**Building Naming Process**

1. College Council designates a person (College President, Chair of the Council, or designee) to send out an email to the college community, inviting suggestions for the building name. Respondents should take the following into consideration when proposing names:

* Functions to be housed in the building
* Consistency with the names of other buildings on campus

1. After the deadline date for accepting suggestions, College Council develops a short list of the suggestions.
2. A second email is sent to the college community with the building name choices. People are given the opportunity to vote on their preferred name.
3. Results of voting (from #3 above) are discussed in College Council. Final selection is made by College Council, with the approval of the College President.
4. The College President approves the recommended name.
5. A third email is sent out announcing the name of the building.