



Manual of Policies and Procedures

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NAMING OF CAMPUS FACILITIES AND PROPERTIES		Date 3/15/07

PURPOSE

The purpose of this policy is to provide a review process for naming or renaming properties owned or leased by the Vermont State Colleges that reflects the values of higher education and the Vermont State Colleges in particular.

STATEMENT OF POLICY

1. **Authority**

Major Facilities. The Vermont State Colleges Board of Trustees shall approve names for major facilities. Major facilities include but are not limited to all buildings; major portions of buildings; college streets or roads or pathways; sport fields and other areas of major assembly or activity; large areas of campus circulation; and all other highly visible facilities and properties.

While the Board possesses final authority to approve the naming of major facilities, no proposal to name such a facility will be sent forward from a college without the positive recommendation of the president and concurrence of the Chancellor.

Minor Facilities. The College Presidents have the authority to name minor facilities in consultation with and approval from the Chancellor. Minor facilities include but are not limited to individual rooms, limited areas and individual items or features owned or leased within buildings, individual landscape items or features, limited outdoor areas, and other minor properties.

2. **Criteria for Selection of Names**

The name selected shall:

- a. Designate the function of a facility or property.

- b. Reflect natural or geographic features.
- c. Reflect a traditional theme of the college, and/or
- d. Honor an individual or an organization that has made a significant contribution to the VSC, higher education in general, or public service .

Facilities and properties may be named for individuals or organizations responsible for a "substantial gift" benefiting the college. The term "substantial gift" may include personal services as well as monetary or in-kind gifts.

When a proposal for naming in honor of an individual involves service to the VSC or college in an academic or administrative capacity, a proposal shall not be made until the individual has been retired or deceased. No facility or property will be named after seated, elected or appointed officials while they are actively serving their term of office.

3. Temporary Names

Temporary names are permitted unless and until a permanent name is sought in accordance with this policy.

4. Permanency of Names

As a general rule, once a facility is permanently named, it receives a designation that lasts its lifetime. Demolition or sale of a facility, however, ends its official name, although the old name would then be available for naming a replacement or different facility.

In those circumstances when a name is to be removed from an existing major or minor facility, approval must be sought through exactly the same procedures as are required for naming a facility as identified in item 5 below.

5. Procedures for Naming a Facility

Proposals for naming a major facility may be initiated by any college via its President, the Chancellor, or by the Board of Trustees. The proposal shall be formulated accordance with the criteria set forth in this policy and shall include a detailed justification for the proposed name. All proposals must be cleared with the VSC General Counsel to help assure legal and technical priority.

The Chancellor must agree that a facility naming proposal meets the criteria outlined in this policy, to be considered by the Board of Trustees. Major Facility Naming Proposals meeting the preceding requirements will be forwarded to the Finance and Facilities Committee for review and potential recommendations to the full Board for approval.

The Chancellor has approval authority for Minor Facilities.

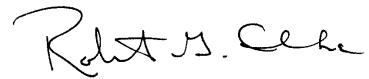
6. **Waiver of Policy**

In special circumstances, the Board of Trustees may waive any or all of the above criteria.

7. **Confidentiality**

Confidentiality will be maintained throughout the process of evaluating any proposals for naming campus facilities and properties, including explanations of either decision for approval or rejection.

Signed by:

A handwritten signature in black ink, appearing to read "Robert G. Clarke", is written over a horizontal line.

Robert G. Clarke, Chancellor