

**MEMORANDUM**

**To:** Board of Regents  
**From:** Board Office  
**Subject:** Proposed Policy on Naming Buildings  
**Date:** October 8, 2001

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**Recommended Action:** Approve the proposed policy on naming buildings and facilities.

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**Executive Summary:**

- The Board of Regents does not currently have a policy on naming buildings and other facilities.
  - A proposed policy has been drafted and reviewed by the institutions (see attached).
  - Policy prohibits naming after a current employee or prior to two years after the end of employment.
  - The policy specifies the type of buildings and facilities that must be approved by the Board and those in which naming is delegated to the institutional heads.
  - It is recommended for approval.
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**Link to Strategic Plan:**

KRA 4.0.0.0 Meet the Objectives of the Board and the institutional Strategic Plans, and provide effective stewardship of the institutions' resources.

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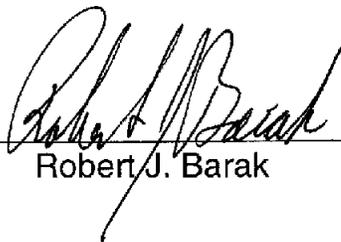
**Background:**

- A uniform policy that sets forth some parameters for the naming of buildings and other facilities at the Regent institutions is needed.
  - A survey by the Board Office found that most multi-campus governing boards in higher education have some kind of policy. Such policies guide the process of naming facilities at the institutions and specify what aspects of naming is delegated by the Board to the institutions and those that need to be specifically approved by the Board.
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**Analysis:**

- The proposed policy requires specific Board of Regents approval of major facilities or properties owned or operated by the five Regent institutions prior to the naming of the property or facility.

- One proposed policy identifies major facilities in which naming must be approved by the Board of Regents, and minor facilities for which naming is delegated to the institutional heads.
  - Major buildings and facilities include entire buildings and large sections of campus.
  - Minor facilities include sections of buildings and facilities (e.g., rooms, labs, units, small open spaces, structures, physical features, etc.).
  - Board will normally approve names of persons (living or deceased) or entities such as a commercial product.
  - Persons and entities include: Alumni with close ties to the institution, distinguished Iowans, persons who have made an outstanding contribution to a field of study, discipline, university, State of Iowa, the nation or world, donors, employees (after two years following the end of employment/appointment or death).
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Robert J. Barak

### 6.34 Board of Regents Naming Policy

- A. All proposed names for facilities, properties, or university units (except minor facilities as defined below) owned or operated by the five Regent institutions or the Board of Regents must have specific Board of Regents approval prior to naming. “Major units” include entire buildings, wings of buildings, colleges, programs and large sections of campus. “Minor units” include campus areas or sections of facilities (e.g., rooms, labs, open spaces, streets, structures, physical features, etc.). Naming of minor units or functional names of major units (e.g., Physics Building, Chemistry Building) may be approved by the institutional head and does not require Board of Regents approval.
  
- B. The Board will normally approve names of persons (living or deceased) or entities such as a business or commercial product. Examples of the categories of persons and entities eligible include:
  - a. Alumni with close ties to the institution
  - b. Distinguished Iowans
  - c. Persons who have made an outstanding contribution to a field of study, discipline, university, the State of Iowa, the nation or world
  - d. Donors
  - e. Employees (presidents, superintendents, faculty, staff) – no earlier than two years following the end of employment/ appointment or upon death. No unit may be named for a current Regent employee.
  
- C. The institutional head shall keep members of the Board of Regents and the Executive Director informed of developments relating to possible naming of major units throughout the entire process.