

7.01

**NAMING COLLEGE FACILITIES
CHAPTER 1
POLICY 7.01**

Cabinet Approval: 09/25/03
Board of Trustees Approval: 10/08/03

I. PURPOSE

To establish the procedures for naming or changing the name of College facilities.

II. POLICY

Except where an honorary name for a particular facility has been approved by the Board of Trustees, College facilities will ordinarily be given functional names that are reasonably descriptive of and will identify the principal activity or purpose of the facility.

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I. DEFINITIONS

In this policy/procedure, the terms “facility” and “facilities” include any building, structure, room, plaza, open space, landscaped area, or other physical improvement or natural feature of the College campus or of other property under the administrative control of the College.

II. PROCEDURE

A. Functional Names. Upon recommendation of the appropriate Vice President, the President may assign a functional name to the facility or change the existing functional name.

1. A written proposal, including supporting reasons, to name or change the functional name of a facility should be submitted through appropriate administrative channels to the appropriate vice president.
2. After considering all relevant information, the appropriate Vice President may recommend approval of the functional name or functional name change and forward this recommendation to the President.
3. If the recommendation is approved by the President, actions necessary to establish the newly designated name will be facilitated by the Vice President of Business Services.

B. Honorary Names. A College facility may be given an honorary name to pay tribute to an individual, family, corporation, or foundation having made a distinguished contribution of service, research, teaching, or support to the College. The President may propose an honorary name to the Board of Trustees for its approval.

1. Honorary Naming Criteria. Honorary names of facilities at Salt Lake Community College will be based on the following criteria:
 - a. To recognize individuals, families, corporations, or foundations having attained achievements of extraordinary and lasting distinction. Generally, these will be individuals, families, corporations, or foundations that have had direct, substantial, and active association with the College.

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- b. To recognize benefactors who have made substantial contributions to the College. For financial contributions toward new construction or significant renovation of an existing building, “substantial contribution” shall mean at least one-half of the total project cost or an amount agreed upon by the President and the Board of Trustees.
 - c. Facilities will not be named for members of the College faculty, staff, Board of Trustees, Board of Regents, Governor, or any elected official or state employee concerned with the functions or control of the College, so long as the relationship exists.
 - d. Selection of names should take into account the College Master Plan that both identifies components (streets, buildings, open spaces, and other elements), and organizes these components into a hierarchy. Each facility should be considered in relation to the component of which it is an element and its place in the overall hierarchy. Normally, the names should be that of an individual, family, corporation, or foundation that gained distinction in the area or areas related to usage of the facility. Exceptions may occur in cases of persons of unusual eminence or singular contributions to the College as a whole.
2. Process for Honorary Naming.
- a. A proposal to name a College facility in honor of an individual, family, corporation, or foundation, may be initiated in writing by a dean or director to the appropriate Vice President. The written recommendation shall include: (1) biographical summary of the person proposed to be honored, (2) description of the facility and the proposed name, and (3) reasons the contribution to the College by the individual, family, corporation, or foundation merit the designation.
 - b. The Vice President receiving a proposal for an honorary naming shall advise the College Development Director, who shall discuss the proposal with the President and the Vice President. If the proposal is approved by the President, the Development Director shall prepare the appropriate agenda item for the Board of Trustees.
 - c. If a College facility that has received an honorary name should cease to exist, the Development Director will attempt, where practical, to consult with the honoree or honoree’s descendants about the

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appropriate sustained recognition.

- d. If the recommendation is approved by the Board of Trustees, actions necessary to establish the newly designated name will be facilitated by the Vice President of Business Services.