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I. PURPOSE

The College and the Foundation actively seek and encourage donor contributions to meet the higher education needs of the community. In return, the College shall appropriately recognize donors based on their contributions to the College, whether monetary or otherwise. For the purposes of this Policy, "donor" includes any individual, organization, or entity that makes a financial contribution or has demonstrated an exceptional and distinguished service record to the College or its mission, while "honoree" refers to the individual, organization, or entity which is being recognized. The purpose of this Policy is to establish guidelines for the recognition of donors and honorees through the naming of College facilities, programs, and scholarship funds, as well as other potential naming recognition opportunities.

The President shall adopt procedures for the recognition of donors and honorees consistent with this Policy.

II. ALIGNMENT WITH COLLEGE MISSION AND COMMUNITY STANDARDS

In addition to the requirement of a financial contribution or an exceptional and distinguished service record, recognitions shall only be made to individuals whose association with the College will be viewed favorably by the College community and the surrounding community, as well as in alignment with the mission of the College. When considering how the naming recognition will reflect on the College and is in alignment with its mission, the determination shall be made based off of a consideration of the following criteria with regard to both the donor and the honoree:

- The whole legacy of the donor and honoree on the basis of standards relevant to each's own time,
- The legacy of the donor and honoree based on contemporary standards held by the College and the surrounding community, and
- The likely impact of the legacy of the donor and the honoree based on reasonable predictions and projections of College and community standards in the decades to come.

Should the individual, organization, or entity making a recognizable contribution or for whom a facility, program, or scholarship fund is named after come into ethical, moral, or legal disrepute in the College or the community at large, the College reserves the right to discontinue the use of that name in association with the College. In the event that the discontinuation of a name in association with the College is being considered not as a result of the actions of an individual, organization, or entity but rather as the result of evolving or changing community standards, discontinuation of the name should only be approved if continuation would result in severe or egregious damage to the reputation of the College.

This Section is not intended to nor shall it be construed to justify the denial of recognition on the grounds of race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information, or disability..

III. MINIMUM REQUIREMENTS FOR NAMING RECOGNITIONS

Minimum requirements for a naming recognition of a particular type is as follows:

Naming Opportunity	**Minimum Contribution**[1]
Building	20% of Projected Project Cost
Rooms (Class, Lab, Conference, Etc.)	20% of Projected Project Cost
Athletic Facility, Court, or Field	20% of Projected Project Cost
Other Indoor Areas	20% of Projected Project Cost
Outdoor Areas (Gardens, Pavilions, Driveways, Parking Lots, Courts, Etc.)	20% of Projected Project Cost
Endowed Scholarship	$10,000
General Scholarship	$250
Endowed Institute, Program, or Professorship	Investment equivalent to providing 100% of the estimated annual cost of the Endowed Institute, Program, or Professorship at time of contribution

[1] Projected Project Costs only include funds expected to be raised from private donors. Projected Project Costs does not include amounts of a project expected to be funded through public funding mechanisms, including but not limited to State funds, local funds, and grant funding.

Named Institute, Program, or Professorship	100% of projected cost over desired naming period

Projects include either new projects or renovation projects. Equipment and furnishing costs may be included in the projected project cost of any particular project.

All naming opportunities other than buildings, endowed or general scholarships, and endowed professorships may be named for exceptional and distinguished service to the College. All other naming opportunities must include financial support as specified above. Unless otherwise specified in a contractual agreement, the College must receive the entirety of the financial contribution before the naming recognition may officially go into effect.

In extraordinary circumstances, the Board may waive or adjust these requirements on an individualized basis.

IV. DURATION OF NAMING RECOGNITIONS

Naming recognitions for minimum contributions shall be subject to the following duration limits:

Naming Opportunity	**Minimum Contribution Duration Limit**
Building	15 Years
Rooms (Class, Lab, Conference, Etc.)	10 Years
Athletic Facility, Court, or Field	5 Years
Other Indoor Areas	10 Years
Outdoor Areas (Gardens, Pavilions, Etc.)	5 Years
Endowed Scholarship	Perpetuity
General Scholarship	Until Depleted
Endowed Institute, Program, or Professorship	Perpetuity
Named Institute, Program, or Professorship	Established Naming Period

Naming recognitions for exceptional and distinguished service records to the College shall have duration limits equivalent to those of minimum contribution donations. Naming recognition durations may be extended for contributions in excess of the minimum contribution. The length of the extension shall be determined based on a consideration of the amount of the contribution and the expected useful life of the project before renovations or significant repairs are likely to be required, but in in instance more than 30 years.

Naming recognitions may be immediately discontinued in any of the following circumstances:

- The facility is destroyed and is unable to be rebuilt through money recovered on the basis of insurance or appropriations from local or state authorities,
- The facility's purpose is substantially changed such that the original naming recognition is no longer appropriate for the facility,
- The College's ownership over the facility ends, whether by sale, lease termination, lease to a third-party, or otherwise,
- The underlying funds for a scholarship or endowed professorship are depleted due to theft, fraud, investment insolvency, or other similar financially significant event, or
- In accordance with Section II above.

In the event that the College has to immediately discontinue a naming recognition for any of the above reasons except as a result of Section II above, the College shall take reasonable efforts to name a successor facility or fund after the original honoree. If a successor facility or fund is not available, the College shall take reasonable efforts to name a substantially similar facility or fund after the original honoree. Nothing in this Policy shall be construed to require the College to construct a facility in order to restore a naming recognition.

Upon the natural expiration of a naming recognition, the original donor or the original donor's successors shall be given the right of first refusal to renew the naming recognition in accordance with this Policy.

At the discretion of the Board, memorial plaques, statues, or other honorary monuments may be constructed upon the expiration or discontinuation of a naming recognition.

V. RECOGNITIONS MADE PRIOR TO THIS POLICY

Non-contractual naming recognitions made prior to this Policy shall be subject to all terms contained herein as of the Policy adoption date. For the purposes of Section IV, the adoption date of the Policy shall be the beginning date for all prior non-contractual naming recognitions. All non-contractual naming recognitions made prior to the adoption of this Policy shall otherwise remain in full force and effect.

VI. RECOGNITIONS MADE BY CONTRACT

Naming recognitions made by contract, whether prior to the adoption of this Policy or after, shall be subject to the terms of the contract, which shall remain in full force and effect. Notwithstanding the terms of this Section, all naming recognitions made by contract shall be subject to the duration provisions specified in Section IV and standards specified in Section II of this Policy. For the purposes of Section IV, the adoption date of the Policy shall be the beginning date for all prior contractual naming recognitions.

Future contractual naming recognitions shall not include terms inconsistent with this Policy. Terms inconsistent with this Policy in any future contractual naming recognition are considered null and void.

When it is in the best interests of the College to do so, the Board may waive the provisions of this section on an individualized basis.

VII. IMPROPERLY APPROVED RECOGNITIONS

Naming recognitions that have not been approved by the Board are considered improperly approved. When an improperly approved naming recognition instance is discovered, College staff should either immediately terminate the naming recognition or bring the naming recognition forward to the Board for ratification and retroactive approval.

VIII. OTHER RECOGNITION EFFORTS

This Policy shall not act to constrain or restrict College staff from conducting other activities beyond naming recognitions and the construction of honorary plaques or monuments in recognition of service to the College, financial contributions, or other praiseworthy actions or activities. College staff may conduct other activities as appropriate, such as dedication ceremonies and issuing certificates of appreciation, independent of this Policy.

IX. COMMEMORATIVE BUILDING PLAQUES

Independent of naming opportunities, the Board shall also authorize the creation and mounting of building plaques whenever a new building is constructed. Commemorative building plaques shall be approved using the following steps:

1. The Board Chair will appoint an *ad hoc* committee of Board members who represent the county in which a new building will be or has been constructed.
2. This *ad hoc* committee will consider factors such as how funding for the project was provided, the level of involvement of the Board of Trustees at various points in the funding and construction phase, and what would be expected in that particular county.
3. The *ad hoc* committee will bring back to the Building and Grounds Committee a proposal for which names and groups shall be recognized on the building plaque.
4. The Building and Grounds Committee will then make a recommendation to the full Board.
5. The Board will then approve, modify, or reject the recommendation.

Elements on a commemorative plaque should typically include:

- Name of the building,
- Building construction dates,
- Trustees who served during the building construction dates,
- Organizations, entities, and individuals critical to the completion of the building, such as the architect and general contractor.

X. BOARD TO HAVE FINAL APPROVAL

No commitment will be made on the naming of any building, portion of a building or other facility without the express prior approval of the President and the Board.

The President may implement whatever procedures he or she sees fit to provide recommendations to the Board in furtherance of this Policy, notwithstanding that the Board shall have final approval regarding any recognition or discontinuance action. Actions under this Policy shall first be presented to the appropriate Board committee for approval to be presented to the Board. This includes, but is not limited to:

- The Building and Grounds Committee hearing all recognition and discontinuance recommendations regarding buildings and facilities,
- The Programs and Student Supports Committee hearing all recognition and discontinuance recommendations regarding endowed chairs and Foundation endowments and scholarships.

The Board of Trustees shall use whatever lawful means it deems appropriate to evaluate recommendations presented to it by College staff. All approvals under this Policy require a three-fourths supermajority vote of the Board to pass.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

POLICY HISTORY

February 10, 2026	Adopted.
September 14, 2026	Revised to bring language into conformity with OSHR EEO policy.