

The Board of Trustees of Southeastern Illinois College retains authority for naming all SIC facilities and properties, i.e. all buildings, major portions of buildings, college streets or roads, sports complexes and other areas of major assembly or activity, lecture halls, center, and other large areas of campus circulation and all other highly visible facilities and properties. The Board also retains the authority to name individual rooms, limited areas and individual items or features within buildings, individual landscape items or features, limited outdoor areas, and other minor properties. Each proposal for naming an SIC facility or property shall be considered on its own merits. In all cases, due diligence must be performed and observed to ensure that names given are appropriate for the College. In the event that a facility or property is named by the Board of Trustees, the Board reserves the exclusive right to revoke the name of the facility or property at a later time.

This campus policy is intended to provide a framework for recommendations to the Board of Trustees for naming of facilities and properties as noted above. Therefore, any proposal for naming such a facility or property that is prepared and presented in accordance with these procedures and approved by the President will be ready for submission to the Trustees without additional action.

The permanent name of a Southeastern Illinois College facility or property should honor an individual or an organization.

In a rare instance, when no gift is involved:

1. It should honor a person who has served Southeastern Illinois College in an academic capacity or an administrative capacity and who made extraordinary contributions to the campus or the SIC system which warrant special recognition.
2. When proposal for naming in honor of an individual involves service to the college in an academic or administrative capacity, a proposal shall not be made until the individual has been retired or deceased at least two years.
3. No more than one (1) facility or property in the system shall be named after any one (1) individual.
4. No facility or property will be named after seated, elected, or appointed officials.

**In special circumstances the Board of Trustees may waive any or all of the above criteria and reserves the sole right to name facilities at its discretion.**

Major facilities:

A. Definition.

Major facilities and properties are defined as all buildings, major portions of buildings, college streets or roads, sports complexes and other areas of major assembly or activity, lecture halls,

center and other large areas of campus circulation, and all other highly visible facilities and properties.

Minor facilities and temporary naming:

A. Definitions.

1. Minor facilities and properties are defined as individual rooms, laboratories, conference rooms, offices, limited areas and individual items or features within buildings, individual landscape items or features, limited outdoor areas, and other minor facilities and properties.
2. Temporary naming of facilities and properties are those that reflect natural or geographic features or a traditional theme of the campus.

Procedures:

Faculty, administrative personnel, support staff, students, members of the community, or groups of such persons, may submit requests to name a specific facility or property on the campus. The following procedure will be observed when submitting such a proposal for naming a Southeastern Illinois College facility or property.

The request to name a specific facility or property shall be submitted to the President of Southeastern Illinois College. Each naming request must:

1. Be submitted in a timely fashion to ensure that, if required, the Board of Trustees policy timing requirements may be met. All requests for naming that require Trustee action should be submitted to the College President ten weeks prior to the Board of Trustees meetings at which the request would be presented.
2. Demonstrate compliance with this policy.
3. Succinctly state reasons for the proposed name.
4. Name the constituent group(s) or individual(s) proposing the request and recommending that the campus President approve the request.
5. Permanent naming proposals shall include the complete biographical data about the individual or organization.
6. Ensure that all participants involved in this process remember that strict confidentiality is required.
7. Identify the “special circumstances” when requesting a waiver of policy, if any.

Upon receipt of the naming request, the President of Southeastern Illinois College will review the naming request for SIC Trustee policy compliance, consult with appropriate individuals and forward a recommendation to the Board of Trustees.

1. If the Board of Trustees approves the request for the permanent name of a major facility, required materials will be prepared by the President of Southeastern Illinois College for submission to the Board of Trustees for appropriate action.
2. Confidentiality is to be maintained on all requests submitted.

Each recommended naming request must:

1. Be submitted at least six weeks prior to the Board of Trustees' meeting at which the item is to be presented.
2. Demonstrate compliance with Board of Trustees' policy.
3. Succinctly state the reasons for the proposed name.
4. Name the constituent group(s) or individual(s) recommending that the Board of Trustees approve the request.
5. Include complete biographical data about the individual or organization.

Sponsorship of signs on campus property:

Outside businesses and organizations shall be allowed to sponsor printed or electronic signs on the campus of Southeastern Illinois College according to the following stipulations:

1. Business or organization shall obtain written approval from Southeastern Illinois College to sponsor a sign on campus.
2. Business or organization shall purchase, erect, and maintain the sign.
3. Business or organization shall keep the sign in good repair at all times.
4. The design, manufacturer, size, and location of the sign shall be approved by Southeastern Illinois College.
5. Signs shall not display content contrary to College policy and those prohibitions listed in the College catalog.
6. Signs carrying political messages shall not be permitted.
7. Southeastern Illinois College reserves the right to use the sign to advertise and promote college programs, activities, and events.
8. Southeastern Illinois College reserves the exclusive right to remove content displayed on the sign.
9. Southeastern Illinois College reserves the exclusive right to refuse any request to sponsor a sign on campus.
10. Southeastern Illinois College reserves the exclusive right to remove the sign.
11. Southeastern Illinois College reserves the right to use signs to raise revenue from advertising businesses, so long as those businesses are not in direct competition with the sponsoring business/organization.

Adopted:  
Amended: May 18, 2010  
Legal Ref: