



Naming of Buildings, Sites, and Common Areas Riverland Policy #6.8

PURPOSE:

This policy is established 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 physical and/or intellectual property of Riverland Community College (“the College”).

The naming of buildings, sites, and common areas at Riverland Community College shall follow the Minnesota State College & University System [Policy 6.8 and Procedure 6.8.1](#).

The president reserves the right to consider any and all factors regarding the privilege of name association with physical and/or intellectual property of the College and to make exceptions and/or changes as they deem appropriate.

APPLICABILITY:

Minimum Funding Requirements for Naming Both New and Existing Facilities

Donors who wish to name a facility may do so for a gift or pledge. *Examples of minimum gift or pledge requirements are available upon request.*

Honor Naming for Distinction

Naming may also be considered, with no gift involved, for individuals who have achieved distinction in one or more of the following ways:

1. while serving the College in an academic capacity, demonstrated such a high scholarly distinction as to have earned a national or international reputation in the individual’s field(s) of specialization;
2. while serving the College in an important capacity, rendered distinguished service to the College warranting recognition of the individual’s exceptional contributions to the welfare of the College;
3. although not having served the College as a faculty or staff member, contributed in truly exceptional ways to the welfare of the institution or achieved such unique distinction as to warrant recognition.

Requirements for Gift Receipt Prior to Conferring Existing Facility Names

Existing facilities, public areas and functional spaces may be named in return for deferred gifts and specified term pledges approved by the college president. However the college foundation must have at least 25% of the gift or pledge before the naming may be conferred and, should the pledge or deferred gift not be fulfilled, the name may be changed at the discretion of the college president or foundation in accordance with the system policy.

Authority

Prior to making a recommendation to the chancellor, the college president shall institute a process to assure broad based input into the proposed building, site, or common area name. This process shall include consultation with students, staff, community representatives, and such other representation the president deems advisable.

Naming of buildings, sites, and common areas will be limited to individual, business or organization names.

Steps involved in the Naming Process:

1. Naming recommendations will be submitted to the president for review and initial approval.
2. Final approval will be made by the president and/or the chancellor of the Minnesota State Colleges and Universities System.

If the naming request is approved by the college president, an appropriate naming ceremony will be provided by the College.

Gifts In-Kind In Lieu of Cash Gifts

The Executive Committee of the Riverland Community College Foundation may accept gifts in-kind such as services or donated objects in satisfaction for a portion of the minimum funding requirements for naming both new and/or existing facilities at Riverland Community College. The gift in-kind must fill a need identified by the College and/or the foundation. A limit may be established in terms of the amount of gifts in-kind accepted in lieu of cash gifts; that limit will be established on a case-by-case basis and will be set by the Executive Committee of the Riverland Community College Foundation.

DOES THIS POLICY HAVE A PROCEDURE? Yes

1. Naming proposals may be submitted to the President at any time.
2. The President will discuss naming proposals associated with gifts, endowments or other funding sources with the campus Foundation director and board to:
 - a. Develop a naming plan which may include fee proposal, fundraising plan or campaign
 - b. Implement naming plan
 - c. Complete gift receipt forms and processes
3. The President will institute a process to assure broad based input to include students, staff, community representatives and/or other representation the president deems advisable for
 - a. naming for recognition
 - b. naming associated with gifts.
4. Final approval will be made by the president and/or the Chancellor of the Minnesota State Colleges and Universities System.
5. Upon approval of the naming request, an appropriate naming ceremony will be provided by the College.

LIST RELATED POLICIES, PROCEDURES OR FORMS:

[MnSCU Policy 6.8 Naming Buildings, Sites and Common Areas](#)

[MnSCU Procedure 6.8.1 Naming Buildings, Sites and Common Areas](#)

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Responsible Division / Author: Office of the President

Date & Subject of Revisions: 6/10/19 Review only; Updated logo & template.