

NAMING FACILITIES

It is the Administrative policy of the Southwestern Oregon Community College District that the guidelines below will be used when naming College facilities.

GUIDELINES FOR NAMING TRIBUTES

1. A contribution of time or talent that has had a significant positive impact on the institution over an extended period of years.
 - Such honor will typically be recommended no less than one year following the end of the individual's service to the College.
 - The President of the College, or a committee appointed by the President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the College Board for approval.
2. A significant monetary contribution to the actual construction cost, if for new construction; a major portion of the replacement or major renovation cost, if for an existing building or facility; or the fundraising goal.
3. Specific contribution levels may be established by the President and Foundation Board with either fixed or minimum dollar amounts for sponsorship of other physical property, programs, and endowed chair positions on campus.
 - Such property may include but is not limited to pavers, benches, planters, fountains, gardens, equipment, musical instruments, artwork, and outdoor plazas.
 - Amounts for these naming opportunities shall be reviewed periodically by the Southwestern Foundation and the College Board of Education.

GUIDELINES FOR NAMING BASED ON MONETARY CONTRIBUTIONS

Contribution levels for naming are to be recommended by the College President and Foundation Board to the College Board of Education. All levels will be determined based on the size, location and function of the space.

Facility Commemoration Opportunities	Gift Minimums and Ranges
New building	50% of cost of construction
Existing building	\$1,000,000 minimum
Endowed Chair or Program	\$1,000,000 minimum
Entrance/Lobby/ Common Areas	\$100,000 to \$250,000
Athletic facility	\$25,000 to \$500,000
Classroom or laboratory	\$25,000 to \$500,000
Architectural features	\$5,000 to \$500,000

PERMANENCY OF NAMES

1. When a gift from an individual, family, corporation or Foundation is involved, a facility receives a designation that shall last the lifetime of the facility.
 - Demolition or significant renovation shall not terminate the designation. The College Board reserves the right to reevaluate continued recognition of the name associated with the building or facility and consult with the donor prior to any action.

2. When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility.
3. Any legal impropriety or other act which brings dishonor to the College on the part of the donor who is still living or no longer in existence shall make the gift and naming subject to reconsideration by the College.

AUTHORITY AND APPROVALS

1. Prior to approval, the College Board shall have reasonable assurance that the proposed name shall bring additional honor and distinction to the College and that any philanthropic commitments connected with the naming shall be realized.
2. The College President, in collaboration with the donor and the Southwestern Foundation, has the right to:
 - Determine content, timing, location and frequency of any public announcements associated with the gift.
 - Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
 - Determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.
3. The final authority for any naming, memorial or tribute decision rests with the College Board of Education.
4. The Guidelines set forth in this policy statement shall not be deemed all-inclusive.
5. The College Board of Education reserves the right to consider any and all factors regarding the privilege of name association with the program, fund or physical aspect of Southwestern Oregon Community College as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of Southwestern Oregon Community College.

Adopted as Administrative Policy: -November 7, 2018