

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Governance**

POLICY/PROCEDURE: **Naming of Facilities, Programs and Funds**

DATE: **September 30, 2003**

NUMBER: **1.70**

REVISION(s):

Purpose

This policy is established because development and fund raising efforts of the College Foundation Board, the Board of Trustees, the faculty and the staff will, from time to time, result in a major gift from a donor who wants his or her individual or family name or organization name formally attached to a campus facility or part of a facility or to a project, program, or scholarship fund as a tribute to or in honor of the person, persons, or organization.

The establishment of a naming policy will assure an appropriate reflection of the history of the institution as well as consistency, fairness, fitting recognition, and good value in exchange for the honor or privilege of name association with a program, fund, or physical facility of the College.

Policy

This policy establishes a guideline that a building may be named for a donor who has provided a substantial gift toward the cost of the building, or a part of a building, amounting to at least fifty percent (50%) of the cost of the facility. The policy also establishes guidelines for the naming or sponsoring of numerous other rooms, foyers, and other parts of facilities, programs, and funds that may be of interest to donors and sponsors. The minimum donation guideline for some of those other types of facilities, programs, and funds include:

Classroom Dedication	\$25,000	Conference Room	\$50,000
Computer Laboratories	\$50,000	Technology Classrooms	\$75,000
Science Laboratories	\$75,000	Foyers –small	\$25,000
Halls	\$100,000	Foyers – large	\$100,000
Learning/Testing Center	\$100,000	Lecture Room	\$75,000
Plaza w/ Furniture & Landscaping	\$30,000	Lg Plaza W/ Furn & Lndscp	\$60,000
Pond w/ Furniture & Landscaping	\$40,000	Fountain	\$50,000
Campus Gardens or Grounds	\$25,000	Art Exhibition	\$25,000
Lecture Series	\$30,000	Concert Series	\$50,000
Walking Trail & Upkeep	\$50,000	Endowed Scholarships	\$25,000
Memorial Trees	\$2,500	Endowed Chairs	\$200,000

It is recognized that this list does not exhaust all the possibilities of naming donations but it can serve as guidelines to provide a framework and to assure consistency and fairness. Floors, auditoriums, lobbies, and outdoor areas are also available for donor recognition.

The Board of Trustees has the option of using appropriate plaques or labels to recognize donations as an alternative to naming a facility or other item for a donor. Special consideration may be given to adjustments in minimum contribution levels for recognition of prior service to the college. Generally, buildings will not be named in honor of any active employee of the college.

Special consideration shall be given to the nature of any donation, whether real or personal, and whether it is in keeping with the mission of the college, prior to acceptance by the foundation or the Board of Trustees. All gifts are reviewed prior to acceptance. It is expected that most donors will be well known citizens in the community and that the source of the funds will be from reputable sources. Members of the Board of Trustees may request that a background check be performed on a potential donor (living or deceased) or designee based upon particular facts and circumstances. The potential donor, donor's executor or designee shall be required to sign an authorization allowing the background check.

While it is the intent in naming a facility to provide recognition in perpetuity, circumstances may alter the permanent nature of such a designation. Such circumstances may include, but not be limited to, change in the usage of the facility, major alteration or expansion of the facility, and demolition of the facility. In such cases, appropriate attention will be given to alternative recognition, which could include transferring the name to another facility, displaying the plaque or nameplate from the previous facility at an appropriate location, adding the honoree's name to a permanent recognition registry in a prominent location, or other suitable recognition.

The final authority for any naming, memorial or tribute decision rests with the president and the Board of Trustees. The guidelines set forth in this policy statement are not deemed all-inclusive. The president and/or board of trustees reserve the right to consider any and all factors regarding the privilege of name association with the program, fund, or physical aspect of the college as particular acts and circumstances warrant.

Procedures

The naming of facilities, programs or funds may be considered by the board of trustees upon its own initiative or upon the recommendation of the college foundation, the faculty council, the student government association, the administrative staff of the college, or similar groups on or off campus. Such recommendations to the board of trustees shall be processed through the president of the college.

AUTHENTICATION (Signature):	COPP
_____	9/30/03
President	(Date)
	1.70