

POLICIES AND PROCEDURES

Subject: Naming Buildings Policy Reference: C-V

Source: Board of Trustees Eff. Date: January 30, 1996

Approval Auth: Board of Trustees Approved: _____

Remarks: _____

Date: January 30, 1996

The McLennan Community College Board of Trustees reserves the final right of approval for the name or names designated for campus buildings or any section, division, or other area of campus buildings and facilities. The MCC Foundation Board of Directors, acting as a group or as an Executive Committee, may recommend minimum gift levels and establish proposed guidelines for gift naming opportunities contingent upon final approval by the McLennan Community College Board of Trustees.

The naming of buildings or areas on the McLennan Community College campus or on properties affiliated with the college must be consistent with the following college guidelines:

- a. The general policy of the College shall be to name buildings and portions of buildings after the major functions associated with each building or facility.
- b. Upon approval of the Board of Trustees, a building or a portion thereof may be named in honor or memory of an individual or organization providing significant financial support or service to the college.
- c. The naming of any building or college facility, or any division, section, or area of college buildings or facilities must be approved by the MCC Board of Trustees.
- d. Proposals to name buildings as a result of a private gift should be submitted to the Executive Directors of the MCC Foundation, or its Board of Directors, for approval by the College President with a final

commitment being made with the approval of the MCC board of Trustees.

- e. Except in extraordinary circumstances, the Board of Trustees will not approve renaming of buildings.

In addition, the following specific criteria will be used in the naming of campus buildings as any section, division, or other area of campus buildings and facilities:

1. To name a newly constructed building, or facility, a minimum gift commitment of 50% of the total cost of the building cost is required from donors interested in memorializing or placing in perpetuity themselves, a family member, or other individual.
2. To name a current campus building or facility, a minimum gift of \$250,000 will be required, subject to final board approval.
3. To name an area, division, or section of a current building, such as a classroom or laboratory, a minimum gift of \$100,000 will be required, subject to final board approval.