



CHAPTER 4	SECTION NO.
College Operations	4.08
REFERENCE	<i>Adopted: May 8, 2012</i>
4.08 Facilities Naming	<i>Reviewed: August 10, 2010; May 8, 2012</i>
	<i>Revised: May 8, 2012</i>

Kishwaukee College Board of Trustees Policy Manual - 4.08 (Facilities Naming - Page 1 of 2)**Purpose**

The purpose of this policy is to define the conditions under which naming opportunities will be provided and the types of naming opportunities that will be made available.

Goals/Objectives

The objective of this policy is to assure an appropriate reflection of the history of the institution as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a physical aspect of Kishwaukee College.

Naming Tributes

Two circumstances generally give rise to a naming tribute:

- 1) Naming in Recognition of Distinguished Service may honor a gift of time or talent that has had a significant positive impact on the College over an extended period of years. Such honor will typically be recommended no less than one year following the end of the individual's service to the College.
- 2) This recognition may also be the result of a gift of monetary value to the College Foundation.

Donors

Donors to be honored with naming opportunities may reflect individuals, families, organizations, foundations or corporations. Naming does not give legal ownership or obligation to donors.

Naming Opportunities

Naming of physical property on campus may include, but is not limited to buildings, auditoria, lobbies, labs, classrooms, libraries, pavers, benches, planters, fountains, gardens, equipment, musical instruments, artwork and outdoor plazas.



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Authority

An ad hoc steering committee consisting of the College President, Foundation Director and a member from both the Board of Directors and the Board of Trustees will be formed upon notice of any naming opportunities. Upon the recommendation of the steering committee, the College Board of Trustees will have final authority for any naming, memorial or tribute decision.

The guidelines set forth in this policy statement are not to be deemed all-inclusive. The College reserves the right to consider any and all factors regarding the privilege of name association with the physical aspect of Kishwaukee College as particular acts and circumstances warrant.

The College Board of Trustees reserves the right to withdraw the privilege of name association with Kishwaukee College. Removal of privilege will follow the same vetting process and may be implemented should future improprieties, acts of dishonor and circumstances warrant.

Should a named facility be destroyed due to forces of nature or changed due to renovation or construction, the College Board of Trustees reserves the right to reevaluate continued recognition of the entity whose name is associated with the building or facility.

The College President shall determine all public announcements and promotional plans and materials in conjunction with the naming. The College President shall approve all color, design, size and placement of physical markers and will be responsible for oversight of all care and maintenance of the markers.

Duties

The steering committee may set criteria, monetary or otherwise for each naming project as the need arises. The criterion will be made known to the respective boards of the College and the Foundation as well as any prospective donors. Prior to Board of Trustees approval, the steering committee shall demonstrate that the name will bring honor to the College and all commitments, monetary or otherwise, shall be realized.

Written agreements between the College and/or Foundation and the donor, along with this policy, will be signed and filed with each corresponding entity.