

26-01 NAMING OF COLLEGE FACILITIES AND PROGRAMS—PROCEDURE

1. PURPOSE

Recognize significant gifts or extraordinary commitments to the College by naming a facility or program in honor of individuals, groups, businesses or corporations, who make or have made a substantial gift to the College when that contribution represents a significant share of the cost of a facility or a significant endowment to fund scholarships or programming related to the facility.

2. PROCEDURE

1. The President or designee, in collaboration with the Foundation, is responsible for developing, publishing and applying criteria for this procedure.
2. The Foundation Major Gifts Committee recommends naming facilities and programs, based on financial gifts, to the Foundation Board of Directors,
3. The Foundation Board of Directors will consider all aspects of the recommendation as they pertain to financial commitments, implementation, maintenance and overall benefits and risks to the College.
4. The Foundation Board of Directors' consideration of the proposal will include discussions with the Foundation/Development Director.
5. The College President will take the formal recommendation to the DGB.
6. Throughout this process, highest priority will be given to confidentiality to protect the interests of individuals, groups, business, corporations, and the College.
7. Facilities include buildings, wings, additions, courtyards, roads, walkways, gardens, agricultural or forestry plots, laboratories, classrooms, conference rooms, centers, galleries, lounges, tribute markers such as plaques, medallions, or other monuments usually placed in association with trees, benches, walls, seats, etc. Facilities can be currently planned, under construction, or possible future facilities.
8. Programs include degree or certificate programs, academic department positions, or services provided or sponsored by the College.

3. BACKGROUND

1. References: Operations Manual
2. Revision history: 12/02/2003, 04/22/2009, supersedes Procedure 153.01
3. Legal review: 04/17/2009