

TITLE: NAMING OF REYNOLDS FACILITIES

PROCEDURES FOR POLICY: 4-8

REVISED DATE: 12/01/2022

I. Purpose:

To provide guidance for the naming of major college facilities consistent with the policy of the Virginia Community College System (VCCS). *The procedures for implementation of this policy are provided below.*

II. Procedure and/or Process Definitions:

College facilities: buildings, classrooms, laboratories and other physical spaces.

III. Procedures:

The college president will make a recommendation to the College Board for the naming of major college facilities. Upon approval by the College Board, if the naming of the facility is in recognition of a gift, the president will notify the J. Sargeant Reynolds Community College Educational Foundation, Inc. to coordinate gift procedures.

Recommendations for campus names will be submitted to the State Board for approval.

IV. Other Information:

J. Sargeant Reynolds Community College Educational Foundation Donor Recognition Policy