

Named Recognition of Buildings, Endowments and Units Policy

Purpose	This policy governs the granting of named recognition for individuals and/or organizations whose accomplishments or generosity advance the mission of the College, and contribute to its growth and reputation.
Policy	Named recognition may be offered for the naming of campus buildings or facilities, endowments, and units including, but not limited to, schools, centres, libraries and common spaces.
Applies to	The VCC community and donors to VCC.
Procedures	Criteria: <ol style="list-style-type: none">1. Capital projects and programming will continue to be based on established academic and other operational criteria and approved in keeping with the College's established practices and mission.2. Permanent named recognition may be offered for a gift received or for exemplary service. In the event of changed circumstances of either the beneficiary or the donor, the College reserves the right to terminate or alter the named recognition, in consultation with the donor or honouree, where possible.3. Limited term named recognition of a building, part of a building, or academic unit may be offered for a gift received. At the expiration of the term, the donor will be given the first opportunity to extend the named recognition upon such terms and conditions as may be agreed between the donor and the College.

4. Facilities supported by gifts may be named after a donor, or a third party at the wish of a donor, provided that the donation represents a significant part of the cost or is regarded as central to the completion of the facility. Where a third party is involved, the written agreement of that third party is required. Minimum funding requirements in each category will be set by the appropriate Vice President, in consultation with other Vice Presidents, and approved by the President.
5. Only in exceptional circumstances may facilities be named to honour outstanding service of employees while they are employed at the College.
6. Named recognition will be revoked if, in the opinion of the Board of Governors, there are subsequent changed circumstances respecting the donor or honouree, such as, but not limited to issues that contradict the mission, ethics and/or values of the College or bring its reputation into disrepute.

Pre-Approval of Fundraising/Named Recognition:

All fundraising inquiries, campaigns and proposals to the private sector (individuals, corporations, foundations and organizations) offering named recognition, are to be discussed and approved by the appropriate Vice President, or his/her designate, following consultation with the President, Vice Presidents and Deans.

APPROVALS:

Named Recognition of Campus Facilities:

1. Board of Governors' approval is required for named recognition of buildings, complexes of buildings, roads, walkways, gardens, etc. upon recommendation from the President.
2. Presidential approval is required for named recognition of facilities that are part of the College's inside space, including rooms, laboratories, lounges, recreational areas, etc., upon the recommendation of the appropriate Vice President(s). Where named recognition involves inside space directly connected to a specific instructional area, the Dean of that area will be consulted.

Named Recognition of Schools and Centres:

1. Board of Governors' approval is required for named recognition of schools and centres.
2. Proposals for the naming of schools and centres are to be made to the Board of Governors by the President, on the advice of the appropriate Vice Presidents and the Dean of the school or centre involved.
3. The appropriate Vice President and the Dean of the school or centre shall consult with the members of the unit involved.
4. Naming of Schools and Centres will, under no condition, imply or allow the donor influence over the decision-making processes associated with the teaching or service elements of the area in question.

All new names shall be filed with the Executive Director of the Vancouver Community College Foundation and the Director of Facilities. The President's office, or designate, shall be responsible for informing the College community of such new names.

Definitions

Unit A unit includes, but is not limited to, schools, programs, centres or departments.

Facilities A facility includes, but is not limited to, buildings, complexes of buildings, rooms, laboratories, libraries, lounges, recreational areas, roads, walkways and gardens.

Named Recognition

The naming of units and facilities in recognition of individuals or organizations whose accomplishments or generosity advance the mission of the College and contribute to its growth and reputation.

1. Policy Sponsor Vice President, Finance & Administration

2. Approvals:

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date