



NAMING OF BUILDINGS AND SPACES AT NORTH ISLAND COLLEGE

#1-10

Approved: November 30, 1996 by: Board of Governors
Effective: November 30, 1996
Date to be Reviewed: 2004

POLICY

The College will name a campus or centre after the community in which it is located. It will not name a campus or centre after an individual, corporation or organization. It will, however, consider the naming of individual buildings or spaces after an individual, corporation or organization based on specific guiding principles.

PURPOSE

North Island College views private philanthropy as an important component of support to assist the College in fulfilling its mission. The College considers gifts designated for new construction, renovation of existing buildings, library collections, equipment, lecture theatres and other instructional, cultural and recreational facilities to be of critical importance for enhancing instruction and learning.

Policy and guidelines for naming opportunities at North Island College will provide the scope for creating a strong base of private support while ensuring the name is in keeping with College values and that no educational functions or considerations are compromised.

Guiding Principles

1. Buildings or spaces that are, in whole or part, gifts to the College may be named after a donor/donors provided that the gift or bequest represents the capital costs of a new or restored facility or part of a facility. (**Note:** *Three categories of buildings/space will be defined - see Framework section following.*)
2. In proposing a name for a College building or space in order to honour an individual, corporation or organization in which no gift or bequest has been received, consideration will be based on evidence of a significant contribution to the advancement of the College.

3. Before new names or re-naming of existing facilities will be approved, due consideration should be given to the familiarity and acceptability of existing names.

In all of the above situations, the use of a name on a building, part of a building or other space will be appropriate for enhancing the mission of the College and its image in the community.

General Issues

The naming of a building, part of a building or other facilities after an individual, corporation or organizations does not imply that the name or names used will necessarily be used in perpetuity.

When a building is razed, replaced or substantially renovated, it may be appropriate to change the name.

When a room within a building is re-located within the same building, or to a different building, the name used on the room can be moved to the new location provided that the new room will serve the same original purpose.

Framework

The naming of buildings or spaces at the College after individuals, corporations or organizations falls into three categories.

1. Facilities that are part of the College grounds. (This would include buildings, complexes of buildings, roads, walkways, gardens, or forestry plots, etc.)
2. Facilities that are part of inside space. (This would include libraries, lounges, laboratories, galleries, theatres, or classrooms, etc.)
3. Tribute markers. (For example, plaques or markers in association with features such as trees, benches or small markers.)

GUIDELINES

1. Requests for the naming or re-naming of buildings, segments of buildings or other facilities based on the above criteria, shall be reviewed by an Advisory Committee on Naming Opportunities. This Committee will be comprised of seven members:
 - A student;
 - A staff member;
 - A faculty member;
 - An Administrator;
 - A Foundation Board member;
 - A Board of Governors member from the region where the facility is located; and
 - Vice President of Finance and Facilities.

2. Requests for naming or re-naming of facilities shall be forwarded to the Office of the Vice President of Finance and Facilities. The Vice President shall convene the Advisory Committee to review the requests received.
3. The Advisory Committee will make recommendations to the College President for review and recommendation to the College Board of Governors.
4. The President will advise the proposers, the Advisory Committee and other concerned parties of the College Board of Governors' decision.