongoing professional development as a Board and to an educational program, including . The Board of Trustees is committed to participating in that includes an orientation for new Board members.

To that end, The Board of Trustees will also engage in study sessions, internal and external professional development opportunities, ~~provide~~ access to reading materials, and support conference attendance, training, and other activities that foster Board member education.

Date Adopted: March 16, 2010

Board of Trustees
Follows CCLC Template

CCLC Update 25 (November 2014) to reflect revised accreditation standards

BP 2745 BOARD SELF-EVALUATION

References:

ACCJC Accreditation Standard IV.C.10 (formerly IV.B.1.e and g)

The Board of Trustees is committed to annually assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board of Trustees has established the following processes:

A committee of the Board shall be appointed at the annual organizational meeting in December to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process and the instrument for evaluation shall be recommended to and approved by the Board of Trustees.

All Board members will be asked to complete the evaluation instrument and submit them to the Board Committee on Self-Evaluation.

A summary of the evaluations will be presented and discussed at a regular meeting of the Board. The results will be used to identify accomplishments in the past year, areas of improvement, and goals and objectives for the following year.

Date Adopted: April 20, 2010

Board of Trustees

No CCLC Template

Admin edits

To BOT Policy Committee 10/9/2017

BP 2800 NAMING OF BUILDINGS AND FACILITIES**References:**No [legal](#) references

This policy is intended to establish and manage the process to ensure consistency, uniformity, fitting recognition, and good value in exchange for the honor or privilege of the name association with the District. Naming opportunities shall support the strategic goals of the District by focusing fiscal resources on its institutional values and priorities, and shall serve the District's mission. Specific selection of names should be consistent with the District's role as a public trust.

The Board of Trustees shall have the final responsibility for the naming, [changing names, or removing names](#) of buildings, facilities [and](#), grounds [and programs](#) within the District. All recommendations for naming shall be submitted to the Board of Trustees by the Superintendent/President, following an appropriate nomination and review process. No commitment for naming shall be made to a donor or honoree prior to Board approval of the proposed naming opportunity in the form of a Board resolution.

Naming opportunities provide the District with occasion to recognize exceptional contributions to the campus and community. Such contributions enrich and strengthen the District and its sense of heritage and are significant events in the history of the institution. Therefore, it is the policy of the Board to approve names for District buildings, facilities [and](#), grounds, ~~and programs~~ that recognize a significant contribution(s) to the District.

Naming may be made for an individual, family, organization, non-profit foundation or corporation. No building, facility [or](#), grounds, ~~or program~~ shall be named for a religious or political organization, cult, service organization or a special interest group of any type.

General Rationale

Naming a facility ~~or program~~ for an individual, organization, or corporation is one of the highest honors that the District can bestow. This recognition is a lasting and powerful affirmation of the honoree's connection to the District's mission. As such, honorees shall have exemplary character, an unqualified reputation for honesty, personal integrity and the highest standards of personal and professional ethics.

Each proposal for naming shall be considered on its own merits. In all cases, due diligence must be performed and observed to ensure that proposed names are suitable to the District. The Superintendent/President shall convene an ad hoc committee composed of appropriate representatives of the Board of Trustees, faculty, and administrative staff to review the proposed name before the [Superintendent/President submits the proposal submission](#) to the full Board of Trustees ~~by the Superintendent/President~~.

The naming of District buildings, facilities, or grounds ~~or program~~ neither implies nor constitutes legal ownership by the individual or group for whom it has been named. The naming of a District building, facility, or ground also does not imply any obligation to the named individual or group beyond the maintenance of the commemorative identification of the facility.

Naming Criteria

The Board of Trustees shall consider any of the following conditions as appropriate reason for the naming of a building, facility or, grounds, ~~or program~~:

1. To designate the function of or discipline to be served by a building or facility, or the mission or purpose of a program, if applicable and permitted;
2. In honor of an individual, family, organization, non-profit foundation or corporation which has made a major, significant financial contribution to the District;
3. In recognition of an individual who has made a significant contribution of service to the District;
4. To reflect natural or local area geographic features.

In special circumstances, the Board of Trustees may waive any or all of the above criteria.

Acceptable Forms of Donations

In recognition and appreciation of an individual, family, organization, non-profit foundation or corporation for significant financial or service contributions, the District may name buildings, facilities, or grounds ~~or programs~~ in honor of significant contributors of funds or service to the District according to the following guidelines:

1. Acceptable forms of gifts to result in a naming include: cash, appreciated securities, real property, and under special circumstances, life income gifts (charitable remainder trusts), gifts through estate planning, and gift-in-kind. Naming opportunities shall be available for a deferred gift if the gift is irrevocable and the District is provided with a copy of the duly signed and executed estate planning document designating the gift as irrevocable. In most cases, gifts may be made through legally binding pledges fulfilled within no more than five years.
2. In instances when private funds are needed to pay for immediate remodeling, renovation and/or construction, donations made through irrevocable deferred gift techniques shall not be accepted. A naming opportunity may, however, be accepted for an existing, unnamed facility not requiring major remodeling or renovation as long as the irrevocable deferred gift technique has been analyzed and approved by an actuarial study and depreciated over the life expectancy of the donor.
3. The Board shall take into consideration the significance and amount of the proposed gift or gifts or service as either or all both relate to the realization, completion or enhancement of a facility or property.

Date Adopted: April 20, 2010

(Replaces College of Marin Policy 8.0003)

Board of Trustees

No CCLC Template

Admin Edits

To BOT Policy Committee – 10/9/2017

AP 2800 NAMING OF BUILDINGS AND FACILITIES**References:**

No references

This administrative procedure provides guidelines, criteria, and the process for naming District facilities. The Superintendent/President shall provide recommendations to the Board of Trustees, which retains final authority for the naming of any building, ~~or facility,~~ or grounds of the District. Consistent with BP 2800 titled Naming of Facilities, this administrative procedure also sets forth the criteria and process for removing a name ~~un-naming,~~ and facility demolition, ~~and/or~~ replacement.

Definition of “Facility”

As used in this procedure, “facility” includes any building or other structure, pathway, road or sidewalk; indoor or outdoor areas such as classrooms, labs, theaters, lobbies or other gathering areas; athletic fields or other grounds or property owned by the District.

Process to Name a Facility

College or Site Recommendation: The process may be initiated by the Superintendent/President or the Board of Trustees.

All requests shall include the following:

- The rationale for requesting the naming of a facility, including evidence of a broad base of support for such action.
- A biography of the person for whom the facility is to be named.
- A description of the business or organization, if the recommendation is to name a facility for a business or organization, including the names of members of the board of directors and senior management.
- Recommendation from the Superintendent/President or referral from the Board of Trustees.

Superintendent/President Initial Review

The Superintendent/President reviews all proposals for information and consistency with existing Board Policies and Administrative Procedures. Any new names proposed for facilities shall go through the District College of Marin governance system.

Superintendent/President Action

The Superintendent/President prepares an agenda item for Board of Trustees action.

Board of Trustees Action

The Board of Trustees approves, rejects, or delays action on the proposal.

Superintendent/President Action

After a facility name is approved by the Board, the Superintendent/President authorizes staff to proceed with necessary administrative steps.

This process shall also apply to proposals to [remove a name from](#) ~~un-name~~ a facility, and to address naming considerations when a facility is demolished ~~and~~/or replaced.

Naming a Facility for an Individual for “Service to the District”

There should be an appropriate relationship between the use of the facility or its function and the person for whom it is named.

A facility may be named:

- In honor of an individual, family, organization, non-profit foundation or corporation which has made a major, significant financial contribution to the District;
- In recognition of an individual who has made a significant contribution of service to the District;

If the request is to honor a living person, that person will not be considered for this honor until at least three years following his/her separation from the District. Separation is defined as leaving service or employment. This criterion does not apply to alumni or other friends of the District.

If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of the death.

Naming of a Facility in Recognition of a Significant Financial Gift to the District

Facilities may be named for a benefactor or an individual nominated by a benefactor.

The benefactor must have given a minimum of 25 percent of the “private” cost (non-state funds portion or local bond measure) of the construction of a new [facility for a naming request to be considered by the District](#). For an existing building, the benefactor must have given a minimum of 15 percent of the estimated current cost to build the facility [for a naming request to be considered by the District](#).

Benefactors must have given a minimum of 25 percent of the cost of a sub-unit of a building or other facility such as classrooms, lecture halls, lobby areas, or meeting rooms [for a naming request to be considered by the District](#).

Benefactors must have given 100 percent of the cost of walkways, benches, or gardens [for a naming request to be considered by the District](#).

Facilities will not be [considered for naming requests](#) ~~named~~ in return for deferred gifts and will not be [considered for naming requests](#) ~~named~~ for persons making gifts of property (real or personal), until such time as the gift is converted to liquid assets or is otherwise utilized by the District.

If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of the death.

Removing a Name from a Facility

If any building or facility is destroyed or razed, or must be substantially remodeled or rebuilt for any reason the District may, in its sole discretion, change or remove a name from a building or facility.

The District may, in its sole discretion, change a name, or remove a name from a donor-named building or facility. In that situation, the District will acknowledge the donor's contribution with a plaque in a prominent location in a replacement building, facility or elsewhere on the District's campus.

The District has the absolute right and authority to remove a name from a donor-named building or facility and rename the building or facility as it sees fit, if the donor fails to make the promised donation or gift for any reason. The District also has the absolute right and authority to remove a name from a donor named building or facility, and rename the building or facility as it sees fit, if the District determines, in its sole discretion, that the District's continued association with the name, the donor, or the donor's family or business will damage the District's reputation.

Signage

Named buildings or facilities should bear the name of the person and the building or facility name in a typeface and style consistent with District signage requirements.

Buildings or facilities may also bear a bronze plaque permanently affixed to the outside of the wall nearest to the main entrance of the building. If applicable, the plaque should list the name of the person for whom the building or facility is named and, if the building or facility is newly constructed, the architect, Board of Trustee members, Superintendent/President, and date the building or facility was dedicated. Relevant information about the donor shall be prominently displayed.

Classrooms, labs, theaters, and indoor or outdoor gathering areas to be named should be identified with a bronze plaque mounted on the wall directly outside the main entrance or with other appropriate acknowledgement consistent with District signage requirements.

The District shall seek private funding for signage.

Date Approved: August 24, 2010

*(Replaces current College of Marin Procedure
8.0003 DP.1)*