

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## II – ADMINISTRATIVE (GENERAL) POLICIES

### II – 18.0 NAMING OF COLLEGE FACILITIES POLICY

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<b>Policy #:</b>	<b>II – 18.0</b>
<b>Effective:</b>	<b>10/03/05</b>
<b>Revised:</b>	<b>9/8/08, 3/26/12</b>
<b>Responsible Dept.:</b>	<b>VPFAS, VPISS, Development Office</b>

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#### 1. PURPOSE

Virginia Community College System (VCCS) policy delegates the responsibility for naming college buildings and other facilities to the individual colleges. This policy establishes policies and procedures to be followed for the naming of buildings and other facilities and physical spaces on the PVCC campus.

#### 2. POLICIES

##### Functional Names

Upon recommendation of the appropriate Vice President, the President may approve the assignment of a functional name or the changing of an existing functional name.

Examples of functional names include “Teaching Center,” “Weight Room,” and “North Mall.”

##### Naming in Recognition of Financial Support

Criteria for the naming of college buildings and other facilities in recognition of financial support to the college is developed by the PVCC Educational Foundation Board of Directors. The board looks at the amounts associated with previous naming of facilities at the college, the levels of giving needed to achieve specific fundraising goals, and a donor’s desire for recognition in formulating criteria. In cases of gifts pledged over time, no naming can occur until a gift agreement between the college, the PVCC Educational Foundation, and the donor is executed.

##### Naming in Recognition of Service to the College

Buildings or facilities may be named to honor an individual for service to the college. Individuals are not eligible for this award if currently employed at the college or elsewhere within the VCCS or are serving on the College Board, the PVCC Educational Foundation Board, or the State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for eligibility. A fundraising campaign may be developed as part of the naming in recognition for service. Such campaigns follow criteria developed by the PVCC Educational Foundation.

##### Approvals

The naming of college buildings is subject to the approval of the President and College Board.

The naming of other spaces including areas of buildings, individual rooms, and outdoor facilities, is subject to the approval of the President.

#### 3. OTHER

The naming of college buildings and facilities must be consistent with the best interests of the college.

Closure of a facility, demolition of a building, renovation of a space, or similar circumstances may result in the termination of named recognition. Should this occur, an alternate form of recognition may be provided.