



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-1481
Origination:	December 2004
Effective:	February 15, 2005
Reviewed:	September 4, 2007

SUBJECT: **Naming of Facilities or Organizational Units**

REFERENCE: **West Virginia Code §18B-1-3(h) (Supp. 2001)**

1. PURPOSE

To establish policy and procedures for the naming of any facility or organizational unit at Southern West Virginia Community and Technical College (the College) for an individual or organization.

2. SCOPE AND APPLICABILITY

This issuance applies to all facilities and organizational units owned by or under the direction of the College.

3. DEFINITIONS

None.

4. POLICY

Approval by the Board of Governors (BOG) is required for the naming or renaming of any facility or organizational unit of the College.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

A building or organizational unit may be named for an individual or organization based upon the following conditions and considerations:

- A. No facility or organizational unit shall be named for an individual who is currently serving on the BOG or who is currently employed or has been employed by the College during the immediately preceding three academic years.
- B. An individual or organization for whom a facility or organizational unit is named must meet one or more of the following criteria:
 - 1. Former governing board members who have rendered distinguished service or made an outstanding contribution to the success and reputation of the College;

2. Former or retired employees not included in the early (severance benefit) retirement program who have rendered distinguished service or made an outstanding contribution to the success and reputation of the College:
3. A citizen or organization who/which has made a substantial monetary or personal service contribution to the College.

7. RESPONSIBILITIES AND PROCEDURES

The procedures to be followed for requesting that a facility or organizational unit be named for an individual or organization is as follows:

- A. The President and BOG shall establish and review the levels of monetary contribution required for the naming of any facility or organizational unit of the College. The current levels of monetary contribution required shall be maintained in the office of the President of the College.
- B. A formal written request shall be submitted to the President. The written request shall be accompanied by a brief biography of the individual or organization for whom/which the request is being made along with specific justification for the request.
- C. The President will review the request and related materials using the criteria stated in Section 6 of this policy.
- D. If satisfied that the criteria are met, the President will forward the request along with his/her recommendation for naming a facility or organizational unit to the BOG for its final approval. If the President determines the individual does not meet the criteria as stated in Section 6 of this policy, (s)he shall inform the individual(s) making the request and the BOG in writing.
- E. The BOG has final approval for the naming of any facility and/or organizational unit of the College.
- F. When a facility or organizational unit of the College has been named for an individual or organization, that name shall not be moved from one building or organizational unit to another.
- G. When a building is razed or an organizational unit is eliminated any existing name will no longer be used.
- H. The BOG, upon a majority vote of the members, may remove a name given when the majority of members through its vote deem that the individual or organization for whom/which the facility or organizational unit is named brings reproach upon the institution.

8. CANCELLATION

SCP-1480, Naming and Renaming of Buildings and Organizational Units, effective November 27, 2001.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the BOG that the policy be amended or repealed. SCP-1481 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: None

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Revision Notes: September 4, 2007 — This policy was reviewed by Executive Council and Council recommended that the policy be continued with no revisions.