

## 2.1.8. OFTC Naming of Facility Spaces Procedure

### Criteria

In general, individuals, businesses, and groups for whom buildings are named must have made a significant contribution to the field of education, government, science, or human betterment. In the case of philanthropic gifts, the Oconee Fall Line Technical College (OFTC) local Board of Directors has adopted the following schedule allowing for buildings to be named for individuals, businesses, or groups as recommended by the Board of Trustees of the OFTC Foundations provided the donor or donors are qualified based on defined criteria.

### New or Existing Buildings-\$500,000

A minimum donation of \$500,000 or donation of a least one-half of the cost of the new building or one-half of the replacement value of an existing building made to the OFTC Foundations is required to name a new or existing building. The college reserves the right to require an additional premium contribution based on the size, location, and importance of the building to be named.

### Library-\$200,000

A minimum donation of \$200,000 to the OFTC Foundations is required to name a library. The college reserves the right to require an additional premium contribution based on the size, location, and importance of the library to be named.

### Campus Road or Drive-\$150,000

A minimum donation of \$150,000 to the OFTC Foundations is required to name a campus, road, or drive. The college reserves the right to require an additional premium contribution based on the location, prominence, and importance of the campus road or drive to be named.

### Interior Lab-\$30,000

A minimum donation of \$30,000 to the OFTC Foundations is required for the naming of a laboratory, conference room, lobby, hallway, or other interior or exterior space. The college reserves the right to require an additional premium contribution based on the location, prominence, and importance of the laboratory, conference room, lobby, hallway, or other interior or exterior space.

### Interior Classroom Space-\$25,000

A minimum donation of \$25,000 to the OFTC Foundations is required for the naming of a

classroom space. The college reserves the right to require an additional premium contribution based on the location, prominence, and importance of the classroom.

## Library Stacks-\$5,000

A minimum donation of \$5,000 to the OFTC Foundations is required for the naming of a library stack. The college reserves the right to require an additional premium contribution based on the size, location and importance of the stack.

## Specifics

To preserve the integrity of all buildings named at OFTC, this honor must be reserved for individuals of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony.

1. With respect to the naming of buildings, special consideration shall be given to:
  - a. the historical significance of the contribution of the individual or group to the college;
  - b. the association of the individual, business, or group with the building to be named;
  - c. any financial contribution of the individual, business or group to the college; and
  - d. State, regional, national, or international recognition of the individual's, business's or group's contributions and achievements.
2. A given surname may be assigned to only one building on a specific campus.

## Process of Naming

1. The OFTC President shall charge a committee to consider and make recommendations for the naming of a building. This committee shall generally be comprised of members of the college's Senior Staff and facilities staff.
2. The committee shall consider all suggested naming that satisfy the criteria cited above. Any individual or group associated with the college may suggest a name for consideration by the committee.
3. The committee shall submit a report to the Board of Trustees of the OFTC Foundations and the college President, which includes a recommendation for the naming, documentation of all suggestions considered, and justification of its recommendation.
4. The President shall seek an endorsement from the OFTC local Board of Directors for the recommendation.
5. The President shall submit the recommendation, along with the committee's report and any additional supporting information deemed appropriate, to the State Board of the Technical College of Georgia (TCSG) through the Commissioner if necessary.
6. No building may be named after a current employee of OFTC or the TCSG. A building may be named after a former employee one year after the employee has left employment with OFTC or the TCSG unless there are special circumstances making an earlier naming appropriate. Such special circumstances will be subject to the approval of the State Board of TCSG.

7. No publicity shall be given to the recommendation for naming until it is approved by the State Board.
8. In an attempt to maintain the integrity of the College, all signage must be cohesive with and in similarity to current signage throughout the building and approved by the internal committee.
9. Cost of signage for the naming opportunity will be the responsibility of the Foundations if the naming came from a considerable donation. The Foundations will be responsible to pay for signage under these circumstances.
10. Cost of signage for the naming opportunity will be the responsibility of the College if the naming came from a recommendation by the President or Board of Directors of the college and is not derived from a specific donation. The College will be responsible to pay for signage under these circumstances.

### Process of Removing Name from Building

1. The OFTC President, the Commissioner of TCSG, any State or local Board Member may raise the subject of the continued appropriateness of the name of any building, facility, ground or unit of OFTC to the local board of directors to consider renaming.
2. After the local board of directors receives such request, they shall vote on whether or not the building, facility, ground or unit should be renamed.
3. The president shall submit the local board's vote and recommendation, along with any minutes of discussion, to the State Board through the Commissioner.
4. No publicity shall be given to the recommendation for renaming until it is approved by the State Board.

### Responsibility

The Executive Director for College Advancement has the overall responsibility for ensuring this procedure is implemented.

Adopted: November 21, 2019

Reviewed:

Revised: