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ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 6, 2020

BOARD OF TRUSTEES COMMUNITY COLLEGE DISTRICT NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION

TO ADOPT REVISIONS TO THE BOARD POLICIES AND PROCEDURES FOR MANAGEMENT AND GOVERNMENT OF THE CITY COLLEGES OF CHICAGO OFFICE OF THE BOARD OF TRUSTEES

WHEREAS, the Illinois Public Community College Act, as amended, lists the powers of community college districts in the State of Illinois, and states in 110 ILCS 850/3-30, that:

“The board of any community college district has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the Board.”; and

WHEREAS, the City Colleges of Chicago Board Policies and Procedures for Management and Government (the “Board Policies”) have been developed to ensure that the proper governance of District policies related to internal controls and related elements are established, reviewed, and publicly communicated; and

WHEREAS, Section 4.3 of the Board Bylaws of the City Colleges of Chicago provides for the adoption of policies and states that:

“The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges.”; and

WHEREAS, Article 7.3 of the Board Policies have been revised to implement new policies, clarify existing policies, and increase readability; and

WHEREAS, the Chancellor supports the revisions to Article 7.3 of the Board Policies that are set forth in Exhibit A and that are recommended by the General Counsel.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, hereby approves the revisions to Article 7.3 of the Board Policies as set forth in Exhibit A.

EXHIBIT A

7.3 NAMING DISTRICT FACILITIES AND SPACES.

7.3.1 Policy Statement.

The final authority to name or rename District facilities and spaces rests with the Board of Trustees. The Board may delegate the authority to name specific facilities or spaces to the Chancellor or the College Presidents. The Board may initiate the naming or renaming of a facility/space, or may consider recommendations submitted by the Chancellor, with the endorsement of the Officers of the District and/or College Presidents, accompanied by appropriate written supporting documentation.

All namings and renamings must be consistent with the mission, vision, and values of the City Colleges of Chicago. A common template for such recommendations shall be developed and maintained by the Office of Institutional Advancement, which may also provide recommendations on thresholds for petitions or survey instruments.

Appropriate effort should be given to seeking input from community and external stakeholders on the topic of naming or renaming facilities and large interior spaces. Financial costs associated with the naming or renaming of any spaces should be considered along with the other priorities articulated in this policy.

7.3.2 Definitions.

The term “facility” shall refer to any building, structure, large landscaped area, athletic or recreational field, or other property owned by the District at all or each of the colleges. Facilities do not include spaces within individual buildings.

The term “large interior space” shall include spaces such as auditoriums, gymnasiums, conference rooms, libraries, and lecture halls seating more than 100 people in their default configuration, within district-owned facilities.

The term “small exterior or interior space” refers to classrooms, labs, lounges, courtyards, walkways, conference rooms, and individual or shared offices seating less than 100 people in their default configuration, within district-owned facilities.

The “District Naming Committee” shall be a committee established by the Chancellor and comprised of representatives from the Offices of the General Counsel, Institutional Advancement, and Administrative and Procurement Services as well as at least one (1) student and one (1) member of the faculty. The District Naming Committee need not be a standing committee, but may be ad hoc, as convened by the Chancellor.

The term “name” or “naming” shall apply to any instance where a facility or space is new construction (and has never had a board-approved name) or an existing facility or space that has not held a board-approved name in the lifespan of the facility or space.

The term “rename” or “renaming” shall apply to any instance where a new name has been proposed for a facility or space that currently holds a board-approved name honoring an individual or financial gift.

7.3.3 Process for honorific naming not associated with a financial contribution

Small exterior and interior spaces

Any current member of the City Colleges of Chicago community may suggest a name for a facility or space by making a suggestion, in writing, to the Office of the President of the College at which the space is located. Any written proposal should demonstrate support from the college community either by way of quantitative or qualitative instrument (i.e. survey, petition, etc.). Costs to a College or District associated with the naming or renaming of a facility or space maybe considered and evaluated along with other merit-based criteria.

A proposed naming or renaming may honor an individual (alive or deceased) whose credentials, character, and reputation are beyond reproach and who has rendered significant service to education, has distinguished himself/herself to the College/District, is indigenous to the City of Chicago, or holds a unique place in history.

The President of the College may convene a review committee to consider any submitted proposals. Any such review committee should be representative of the college community. The President may choose to accept or deny the naming request on behalf of the Board, in consultation with the Chancellor.

Facility or large interior space

Following the processes outlined in 7.3.3 and upon the College President’s endorsement of any proposed name, a written proposal shall be submitted to the Office of Institutional Advancement for review. The Chancellor may convene the District Naming Committee to review such proposals and offer a recommendation. The Chancellor may make a formal recommendation to the Board of Trustees based upon the recommendations of the District Naming Committee. The Board may choose to engage in further review of the proposal and may take final action, by Resolution, at a regular or special meeting of the Board. When considering naming and renaming district facilities and large interior spaces, consideration should be given to the perspective of the community within which our facilities reside.

7.3.4 Process for naming associated with a financial contribution

City Colleges may name facilities or spaces for community or industry partners that have made significant financial or other contributions to the District. In consultation with the Board, the Chancellor shall establish a threshold amount for the size of any gifts to be considered sufficient to warrant consideration of naming privileges.

The Office of Institutional Advancement and Office of the General Counsel will participate in reviewing any such naming proposals associated with a financial contribution. The receipt of any contributions or gifts associated with naming privileges shall be submitted to the Board for its consideration and final approval.

7.3.5 Renaming or removal of a name

Proposals to rename or remove an existing name should be carefully considered. Renaming a facility or space may take place when the existing name is deemed to no longer be in the best interest of the District or original donor (if applicable), or no longer reflects the mission, vision, and values of City Colleges. Specific consideration should be given to the costs and benefits of such a renaming, including, but not limited to, the impact on accreditation (if any), the cost of signage, letterhead, etc. The process for renaming or removing a name shall follow the process for naming facilities or spaces in Section 7.3.3 and Section 7.3.4.

7.3.6 Addition of a name

In some cases, a facility or space has only held a functional name in its lifespan (ex: “The Performing Arts Center” or “The Math Building”). An additional name, honoring an individual or financial contribution may be added, following the process outlined in Section 7.3.3 or Section 7.3.4, as appropriate.