

CHAPTER:	Naming Facilities	DATE ADOPTED	NUMBER
COMMUNITY		August 10, 1999 Revised August 12, 2014 Revised May 9, 2017	605
<b>SYNOPSIS:</b>			
1	General Policy		
2	Criteria		
3	Financial Guidelines		
4	Procedures		
1	<p>General Policy: Iowa Central Community College believes it is appropriate to name facilities as a way to honor and recognize individuals, friends, donors, or supporters for outstanding service, commitment, or support of the College. It believes naming should be undertaken with a long range view of the legacy such recognition will bring. Naming a facility implies a two-way commitment between the College and the individual being honored.</p> <p>All College facilities, including buildings (new or renovated), rooms, wings, parks, outdoor facilities, landscaped areas, or other significant structures or locations may be considered for naming.</p>		
2	<p>Criteria: College buildings, facilities, or parts thereof will not be named for persons active as employees or Board members of the College except for eligibility for consideration in conjunction with a major gift. In the case of retired or deceased faculty, staff, or Board members, a one-year waiting period must occur before consideration of such individuals for naming is given.</p> <p>a. Buildings/Facilities: All buildings and facilities will be given functional names. When it is deemed appropriate, the name of an individual may be a part of a building's or facility's name.</p> <p>The credentials, character, and reputation of each individual for whom the naming is being considered will be carefully evaluated. Nominations for consideration must be accompanied by written supporting documentation.</p> <p>Buildings and facilities may be named for persons, whether living or deceased, who have rendered significant service to education, have distinguished themselves in the work of the College, or who are local names holding a unique place in history.</p> <p>Buildings and facilities may be named for persons who have made a substantial gift to the College (see Financial Guidelines following). However, a financial gift does not automatically result in a building being named for an individual.</p> <p>b. Portions of Buildings/Facilities: Subunits of a new or existing building or facility may be named separately to recognize an outstanding individual or a donor wishing to make a gift for a portion of the cost of a building, room in a building, major equipment, major art feature, etc. (see Financial Guidelines). An appropriate plaque may be installed to recognize such individuals or donors.</p> <p>c. Furnishings: Donors wishing to furnish a lounge, office, conference room, etc., may be honored by an appropriate plaque on the door or a suitable inside location, indicating that they provided furnishings for the room.</p> <p>(In all instances where the words individual or donor or person are used, it is meant to include as well corporations or other legal entities.)</p>		
3	<p>Financial Guidelines: Naming College buildings or other facilities for donors is an appropriate way to recognize and express appreciation for significant gifts to the College. The administration will make the determination of appropriate giving levels of naming gifts and make that recommendation to the Board of Trustees for final approval.</p>		

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4	<p>Procedures: The following procedures will be used in approving the name of a building or specific area in a building. The administration will make the determination of naming requests and make that recommendation to the Board of Trustees for final approval.</p> <ol style="list-style-type: none"> <li>a. Faculty or staff members, graduates, former students, or individuals, including trustees and community members who have rendered distinctive service to Iowa Central Community College.</li> <li>b. Persons who make, or have made, a substantial financial gift to the College which represents a significant share of the cost to build the facility or a significant endowment to fund scholarships or programming related to the facility.</li> <li>c. If the bond financed facility has a naming component to it, bond counsel should be consulted for potential private use implications.</li> </ol> <p>Possibilities for naming include entire buildings; high visibility areas such as a gymnasium area or lecture hall; and for small areas such as classrooms, seminar rooms, and laboratories.</p>		