



COLLEGE PROCEDURE MANUAL

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BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
B – Local Governance	Chief Executive Officer Evaluation	BBE	TBD

PROCEDURE

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 proposed guidelines for gift naming opportunities to the McLennan Community College Board of Trustees.

Naming Guidelines

1. 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:
2. 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.
3. Upon approval of the Board of Trustees, a building or a portion thereof or other campus facility or enhancement may be named in honor or memory of an individual or organization providing significant financial support or service to the college. Such naming will require financial support as outlined in the naming criteria section, with the exception of a naming in conjunction with a President who has served McLennan Community College for at least 20 years for which no financial support shall be required.
4. 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.
5. Proposals to name buildings as a result of a private gift to the MCC Foundation should be submitted to the Executive Director of the MCC Foundation, who then will collaborate with the executive committee of the MCC Foundation to submit a proposal for approval by the College President with a final commitment being made with the approval of the MCC Board of Trustees.

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

Naming Criteria

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:

- To name a newly constructed building, or facility, a minimum gift commitment of 25% of the total cost of the building or a gift of at least \$1,000,000 is required from donors interested in memorializing or placing in perpetuity their name or the name of a family member, or other individual. Further, 75% of this minimum must have been received or pledged by contract by the College and/or Foundation for the naming to proceed. Should the full amount of the pledged gift not be received as agreed, the MCC Board of Trustees reserves the right to cancel the plans for or remove the name from the campus facility.
- To name an existing campus building or facility, a minimum gift of 25% of the current fair market value of the existing campus building, or a minimum of \$500,000, will be required, subject to final board approval. Further, 75% of this minimum amount must have been received or pledged by contract by the College and/or Foundation for the naming to proceed. Should the full amount of the pledged gift not be received as agreed, the MCC Board of Trustees reserves the right to cancel the plans for or remove the name from the campus facility.
- To name an area, division, or section of a current building, plaza, garden, art feature or other building or environmental enhancement, a minimum gift of 25% of the approximate appraised value of the area to be named or a minimum of \$250,000 will be required, subject to final MCC Board of Trustees approval.
- If a building or facility has been previously named and the facility must subsequently be demolished or substantially rebuilt, the name on the demolished facility may be moved to another appropriate place as determined by the MCC Board of Trustees in collaboration with the donor or his or her family or descendants. If a new donor is facilitating the rehab of the old facility and has qualified for the naming of the new facility, the new donor, old donor or his or her family or descendants along with the MCC Board of Trustees shall determine the most satisfactory way to honor the new and old donors with appropriate naming.
- If a name has been designated and used on any facility and that name later is changed through divorce, marriage or remarriage, the Board of Trustees of MCC reserves the right to retain the original name used on the facility. If the name originally designated and used on any MCC facility later becomes discredited so as to embarrass McLennan



Community College, the MCC Board of Trustees reserves the right to remove the name from the designated facility.

- The MCC Board of Trustees will determine in collaboration with the donor the appropriate signage desired for the designated facility and will determine, again in collaboration with the donor, any appropriate abbreviated naming that might be necessary on campus maps, catalogs, directories or any other published materials.