

## MANUAL OF POLICY

<b>Title</b>	<b>Naming of College Facilities</b>	<b>6105</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated February 15, 2001</b>	

This policy covers the naming of buildings, wings of buildings and facilities such as areas or rooms within buildings, plazas/courtyards, recreational fields, and the like on STC campuses and centers.

Nominations may be received by the College President or any member of the Board. The authority to name buildings, rooms, special areas, and/or other College facilities is reserved solely for the Board and shall conform to one of the following criteria:

1. The name may indicate the function of the building/facility.
2. The name may honor an employee or former employee of the College who has served the College and has made exceptional contributions to the College. The individual must have won the respect of fellow staff members for outstanding performance beyond ordinary duties.
3. The name may honor a substantial benefactor of the College as recommended by administration.
4. The name may honor any member or members of the community whom the Board recognizes as having provided exceptional, financial or non-financial support for the advancement of the College.
5. The name may honor any member or former member of the Board who has served a minimum of 12 years (two full terms)

It should be recognized that buildings and other facilities may undergo significant renovation or even demolition over the course of time. It is STC policy that even though the physical space may no longer exist, recognition for the individual recognized in that space will continue in perpetuity.

The President's Office will maintain a log of all named spaces and plaques to ensure that plaques that must be removed because of renovation will be displayed in another appropriate place of honor as recommended by the Administration and approved by the Board.