



Standard Operating Procedure

Procedure Title: *Naming of Facilities*

Procedure #: *EXA.002*

Revision #:

Unit Responsible: *Administrative Services Division and External Affairs, Development, and K-12 Operations*

Individual Responsible: *Executive Director – Administrative Services Division and Associate Vice President – External Affairs, Development, and K-12 Operations*

Effective Date: *12/05/2018*

Initial Approval Date:

Last Review/Update Date:

Next Review Date:

***Does this procedure support a Board Policy? Yes**

If yes, identify: *Board Policy 6.009*

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria? Yes**

If yes, identify: *Criteria 2A, 2C3*

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation? No**

If yes, identify:

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Naming of Facilities

1. Purpose

The purpose of this procedure is to provide guidelines for the naming and renaming of major and minor facilities.

2. Scope

This procedure applies to major facilities to include campus buildings, halls, wings of buildings, fields, quadrangles and similar facilities; and minor facilities to include classrooms, laboratories, interior portions of buildings, service facilities, etc.

3. Prerequisites

This procedure is initiated when the College seeks to recognize donors for their generosity in providing private funds to enhance the College's ability to meet the higher education needs of its community.

4. Responsibilities

The Associate Vice President (AVP) of External Affairs, Development & K-12 Operations is responsible for preparing and implementing the Naming of Facilities procedure.

5. Procedure

General guidelines for naming:

The naming and renaming of major and minor facilities may be associated with honoring individuals, recognizing significant philanthropic support or a part of a commercial contract or agreement.

1. Naming in recognition of distinguished service may honor a gift of time or talent that has had a significant positive impact on the institution over an extended period of years. This honor is usually reserved for a College President or member of the College Board of Trustees.
 - a. A period of not less than one year shall lapse between the end of the individual's service to Lansing Community College and consideration by the Board.

- b. 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 Board of Trustees for approval.
 - c. The Board will generally not name buildings for living political figures or for current employees of the College.
 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.
 - a. The donation may be made in cash or a legally binding pledge and should be paid within five years of naming the facility, unless other arrangements are made.
 - b. A portion of the gift may be in the form of an irrevocable trust or a contractual bequest.
 - c. The Board reserves the right to remove names from facilities when the gift remains unpaid beyond the five-year limit or the agreed upon date. Should this occur, the Board may seek a naming opportunity that would be proportionate to the value of the gift received.
 - d. The Board requires that the following information be submitted:
 - Donor name and amount of gift.
 - Current and proposed name of facility or room.
 - Justification, including the nature and duration of the individual's affiliation with the College.
 - If the naming is a stipulation of the gift, the request must explain the proposed arrangement.
 3. Specific contribution levels may be established with either fixed or minimum dollar amounts for sponsorship of other physical property on campus.
 - a. Such property may include, but is not limited to pavers, benches, planters, fountains, gardens, equipment, musical instruments, artwork, and outdoor plazas.
 - b. Amounts for these naming opportunities shall be reviewed periodically by the Lansing Community College Foundation and the College Board of Trustees.

Guidelines for naming based on monetary contributions:

<i>Facility Commemoration Opportunities</i>	<i>Gift Minimums and Ranges</i>
New Building	51% of cost of construction
Existing Building	\$2,000,000 minimum
Classroom or Laboratory	\$50,000 to \$250,000, a range of options is available
Entrance hall, lobby, student lounge, staff or faculty office	\$100,000 to \$250,000, a range of options is available
Athletic facility (or parts of)	\$50,000 to \$500,000, a range of options is available
Endowed Chair or Faculty member	\$500,000
Endowed Scholarship	\$25,000 minimum
Conference Room, Divisional offices or departments	\$25,000 to \$100,000, a range of options is available
Outdoor area, bench, commemorative tree	\$500 to \$25,000, a range of options is available

This list will be reviewed for currency periodically.

Duration and Modifications:

1. When a gift from an individual or family is involved, a facility receives a designation that shall last the lifetime of the facility, subject to paragraph 4 of this rule.
 - a. Demolition or significant renovation shall terminate the designation.
 - b. The individual or family involved in the initial naming may be offered an opportunity to retain the naming before any other naming gifts are considered.
2. When a gift from a corporation is involved, the corporation shall be given the opportunity to purchase a naming license with a name subject to approval by the Board for a period of time to be negotiated between the College and the donor.
3. 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.
4. Any legal impropriety or other act which brings dishonor to the College on the part of the donor or a corporate donor who is no longer in existence shall make the gift and naming subject to reconsideration by the College.

Authority for naming:

1. Prior to approval, the College Board shall have reasonable assurance that:
 - a. The proposed name shall bring additional honor and distinction to the College.
 - b. Any philanthropic commitments connected with the naming shall be realized.
2. The College President, upon advice and consent from the College Board of Trustees, may require that a background check is performed on a donor (living or deceased) or designee based upon particular facts and circumstances. The donor, donor's executor, or designee shall be required to sign an authorization allowing the background check, if a background check is determined to be necessary.
3. The College President, in collaboration with the LCC Foundation has the right to:
 - a. Determine content, timing, location and frequency of any public announcements associated with the gift.
 - b. 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.
 - c. Determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.
4. The final authority of any naming, memorial or tribute decision rests with the President and the College Board of Trustees.
5. The guidelines set forth in this policy statement shall not be deemed all-inclusive.
6. The College President and the College 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 Lansing Community College as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of Lansing Community College.

6. Reference

7. Definitions
