

Connecticut State University System

39 Woodland Street ■ Hartford, CT 06105-2337 ■ 860-493-0000 ■ www.ctstateu.edu

BR# 09-38

RESOLUTION

concerning

TRUSTEE RECOGNITION AND NAMING OF FACILITES & PROGRAMS POLICY

for the

CONNECTICUT STATE UNIVERSITY SYSTEM

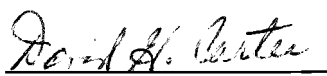
April 8, 2009

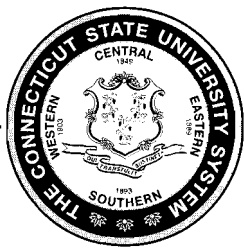
- WHEREAS, The Board of Trustees has the sole authority to provide for the naming of facilities and programs, and
- WHEREAS, Pursuant to that policy, the Board of Trustees shall consider the naming of academic programs, facilities or major portions thereof or prime external spaces as a result of a recommendation of a university president, and
- WHEREAS, Recognition of distinguished service and significant contributions to welfare of a system, university, state, or nation and an individual's achievement and demonstration of unique distinction, is worthy of acknowledgment by the Board of Trustees, therefore be it
- RESOLVED, That the Board of Trustees may consider bestowing recognition to an individual who has demonstrated distinguished service which warrants recognition of the individual's significant contribution, and be it further
- RESOLVED, That the Board of Trustees may confer such recognition in a variety of ways, including, but not be limited to, naming of a building or facility, awarding of an honorary degree from a university or from the system, or the awarding of a Connecticut State University System Trustees' Medal of Recognition, and be it further resolved
- RESOLVED, That the Board of Trustees for the Connecticut State University System hereby rescinds Board Resolution 01-50 and adopts the attached policy on Trustee Recognition and Naming of Facilities and Programs

A Certified True Copy:


Lawrence D. McHugh, Chairman

A Certified True Copy:


David G. Carter, Chancellor



Connecticut State University System

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CONNECTICUT STATE UNIVERSITY SYSTEM

POLICY ON TRUSTEE RECOGNITION AND THE NAMING OF FACILITIES AND PROGRAMS

1. PURPOSE

The purpose of this policy is to establish policies and procedures of the Board of Trustees regarding the naming of University academic programs, grounds, facilities, and buildings including major portions of buildings. The Board of Trustees has the sole authority to provide for the naming of facilities and programs. Further, this policy provides for the recognition of individuals by the Trustees for exceptional service to the university system, community, state, or nation.

2. SCOPE

This policy applies to the naming of present or future facilities, major areas (such as auditoriums and rooms with major public visibility) within existing or future facilities, existing facilities which have undergone major renovations, or areas on University grounds for which a naming opportunity exists. The Board also reserves the right to approve the naming of academic programs. Academic programs include colleges, schools, departments, centers, and institutes. The naming of scholarships, fellowships and professorships does not require Board approval. The establishment of endowed chairs shall follow the policy established in Board Resolution #99-46 or its successors.

3. OBJECTIVE

The goal of this policy is to enhance the ability of the institutions of the Connecticut State University System to encourage and pursue contributions in support of institutional goals. This policy specifies procedures for the solicitation and acceptance of named gifts as well as other procedures to be followed in naming facilities for individuals, families, or entities.

The policy also outlines the process for Trustee recognition honoring individuals who have demonstrated significant contributions to the welfare of the University System, state, or nation.

4. POLICY

Naming Involving a Gift:

- A) A naming opportunity associated with a gift to the CSU System, a constituent institution, or an affiliated foundation, will normally receive favorable consideration only when the present value of the gift is an amount equal to or greater than 10 percent of the cost to construct or substantially renovate the facility proposed for naming.
- B) A naming opportunity for a program associated with a gift to the CSU System, a constituent institution, or an affiliated foundation, will normally receive favorable consideration only when the present value of the gift is an amount equal to or greater than 200 percent of the annual operating budget of the program.

- C) Gifts should comply with the policies established in Board Resolution #2000-15 or its successors. The gift may be in cash or a legally binding pledge and should be paid within five years of the naming of the facility or program. If the pledge is to be paid over a number of years, the number of years shall be divided into the pledge and the resulting amount will be due each year. A portion of the gift may be in the form of an irrevocable trust or a contractual bequest. The Board of Trustees reserves the right to remove names from facilities and programs when the gift remains unpaid beyond the five-year limit. Should this occur, the Board may name an area of the facility or seek another appropriate naming opportunity that would be proportionate to the value of the gift received. The naming of a facility or program follows the facility or program for its life unless otherwise determined by the Board of Trustees. When a named facility is razed, the Board of Trustees may elect to retire the name or transfer it to another facility or space. When the major function of a building is moved to another facility, the Board of Trustees may elect to transfer the name with the function or retain the name with the original building.
- D) Any University System institution wishing to name a facility, any campus grounds, major portions of facilities, or academic programs as identified in Section 2 of this policy must submit a request to the Chancellor for analysis and submission to the Board's Development Committee who will thereafter submit its recommendation to the Board of Trustees.
- E) In those instances in which gifts do not reach the threshold specified in sections A and B, a substantive rationale for departing from the policy must be provided to the Board's Development Committee who may recommend a departure from these policies to the Board of Trustees for good cause shown. In these exceptional cases, where facilities and academic programs are named for people, they should be named for scholars and other distinguished individuals who are preeminent in their field of endeavor and/or have contributed meaningfully to the CSU System or to any of its constituent institutions.
- F) No facility or academic program identified in Section 2 of this policy will be named for individuals currently employed by the CSU System or the State of Connecticut, or currently holding public office.
- G) When the person to be honored is living and a non-donor, ordinarily, three years must have passed since any formal association with the CSU System or employment with the State. Such affiliation includes time spent as an undergraduate, graduate, or post-graduate student; as a paid member of the faculty or staff, whether full or part time; as a paid State employee; and as a member of the Board of Trustees.
- H) When the person to be honored is deceased, ordinarily, two years must have passed since the date of death before their name can be applied to a CSU System facility or academic program.
- I) Any University System institution wishing to name a facility, any campus grounds, major portions of facilities, or academic programs as identified in Section 2 of this policy must submit a request to the Chancellor for analysis and submission to the Board's Development Committee who will thereafter submit its recommendation to the Board of Trustees.
- J) In submitting requests for naming of facilities or academic programs to the Chancellor for consideration by the Development Committee of the Board of Trustees and, if approved, by the Board of Trustees, the following information is to be submitted:

- a) Institution name;
 - b) A detailed request, citing the facility or program in question, the proposed name, and;
 - c) Justification, including such relevant information as the nature and duration of the individual's affiliation with the University System or constituent institution. If the naming is a stipulation of the gift, the request must explain the proposed arrangement. If the gift is for the construction or renovation of a facility, the following information should be included:
 - A timetable for project implementation;
 - If the gift is for a new facility or program, the relationship of the project to the institution's long-range plans;
 - Operating budget implications, and sources of funds; and
 - d) A copy of the gift contract and/or pledge agreement must be filed with the request for approval.
 - e) If there is no gift in connection with a naming opportunity, a written substantive rationale for departing from the policy should be provided.
- K) Each university president shall determine the appropriate level of gift support required to name scholarships, fellowships, and professorships, and any other naming opportunities that do not require Board approval (e.g., rooms, patios). Gifts for these naming opportunities may be in cash and/or a legally binding pledge instrument.
- L) No later than 90 days after the end of each fiscal year, each university president shall provide a report to the Development Committee regarding the naming of all facilities (including rooms and small areas of buildings, and minor portions of campus grounds), programs, scholarships, fellowships, professorships and any other project during the course of the fiscal year that did not require approval of the Board, together with the detail of associated gifts and contributions.
- M) No later than 90 days after the end of each fiscal year, each university president shall provide the Development Committee with a schedule of naming opportunities at his university.

Trustee Recognition for Significant Service:

- A) The Chair of the Board of Trustees may convene members of the Executive Committee of the Board of Trustees when he or she deems appropriate, to consider bestowing recognition to an individual who has demonstrated distinguished service which warrants recognition of the individual's significant contributions. Such recognition may include, but shall not be limited to:
 - a) Naming of a building, campus grounds, or facility.
 - b) Bestowing an Honorary degree from a university or from the System.
 - c) Awarding of a Connecticut State University System Trustees' Medal of Recognition.
- B) The Executive Committee of the Board of Trustees will ordinarily consider the individual's candidacy based on one or more of the following:

- a) Service as a University President or Chancellor for a minimum of ten years where such service has enhanced the mission of the university or system.
 - b) The individual's contribution in significant ways to the welfare of the system, university, state, or nation.
 - c) The individual's achievement and demonstration of unique distinction.
- C) When a President, Chancellor or individual has served the University or System , he or she may be considered for recognition by the Board of Trustees when one of the following has been met:
- a) Ordinarily, two years after retirement or other separation from the University, System Office, or from elected or appointed office; or
 - b) Ordinarily, two years after the person's death, if the person had not yet retired or otherwise separated from the University or System.
- D) The Executive Committee of the Board, upon favorable review, shall:
- a) Identify the type of award to be bestowed.
 - b) Provide the Board of Trustees a justification for the recognition including such relevant information as the individual's accomplishments or contributions to the University or System, service to the state or nation and;
 - c) A time for recognizing the individual.
- E) Trustee recognition of said individuals, upon favorable review and approval by the Executive Committee of the Board, shall be ratified by the full Board of Trustees

4/8/09