

CHAPTER:	Naming Facilities	DATE ADOPTED: August 10, 1999	NUMBER
COMMUNITY		Revised: August 12, 2014	605
Reviewed:		May 9, 2017 December 8, 2020	
SYNOPSIS:			
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 individuals, whether living or deceased, who have rendered significant service to education or field of study, have distinguished themselves in the work of the College, alumni with close ties to the college, or who are local names holding a unique place in history, or any combination of the above.</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>d. Corporate Naming: Corporate naming will be permitted and reviewed on a case-by-case basis where a compelling commonality of mission and goals, as well as a demonstrated strong collaborative relationship exists. A review will be conducted to avoid any appearance of commercial influence or conflict of interest.</p>		

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	e. Certain restrictions may apply to any proposed naming of a facility, space, etc., financed with tax-exempt or other tax-advantaged debt.		
3	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.		
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"> a. The person or entity proposing the naming of a facility should provide to the administration a written rationale supporting the recommendation. b. The administration will conduct a due diligence review of the person or entity in whose honor the naming of the facility may be made and the implications of such naming, which shall include: <ol style="list-style-type: none"> a. A consultation process to provide the benefit of the collective institutional memory and a broad campus perspective; b. A review of the applicable Internal Revenue Code and regulations, which may include consultation with Bond Counsel; c. A review of any potential conflict of interest issues; d. A review of potentials impacts upon the academic and research autonomy of the College; and e. An evaluation on the impact of future giving by any donor or others. c. A written gift agreement shall be made between the College and a donor when the naming of any facility, space, etc. is involved. Such an agreement shall include a provision that the naming decision may be subsequently reconsidered by the Board in extraordinary circumstances where the prior approved naming may be damaging to the reputation of the College, contrary to the laws of the State, or contrary to the policies, procedures, or strategic objectives of the college. <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>		