

Palm Beach State College

Board Policy

TITLE	Naming Policy	NUMBER 6Hx-18-1.26
LEGAL AUTHORITY	1001.64 FS	PAGE 1 of 2
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Policy:

1. Palm Beach State College through its Foundation will afford donors with appropriate named giving opportunities within specialized projects, annual campaigns and capital campaigns, according to program specifications. Anyone proposing a special project that will include named giving plans must coordinate efforts with the Palm Beach State Foundation.
2. **Naming a building:** The level of gift needed to name a building is based on a percentage of the total cost or replacement value of the facility. The recommended percentage is approximately 25% of the building's current value. For example, a \$10 million building would require a gift of \$2.5 million in order to consider naming the facility for a major donor. The Vice President of Administration and Business Services will evaluate and make a recommendation as to the value of the building to the standing committee (as outlined in 5a) for approval.
3. **Room or section of building:** The level of gift to name a section or room in a facility is based on a calculation, taking into account the total square footage of the facility, the square footage of the room/section to be named and the percentage of same to total footage or a designated value could be placed upon the components of a building.
4. ***An individual, company or organization can be considered for a naming opportunity provided they meet one or more of the following criteria:***
 - a. Former Trustee of the College,
 - b. Former member of the Palm Beach State College Foundation Board of Directors,
 - c. Deceased former employee of the College who has made an outstanding contribution,
 - d. And/or a citizen, organization or company who has made a substantial monetary or personal service contribution.

5. *The procedure to be followed for requesting the naming of buildings, portions of buildings, outdoor spaces, and academic units, which include departments, office space, laboratories and classrooms facility (or any part thereof) be named for an individual or company is as follows:*
- a. A request accompanied by a biography and justification will be presented by the Palm Beach State College Foundation to the College President who will call to order a standing committee consisting of the following individuals:
 - i. Member of the Palm Beach State District Board of Trustees
 - ii. Member of the Foundation Executive Committee
 - iii. Director of Facilities and Planning or his designee
 - iv. Vice President of Administration and Business Services
 - b. The committee will review the petition based upon the above stated criteria.
 - c. If satisfied that the criteria have been met, the committee may recommend to the President that a facility (or any part thereof) be named for an individual, organization or company.
 - d. After a review of the committee's recommendation, the President may recommend to the District Board of Trustees for its approval that a facility (or any part thereof) be named for an individual, organization or company.
 - e. The committee will also recommend to the Board of Trustees the appropriate means of properly preserving a name when a named facility is demolished or significantly reconfigured or a named academic unit is abolished or significantly reorganized.