

## **EvCC1030: NAMING OF FACILITIES POLICY**

Original Date: October 11, 2000

Review Date: July 18, 2017

Policy Contact: Vice President of College Advancement

### **BACKGROUND**

It is a long-standing practice in higher education to place the names of distinguished individuals and/or benefactors on facilities as a means of recognizing their accomplishments, contributions, and memory. Everett Community College has named only three facilities in honor of individuals. Jackson Center is in the memory of Senator Henry M. Jackson. The Gary Parks Student Union was named after a valiant firefighter who lost his life battling the fire of February 1987 that destroyed the College Student Union and Library. The John Terrey Library was named for the then Executive Director for the State Board who expedited the replacement of the lost facilities. Memorials have also been designated for special areas in memory of former students, staff, and trustees.

The primary state-funded College buildings have been named after the mountain peaks that surround the region.

The policy herein establishes a process for naming facilities: considers the contributions of benefactors to the college; recognizes the memory and accomplishments of distinguished individuals; and provides clear and concise authority, criteria, and procedures.

### **POLICY**

It has been the practice of Everett Community College to name its primary state-funded buildings after peaks of the Cascade and Olympic Mountains that overlook the region. It is the policy of Everett Community College to continue this practice.

Everett Community College will continue to honor the accomplishment, leadership, and memory of individuals (or groups) for extraordinary contribution to the College, the community, or the cause of higher education in the region.

The College will provide recognition for benefactors who have significantly contributed to the physical development, technology infrastructure, program, scholarship, or appearance of the College, or have otherwise promoted the interests of the College through the community.

### **DESIGNATING OFFICIAL**

- All designations of facilities at EvCC will be made by its Board of Trustees
- All nominations should be directed to the President

### **ELIGIBLE FACILITIES**

Examples of, but not limited to, facilities which may be named in recognition of an individual, group, or organization include: a building, a wing of a building, remodel of all or part of an existing building, laboratory, technology center, studio, foyer, plaza, arboretum, gallery, sculpture, artwork, garden, recreation facility, library, conference room, auditorium, an area of campus, street, office, hangar, salon, or daycare center.

### **ELIGIBLE INDIVIDUALS**

Facilities may not be named for current college employees or appointed officers. Exceptions to this rule shall be with concurrence of both the President and a majority of the Board of Trustees. An individual becomes eligible for a named facility designation:

- Two years after retirement from EvCC or one year after the individual's death
- One year after the completion of a term of an appointed office

## **CRITERIA**

Nominations for facility designation will be evaluated on:

- Extraordinary service and/or contribution to the College, or
- Professional, civic, or community leadership and achievement, or
- Significant financial contributions to Everett Community College of:
  - At least 25% of a "major" project costs
  - At least 50% for a "minor" project

## **NOMINATION PROCEDURE**

- Nominations should be directed to the President of Everett Community College
- All nominations should include evidence of a significant and broad base of support. Petition, background material, news accounts, photos, articles, and public proclamations and testimonials are appropriate submittals for the consideration for a nomination.

## **COMMITTEE PROCEDURE**

- The President shall refer nominations to an ad hoc committee for consideration and recommendation.
- The committee shall be chaired by a vice president and include a representative of the Board of Trustees, Foundation Board, faculty, classified staff, administration, and student government.
- The ad hoc committee (2.1) will be responsible for the initial consideration of nominations.
- Individuals or groups making application should be prepared to make a presentation to the President's ad hoc committee with supporting documentation and additional materials relevant to the nomination.
- The committee may request additional information or pursue independent inquiry.
- The committee will examine all available information and make recommendation to the President.
- After receiving the committee's recommendation, the President will forward a recommendation to the Board of Trustees for action.

## **RELEVANT LAWS AND OTHER RELATED INFORMATION**

[RCW 28B.50.140](#)

## **REVISION HISTORY**

Original Date: October 11, 2000

Last Review Date: July 18, 2017

## **APPROVED BY**

President