

Section 06
Org. 5/30/03
Board Approved. 11/17/03

Naming Buildings, Rooms, and Other Physical Structures

The Board of Trustees recognizes its responsibility to determine the appropriate naming of new and existing buildings, rooms, and other physical structures on the campuses of Allegany College of Maryland. The Board will follow this policy in considering all requests for naming.

Regarding the naming of buildings, the Board prefers to commemorate donors' generosity through other means, such as the naming of scholarships, rooms, laboratories, or other physical structures. However, the Board will also consider naming a building when a donor's gift constitutes a major contribution to the institution.

(Other forms of naming recognition are at the discretion of the College administration -- e.g., the naming of outstanding service awards which are posted on a plaque; the planting of a tree in honor of an individual.)

Naming via Donations to College or Foundations:

A person or persons (living or dead, who is currently affiliated or not affiliated with the College) who has contributed at least \$50,000 to the College and/or its foundations can be considered for the naming of a room, laboratory, or other physical structure.

A person or persons (living or dead, who are currently affiliated or not affiliated with the College) who have contributed to the college at least 20% of the total cost of a new building or major renovation of a building can be considered for the naming of that building.

A person or persons (living or dead, who are currently affiliated or not affiliated with the College) who have been instrumental in the acquisition of special funding from government or foundation sources in the amount of at least \$500,000 can be considered for the naming of a room, laboratory, or other physical structure.

Naming via Exemplary Service:

A person who has provided *exemplary service* to the college through service on the Board of Trustees, the administration, the faculty, the staff, or various foundation and advisory boards may be considered for the naming of a room, laboratory, or other physical structure.

No campus facility will be named for individuals currently employed by Allegany College of Maryland under this policy's exemplary service section.

When the person to be honored is living, one year must have passed since any formal association with the College before a nomination for naming can be presented to the Board.

When a person who was affiliated with the College has died, one year must have passed before a nomination for naming can be presented to the Board.

Exemplary Service:

For a member of the Board of Trustees, foundation board, and/or advisory board, exemplary service means that the individual is recognized by the college community as having contributed a very significant effort to college service via the provision of outstanding leadership and efforts that made a difference in the direction, vitality, development, and quality of the College. Such service must also have been long-term in nature -- i.e., at least eighteen years of outstanding and dedicated service to the College.

For a member of the administration, faculty, and/or staff, exemplary service means that the individual is recognized by the college community as having contributed a very significant effort to college service via the provision of outstanding leadership, teaching, service, or other efforts that made a difference in the direction, vitality, development, and quality of the College. Such service must also have been long-term in nature -- i.e., at least twenty years of dedicated service to the College.

Process for Consideration:

The Board of Trustees or any member thereof can nominate and consider the name of a person for such recognition. The college administration, faculty, and staff, as a group or any member thereof, can present a name to the Board for consideration via

the College President. An advisory board or foundation board, as an entity, can present a name to the Board of Trustees for consideration via the College President.

All nominations must address the following:

1. Name and address of the individual.
2. Position(s) served.
3. Years of service to the College.
4. A formal written presentation of such service, explaining how the service of this individual was exemplary, and how it made a significant difference in the direction, vitality, development, and quality of the College.

In addition to the formal nomination, the Board of Trustees may use any means at its discretion to gather information about the nominated individual and to seek input from any individuals or groups it believes can provide such information when making a decision regarding the naming request.

The Board of Trustees will provide information regarding its decision to the person or group who made the naming nomination within six months of such nomination.

The Trustees can make an exception to these guidelines under special circumstances. The Trustees can identify specific rooms to be held for larger gifts.