POLICY ON NAMING OPPORTUNITIES AND ENDOWED FUNDS

The authority to name buildings, facilities, grounds and endowments rests with the College’s Board of Trustees. The naming of any physical facility, campus grounds, academic program or scholarship is appropriate when a significant gift is received for the benefit of the College through the Suffolk Community College Foundation. Recommendations not associated with a donation for a naming in honor of living or deceased staff, alumni, faculty, Board member, state or national leader shall be considered on a case-by-case basis and only when supported by extraordinary justification for the naming.

A proposal to name a College location or to endow a program shall be directed to the College’s President, who will request preparation and presentation of the proposal to the College’s Board of Trustees and the Suffolk Community College Foundation’s Board of Directors. Proposed names must be held in strict confidence during the review and approval processes. The credentials, character and reputation of each individual or corporation for which something may be named shall be carefully scrutinized and evaluated. Such proposals will generally only be made on the earlier of (1) three years after retirement or other separation from the College or from elected or appointed office or (2) three years after the person’s death. Exceptions may be considered where the person to be honored is still living, if three years have passed since any formal association with the College. All naming requests must ensure that the honoree or donor exemplifies his or her commitment to the mission, vision and objectives of the College.

All naming opportunities are subject to the approval of the Board of Trustees, after consultation with the Executive Committee of the Foundation Board of Directors.

The gift levels described below are intended as minimum amounts needed to name the respective opportunity. If matching funds are available, they will be added to the donor’s gift for naming minimums. Personal, corporate or foundation donations in the form of cash, liquid assets, gifts of life insurance, legally binding pledges and irrevocable deferred gift arrangements are acceptable for naming commitments. Such a commitment should be paid within five years of the naming, with the exception of certain vested gifts.

Establishing Names for Buildings, Facilities and Grounds

It is the general policy of the College that naming opportunities will only occur if the benefactor contributes the predominant portion of funds necessary to cover the cost of construction, renovation and/or maintenance of operation. The Foundation Board of Directors recommends the following minimum gift levels for naming commitments and other monetary standards for naming:

- **Campus** should be named only in exchange for gift commitments of at least Ten Million Dollars ($10,000,000.00).
- **Older existing facility** (more than 10 years) should be named only in exchange for gift commitments of at least 20% to 35% of the building’s current value or replacement cost. Total costs include architectural, planning and construction fees, site clearance and landscaping, furnishings and equipment. Maintenance endowment funds should be considered as part of the gift for the purpose of these calculations.
- **Newer existing facility** (less than 10 years) should be named only in exchange for gift commitments of at least 35% to 50% of the building’s current value or replacement cost.
- **New facilities** (less than 1 year) should be named only in exchange for gift commitments of at least 50% of the building’s current value or replacement cost.
• When the naming opportunity concerns construction of a new building or renovation of an existing building, a donor will be required to provide 100% of the private portion of the building or renovation cost.
• The naming of landmark buildings with unique architectural characteristics shall generally require a higher percentage.
• The minimum gift for a naming commitment should be approximately $10,000 for small physical spaces such as classrooms, dormitory rooms, offices and seminar rooms.

The naming of a building or facility is effective for the useful life of the building or facility. A uniform system of marking named facilities is administered by the College’s Office of Institutional Advancement.

Establishing Names for Academic Programs and Scholarships

To name a center, program, academic unit or scholarship, the amount of the monetary gift should be proportional to the amount of endowment necessary to sustain the program on a permanent basis. Named endowed funds can be dedicated toward support of faculty, student, academic or other funding priorities. A minimum gift of $10,000 is required to create an endowed fund at the Foundation.

Removal of Names from Building, Facilities, Grounds, Academic Programs and Scholarships

The College’s Board of Trustees has the authority to consider renaming facilities and campus areas that were named in the past, but for which no monetary contribution was received. The College’s Board of Trustees has the authority and responsibility to remove a name if information becomes available that impacts the original decision. Such information may include, but not be limited to, failure to satisfy financial commitments within the time allowed or personal aspects about people and corporations for which an area is named that violate the high standards expected for this honor. A decision to remove a name will be made on the merits and in consultation with the Executive Committee of the Foundation Board of Directors, taking into account all facts relevant to the decision.

Board of Trustees
September 18, 2008