

<p style="text-align: center;">HAYWOOD COMMUNITY COLLEGE</p>	<p style="text-align: center;">ADMINISTRATIVE NAMING BUILDINGS AND PROGRAMS</p>	<p style="text-align: center;">Policy 2.2.4</p>
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- A. The College and the Foundation continually seek private funds to enhance the College’s ability to meet the higher education needs of the community. To that end, the College should provide appropriate recognition to donors. Naming recognition may take many forms; however, this policy is intended to establish guidelines when naming programs, buildings, facilities and other campus area for donors or for individual recognition.

- B. Potential nominations for naming buildings, parts of buildings, facilities, programs or will be made to the President. Nominations must be accompanied by a brief written explanation regarding the nomination. Any individual may nominate any person, regardless of whether the person has provided a financial gift to the College, who is in good standing in the community and has demonstrated an exceptional and distinguished service record to the College and/or to the College’s mission.

- C. Within two weeks of receipt of the nomination, the President will provide all Board members with the name of the nominee, a copy of the written explanation and a copy of this Policy.

- D. If the Board members determine that there is sufficient interest to consider this person or Organization for a naming right, at the next regular meeting of the Board, the Chairman shall appoint an ad hoc Naming and Recognition Committee (“Committee”) of not less than three Board members. The President will be an ex officio, nonvoting member of this Committee. The Chairman may designate any other member of the College staff, the Foundation or the community to serve on the Committee in an ex officio, nonvoting capacity. No individual shall serve on the Committee in any capacity if that individual is a nominee for a naming right.

- E. The Committee shall use whatever means it deems appropriate to determine whether the proposed action is in the College’s best long-term interest and whether the contribution of the individual or organization is of such significance to warrant this action. As a guide, the Committee should consider the following:
 - 1. The amount of a minimum contribution shall be determined by the Board of Trustees prior to new construction of a building, addition, or renovation project.
 - 2. Areas/Facilities other than buildings shall be 100% of construction cost or 100% of renovation/upgrade cost.
 - 3. For naming rights based on non-financial contributions, the type and length of service to the College and/or the College’s mission and the impact of the individual’s service, the individual should have an outstanding reputation and be in

good standing in the community and have demonstrated an exceptional and distinguished service record to the College and/or the College's mission.

4. Regardless of financial or non-financial contributions, College buildings, areas, programs and will only be named for companies, organizations or individuals that reflect favorably upon the College and whose gift or previous service record will or has advanced the College and its mission.
- F. The Committee will make its recommendation to the Board at a regular meeting to accept or decline the request by a majority vote.
- G. Additional requirements:
1. For naming rights based on financial contributions, the naming will only occur when a cash gift is received, a pledge is satisfied, real estate or stock is converted to cash or a bequest is received. No naming will occur until the full amount necessary to fulfill the financial obligation has been received by the College or the Foundation.
 2. Naming rights shall be for the life of the facility, program or area so long as such is used for the same purpose as when the gift was made. Planned demolition or significant renovation shall terminate the naming recognition unless otherwise designated by the Board.
 3. Should the company, organization or individual making a naming gift come into ethical, moral or legal disrepute in the College or community at large, the College reserves the right to discontinue the use of that name in association with the College.
 4. The College will make arrangements for installation of commemorative plaque/signage and/or dedication ceremony as appropriate. Upon naming and installation of commemorative plaque/signage, the College retains the right to utilize any building naming reference system for purposes of mapping and wayfinding that it so chooses.

Adopted: 12-12-2017