



CHAPTER 4	SECTION NO.
College Operations	4.08
REFERENCE	<i>Adopted: May 8, 2012</i>
4.08 Naming of Buildings and Other Properties	<i>Reviewed: August 10, 2010; May 8, 2012; October 14, 2025</i>
	<i>Revised: May 8, 2012; October 14, 2025</i>

Kishwaukee College Board of Trustees Policy Manual - 4.08 (Page 1 of 2)

The Kishwaukee College Board of Trustees retains the authority for naming College facilities and properties. This shall include buildings, portions of buildings, College roads, athletic facilities, areas of major assembly or activity, and other facility and properties which are significant because of their use or visibility.

The Board may elect to name a building, classroom, lab, or other facility area in recognition of distinction and/or recognition of financial support, and reserves the right to consider any and all factors regarding the privilege of name association with the physical aspect of the College as particular acts and circumstances warrant.

The naming of a College facility or space neither implies or constitutes legal ownership of that facility or space by the individual, corporation, organization, or group for whom it has been named. The naming does not imply any obligation of the named individual or group of said facility or space outside of what is detailed in the naming agreement. The written agreement between donor, Foundation, and College will be signed and filed with each corresponding entity.

The following circumstances generally give rise to a naming tribute. Donors to be honored with naming opportunities may reflect individuals, families, organizations, foundations or corporations.

1. Service or Legacy: Recognition of distinguished service, honoring a gift of time or talent that has had a significant positive impact on the College over an extended period of years.
2. Philanthropic Contribution: Recognition of a gift of monetary value to the Kishwaukee College.

Honorees may not be current employees, individuals in active service to the College, or those holding elected office at the time of the naming, unless the circumstances are exceptional and approved by the Board of Trustees.

An ad hoc committee consisting of the College President, Executive Director of the Kishwaukee College Foundation, and additional members as deemed appropriate, will be formed upon notice and/or identification of a naming opportunity. Committee will review the following:

- Location and/or description of facility or space to be named.
- Proposed monetary gift if applicable.
- The merits of the individual or organization to be recognized.
- Method of recognition (plaque, lettering, sign, etc.).



Kishwaukee College Board of Trustees Policy Manual - 4.08 (Page 2 of 2)

Final recommendation for naming of College facilities shall be submitted in writing by the President and/or their designee for consideration by the Board and include all the above information.

In the event of a major fundraising effort or campaign, the Foundation will develop a plan that lists naming criteria and funding amounts for campaign components, to be approved by the Kishwaukee College Foundation and the College Board of Trustees. Facility naming for new or renovated facilities will generally follow a guideline of a 25% donation of the project cost with naming duration of 10 years, and a 50% donation of the project cost with naming duration of 20 years. The facility naming for a donation that results in the naming of a classroom would be for no longer than 10 years.

Donations for naming Tribute markers (trees, gardens, etc) will be the full cost of the item, and naming will be for the duration of life or usefulness of the item or project.

Donations received for equipping or furnishing a classroom, laboratory, or workspace, which do not include the cost of building or renovating the space, can be given recognition through a plaque or alternate means within or adjacent to the space. This shall not constitute the “naming” of the space and does not fall under the jurisdiction of the naming process. When the equipment or furnishing becomes outdated, dysfunctional, or retired, the recognition will be withdrawn.

In the event a named facility is destroyed due to forces of nature, removed for remodeling, renovation, or to be rebuilt, recognition shall be replaced according to the original agreement and donor will be notified of the change, as appropriate.

The Board reserves the right to terminate or rename the College facilities if a donor fails to fulfill their financial commitment, or if the donor’s actions or reputation are deemed inconsistent with the mission and values of the College.