

SOUTHWESTERN COMMUNITY COLLEGE	NAMING RECOGNITIONS PROCEDURES	7.03.13.01
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Pursuant to Policy 7.03.13 - Naming Recognitions, the following procedures shall be used when the naming of a facility, program, etc. is to be considered:

1. Solicitation and Investigation:

- a) The President or his/her designee shall work with SCC Foundation personnel and Foundation Board, and the College Board of Trustees to appropriately solicit donations that may result in a naming opportunity.
- b) Prior to considering any naming or memorialization opportunity, the President shall investigate the proposed naming opportunity and present the results of that investigation and a recommendation to the Board of Trustees. The President shall assure that the proposed association meets the criteria herein.
- c) All potential nominations shall be confidential until an official determination has been made by the Board of Trustees. Any action to name a facility, chair, or other opportunity must take place in an open session meeting of the Board of Trustees which occurs no fewer than thirty (30) days after the President's recommendation.

2. Approval:

- a) Upon presentation of thoroughly vetted naming nominees by the President, the Board of Trustees shall have final approval over all naming opportunities and shall exercise its full discretion in approving, or rejecting, any naming, renaming, or memorialization opportunity in accordance with this policy.

3. Termination of Name:

- a) Planned demolition or significant renovation of a facility shall terminate the naming recognition unless otherwise determined by review of the President and the Board of Trustees.
- b) The Board of Trustees may terminate the naming of a facility, program, or chair if the name associated with the College is no longer consistent with the mission and policies of the College.

4. Honoring the Donor/Supporter:

- d) The President, or his/her designee, will make special arrangements to honor the donor, including but not limited to a commemorative plaque or dedication ceremony.

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5. **Gift or Commitment Levels:**

Naming Opportunity	Minimum Gift (Range)
New or Renovated Facilities	
New Building	\$1,000,000 to 50% of Cost/Value
New Addition/Major Renovation	\$500,000 to 50% of Cost/Value
Existing Facilities	
Building	\$1,000,000 to 50% of Value
Classrooms, Labs, Conference Rooms	50% of Value
Auditorium, Conference Center	50% of Value
Outdoor Facilities	
Courtyards, plazas, gazebos	\$25,000 to \$100,000
Trails, walkways, gardens	\$15,000 to \$75,000
Programs	
Endowed Faculty Chair	\$1,000,000
Endowed Guest Lecturer/Speaker Series	\$250,000
Endowed Faculty Professional Development Fund	\$200,000
Faculty-Staff Recognition Program	\$100,000
Student Conference/Clinical Experience Fund	\$75,000
Academic Programs (New and Existing)	\$100,000