



Administrative Policies and Procedures

Office of the Executive Vice President for Administration

Policy Title	Naming Facilities at the Auraria Higher Education Center (Auraria Campus)
Approved	May 14, 2009 (PODSOC) August 11, 2009 (AEC) August 26, 2009 (ABOD)

I. Introduction

- A. This policy covers the naming of facilities at the Auraria Higher Education Center (AHEC/Auraria Campus), and is intended to work in harmony with individual institutional policies which may be adopted to address their specific neighborhood facilities which are funded directly through the efforts of that institution. This policy includes buildings, wings of buildings, outdoor areas, plazas, fountains, roadways, and similar facilities, with the exception of those individual neighborhood buildings solely developed and funded through one of the constituent institutions (Community College of Denver, Metropolitan State College of Denver, and the University of Colorado Denver). Policies regarding the naming of facilities solely developed and funded through one of the constituent institutions at the Auraria Higher Education Center, but not located in that institution's neighborhood, and policies regarding the naming of facilities jointly developed and funded by more than one constituent institution, shall be set on a case-by-case basis by PODSOC with ad hoc committee membership comprised of representatives from AHEC and the stakeholder constituent institution(s).

This policy also covers the naming of smaller facilities, such as classrooms, seminar rooms, lecture halls, laboratories, and interior portions of buildings. Unless otherwise stated, the term "facilities" shall include both major and smaller facilities.

- B. Before any process, as described in Sections IV and V of this policy shall commence, a presentation shall be made to the Auraria Board of Directors (ABOD), outlining the mechanics and reasoning behind the process initiation. After such presentation, ABOD will direct that the review of the proposal commence, under the process guidelines contained herein. At the request of ABOD, an update on the process shall be provided from time to time. ABOD further reserves the right to intervene in the processes outlined in Sections IV and V, at its sole discretion.

II. Functional Names

- A. Each new major facility shall have a functional name that categorically defines its' use (such as a classroom facility, an office complex, etc.) Functional names may require endorsement of the Auraria Executive Council (AEC) and approval by the Auraria Board of Directors (ABOD).
- B. The functional name of each major facility shall be categorized by the Planning & Development Department of AHEC. These categories may be developed to support the campus inventory and reporting system, which has shared access by all institutions. The categories may be adjusted/modified from time to time to support the system as managed/ administered by the Planning & development Department of AHEC.
- C. Should there be a change in the function of a facility; the functional part of the facility name may be changed upon proposal and submittal to PODSOC and subsequently the AEC and the ABOD.

New name proposals will be forwarded to the Planning & Development Department, prior to submission to PODSOC. The Campus Master Plan provides guidance for the functional names of facilities (i.e.; shared classroom facilities, institutional neighborhood buildings, etc.).

III. Historic Names

In general, facilities bearing names of historical significance may not be changed. This includes buildings recognized by the Colorado Historical Society and on the Denver Historic Registry (Tivoli, St. Cajetan's, Emmanuel Gallery, etc.).

IV. Honorary Names

To honor individuals and/ or for concepts, places, flora, fauna, natural landmarks, etc., the following policy will apply.

A. Honorary Names for Major Facilities

1. Following the initial presentation to ABOD (See Introduction), honorary names for major facilities must be submitted through PODSOC, and upon PODSOC recommendation, submitted to and endorsed by the AEC, and subsequently approved by the ABOD.
2. Persons proposing to name a facility for an individual or group (e.g., corporations, foundations, or other entities) must establish that the individual or group meets one or more of the following criteria:
 - a. Outstanding College/University/ Campus Service or Professional Service
 - i. The individual or group shall have rendered outstanding College/University/Campus service or professional service.
 - ii. This service may have been inside or outside of the College/University/Campus.
 - iii. Generally, names of individuals, may not be proposed under this criterion earlier than five years after the date of the individual's retirement, or if the individual is deceased, five years after the date of death. Exceptions to this 5 year requirement may be considered on a case by case basis.
 - b. Financial Contribution
 - i. The individual or group must have contributed in his / her / their own or in another's name, substantial funds toward the construction, renovation, and/or maintenance of the facility for which the individual or group is recommending a name.
 - ii. Contribution guideline: A contribution of at least 20% of the construction or renovation cost of a facility is generally deemed to be substantial.
 - iii. A lesser percentage may be considered substantial if the contribution made possible the construction or maintenance of the facility.
 - iv. Existing campus facilities which have not been given an honorary name may be named if funds substantially equivalent to the cost of the facility to be named are contributed. Such funds may be designated to another campus fund or program related to such facilities in exchange for an appropriate naming opportunity for such facilities.

- c. Historical or Social Importance: The individual or group has historical or social importance to the State of Colorado or to the Auraria Campus and its' constituent institutions.
- 3. If a facility is named for an individual or group under IV.A.2, the facility's name may not be changed unless PODSOC reviews and submits a proposal for the change, and it is endorsed by the AEC and approved by the ABOD.
- 4. When a facility is named for an individual or group, it is expected that there will be suitable ceremonies of formal dedication to recognize the individual or group being honored.
- 5. It is expected that prominent plaques and signs will be installed and will be maintained to recognize the individual or group being honored. Campus maps and directories may also need to be updated, and these should be considered a component of the identified funding for the permanent signage. Funding sources for fabrication and installation of the signage must be identified at the time of the proposal. Ongoing routine maintenance of signage may be provided by AHEC. Extraordinary repairs, replacements and updates to the signage (if any) must also be identified at the time of the proposal. All signage (interior and exterior) must comply with the Auraria Campus Signage Policy, and should be funded as a component of the financial contribution and/ or funded by the group/ organization proposing the name. Permanent signage will not be put into place, until 100 percent of the funds are received by AHEC, unless otherwise agreed to by the ABOD.

B. Honorary Names for Smaller Facilities

- 1. Honorary names for smaller facilities must be submitted through PODSOC, and upon PODSOC recommendation, submitted to and endorsed by the AEC, and subsequently approved by the ABOD.
- 2. Suitable signage will be installed and maintained. All signage (interior and exterior) must comply with the Auraria Campus Signage Policy.
- 3. Suitable ceremonies of formal dedication shall be held.
- 4. The names of smaller facilities cannot be changed unless PODSOC reviews and submits a proposal for the change, and it is endorsed by the AEC and approved by the ABOD.

V. Administrative Issues/ Rescinding Naming Recognition

- A. The duration of a naming recognition shall be determined by the ABOD at the time of the approval of the naming concept and may or may not be for a designated period or into perpetuity as related to the size of the donation. The PODSOC and AEC recommendation to ABOD should include a proposal regarding the duration of the naming recognition for the ABOD to consider.
- B. ABOD reserves the right to relocate, demolish, retrofit, modify, or otherwise alter the named area as the constituent institutions' needs and the Auraria Campus needs evolve. In this event, appropriate conversations will take place with the institutional representative(s) and/ or the donor.
- C. ABOD further reserves the right to rescind the recognition, unless otherwise defined at the time of approval. An appropriate written agreement will be struck at the time of approval, which recognizes all components of the agreement. Signatures on behalf of AHEC, will include the ABOD Chair, or their designee.

- D. ABOD may consider a donor's request to change the original recognition naming, at the cost of the donor and/ or the institutions, when there has been a change in ownership, change in business name or cessation of business. Where the name of a corporate entity is used, the period of naming will be limited to the life of the corporate entity, or per the earlier agreed upon naming period, whichever is shorter.

- E. The Planning & Development Department will be responsible for maintaining the lists of functional names, the names of all campus facilities, the interior space names, and the procedures and policies for naming facilities on the Auraria Campus, including the names of those facilities named under the individual institutional naming policies (if any).