

**Cochise College
Administrative Policy**

**Category: Administration
Policy Number: 1010**

Title: Naming Buildings After Individuals

The Governing board may name a building or property after an individual who has made an outstanding contribution to Cochise College.

**Procedure 1010.1
Naming of Buildings Process**

The Governing Board, faculty, staff or a citizen may submit a petition to name a College building or property after an individual, living or deceased. The petition, submitted to the President of Cochise College, shall contain

1. Name of individual
2. Biographical information and a detailed account of contributions and personal service to Cochise College
3. Printed name, address and signature of the petitioner.

An individual for whom a College facility is named must meet one or more of the following criteria:

1. A former employee who has made an outstanding contribution to the College.
2. A former Governing Board member.
3. A citizen who has contributed a significant monetary or personal service to the College.

The President shall report the petition to a regularly scheduled meeting of the Governing Board. The Governing Board will make a decision on the naming of any building.