



## **NO. 1017 NAMING OF OKLAHOMA CITY COMMUNITY COLLEGE FACILITIES**

- 1.0 **PURPOSE:** The purpose of this policy and procedure is to establish guidelines for the naming of facilities at Oklahoma City Community College (“OCCC”).
- 2.0 **DEFINITIONS:**
  - 2.1 “OCCC Facility” - Any building or part thereof, site, street, sidewalk, monument or park owned or leased by OCCC.
  - 2.2 “Committee on Naming OCCC Facilities” or “Committee” - An ad hoc committee named by the Vice President for Business and Finance which serves in an advisory capacity to the President’s Cabinet on requests to name or change the name of an OCCC Facility. The Committee shall include representatives from the faculty, staff, and administration of OCCC.
- 3.0 **AUTHORITY TO NAME OCCC FACILITIES:**
  - 3.1 In the case of OCCC Facilities to be named to honor or recognize an individual, organization, or corporation, such facilities shall be named only with the approval and authority of the Board of Regents upon the advice of the President.
  - 3.2 The naming of all other OCCC Facilities rests within the discretion of the President. The President may accept or reject the recommendation of the President’s Cabinet and/or the Committee on Naming OCCC Facilities.
- 4.0 **CRITERIA FOR NAMING FACILITIES:**
  - 4.1 In evaluating requests for purely functional names not involving the name of an individual, organization or corporation, the Committee’s recommendation to the President’s Cabinet and the President’s Cabinet’s recommendation to the President are to be guided by criteria including but not limited to:
    - 4.1.1 The appropriateness and accuracy of the name;
    - 4.1.2 Its simplicity for utilitarian purposes;
    - 4.1.3 The extent to which it duplicates or approximates the names of other campus facilities; and
    - 4.1.4 The projected likelihood of the proposed name’s adoption in regular usage by the OCCC community.
  - 4.2 OCCC Facilities may be named to honor or recognize the contributions and achievements of an individual, organization, or corporation. In



evaluating requests to name OCCC Facilities in honor of an individual, organization, or corporation, the Committee's recommendation to the President's Cabinet and the President's Cabinet's recommendation to the President are to be guided by additional criteria, including but not limited to whether:

- 4.2.1 The individual, organization, or corporation has made substantial contributions to his/her field of endeavor or to society in general;
- 4.2.2 The individual, organization, or corporation has had significant connection with the College, either as a student, an alumnus, a faculty member, an administrator, a donor, or a supporter;
- 4.2.3 The individual, organization, or corporation has made significant contributions to the development of Oklahoma City Community College or the State of Oklahoma in education, the arts, public life, or some other appropriate field or endeavor;
- 4.2.4 The individual, organization, or corporation is or was of such outstanding character and distinction that naming a facility after him/her would honor OCCC as well as the individual, organization, or corporation and;
- 4.2.5 In the case of an organization or corporation, the organization or corporation has made a significant financial contribution to the construction, acquisition, or renovation of the OCCC Facility being named.

#### 5.0 REQUEST AND REVIEW BY COMMITTEE:

- 5.1 Any individual within the OCCC community may initiate a request to name or change the name of an OCCC Facility by directing such request in writing to the Office of the Vice President for Business and Finance. Requests originating from OCCC faculty, staff or administration should be forwarded through the appropriate President's Cabinet member.
- 5.2 The request should be accompanied by supporting documentation adequate to indicate that the request meets the criteria outlined above.
- 5.3 The Office of the Vice President for Business and Finance forwards the request, with the supporting documentation, to the Committee on Naming OCCC Facilities.
- 5.4 The Committee gathers such additional information as it may deem appropriate, including soliciting input of those units occupying the facility in question (if any). The Committee may also ask for more specific information from the initiator of the request or ask the initiator to accept an alternate course of action.
- 5.5 The Committee reviews the request, the furnished documentation, and any other information available to it guided by the criteria stated above. The



Committee arrives at a recommendation by a simple majority vote of the Committee members voting, and reports its recommendation to the President's Cabinet in writing.

- 6.0 CONSIDERATION BY THE PRESIDENT'S CABINET: The President's Cabinet takes the Committee's recommendation under advisement. The President's Cabinet may accept or reject the recommendation of the Committee. The President's Cabinet then forwards its recommendation to the President in writing with the written recommendation of the Committee.
- 7.0 CONSIDERATION BY THE PRESIDENT: The President considers the recommendation(s) of the President's Cabinet. The President in his discretion may accept or reject the recommendation of the President's Cabinet.
  - 7.1 If the President accepts the suggested name or name change, then the recommendation to name or change the name of the Facility proceeds.
    - 7.1.1 In the case of simple functional names, the President conveys his decision to the Vice President of Business and Finance, who authorizes the office of Facilities Management to change the name of the Facility in its official files and records and to notify the OCCC community.
    - 7.1.2 In cases where the recommendation has been to name a facility after an individual, organization or corporation, the President will forward the recommendation with his endorsement to the Board of Regents of Oklahoma City Community College for disposition.
  - 7.2 If the President rejects the suggested name or name change, he conveys his decision to the Vice President of Business and Finance.
- 8.0 The Office of the Vice President for Business and Finance advises the originator of the request, and any other individuals who have indicated their interest in the matter in writing, of the final disposition of the request.

Effective: April 28, 2008