

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

(BUILDING) NAMING POLICY

Effective: January 23, 2002

Policy No. 3357:13-20-10

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A. The final responsibility for the naming of any building, facility, or feature on any campus of North Central State College rests with the North Central State College Board of Trustees. It is the policy of the Board to approve names for College and campus buildings and facilities and to commemorate such actions with a standardized plaque or sign whose cost is borne by the College or its Foundation.

B. There are two sets of circumstances that the Trustees will consider for naming any campus building for facility:

1. Service, physical features of the campus, traditional themes:

- a. To honor living or deceased persons who have directly contributed to the College in an extraordinary fashion through academic, administrative, and/or volunteer leadership of at least ten years, or through service on the Board of Trustees.
- b. To reflect natural and geographical features.
- c. To reflect a traditional theme of the College or region.

2. Financial support that enables the College to initiate, complete, renovate, or maintain needed facilities or programs:

- a. To build, renovate, and/or endow the maintenance of buildings.
- b. To build, renovate, and/or endow the maintenance of portions of buildings and perimeters including, but not limited to, courtyards, atriums, meeting rooms, classrooms, laboratories, libraries, lounges, galleries, and offices.
- c. To build, renovate, and/or endow the maintenance of significant and/or unique outdoor areas including, but not limited to, outdoor laboratories, athletic fields, plazas, fountains, walkways, gardens, landscaping, and other natural features.
- d. Endowments funding academic program, chairs, lectureships, scholarships, and other appropriate projects.

C. Recommendations for naming circumstance number one may come from any campus department, student group, College Foundation, or from the public, and shall be presented first to the President of North Central State College. The Board of Trustees will be informed at the time of the request for College facilities. The President may obtain advice from faculty, staff, and student leaders prior to presenting the recommendation to the Trustees for action.

D. A listing of naming opportunities and suggested donation guidelines will be developed and reviewed at least every two years by the North Central State College Foundation Board of Trustees and forwarded for their approval to the College President.

E. To honor the privacy and dignity of potential donor, requests for naming a building or facility based on monetary contributions shall be reviewed by the President only, who will forward a recommendation to the Board of Trustees for final disposition.

F. Facilities will not be named in recognition of deferred gifts or gifts of real property until such time as the gift is converted into liquid assets or is otherwise utilized by the College.

*Approved by the North Central State College
Board of Trustees under resolution R-2002-05
on January 23, 2002*