

# OLYMPIC COLLEGE POLICY

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**TITLE: Naming Facilities**

**POLICY NUMBER: OCP 100-08**

**REFERENCE: OCP 100-02 & 100-09**

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The Board of Trustees has the exclusive right to name all permanent structures and sites on the campuses of Olympic College and to accept or reject any gift contingent upon a naming. Further, the Board reserves the right to modify, amend, or remove any name assigned to a permanent structure or site on the campuses of Olympic College.

It is the intent of the Board that such naming convey the highest honor and is reserved for those who have made extraordinary contribution through personal service or financial support. Thus, any individual or organization so chosen to be honored pursuant to this policy shall satisfy at least one of the following criteria:

- a former member of the Board of Trustees,
- a former employee who has made an outstanding contribution to Olympic College,
- a citizen who has made a substantial monetary or personal service contribution to the Olympic College district.

I. Adoption of a Memorial Name for a permanent structure or site shall require two regularly scheduled meetings of the Board of Trustees for comment and study, and a third regularly scheduled meeting for proposal of a final recommendation to the Board of Trustees for its approval.

II. Recommendations shall be made to the Board by the President of the College who may in turn receive recommendations from a campus committee appointed by the President for that purpose.

Recommendations to the Board must be presented in writing and describe the rationale for the recommendation.

III. As the Board intends to name permanent structures or sites in a way that honors the College's values and enhances the College's reputation, the Board reserves the right to accept or reject any proposed names. The decision of the Board of Trustees shall be final.

IV. Modification, amendment, or removal of a name from a permanent structure or site shall require two regularly scheduled meetings of the Board of Trustees for comment and study, and a third regularly scheduled meeting for final approval.

A. Naming actions shall not detract from the College's values, dignity, integrity, or reputation, nor shall any such action create a conflict of interest or confer special privileges. The Board of Trustees, in its discretion, reserves the right in the event of

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changed circumstances to revise the form of recognition or to withdraw recognition in consultation with the donor when possible.

B. A name will ordinarily remain on a structure or site for the life of the structure or site. If at some future time the structure or site is replaced (which may include a major reconstruction that substantially changes the functions or appearance of the structure or site), the name may or may not be carried on the replacement structure or site as approved by the Board of Trustees. If the name is not used on the replacement structure or site, the Board of Trustees will determine any alternative recognition as appropriate.

C. The Board also reserves the right to withhold or withdraw recognition if the donor is unwilling or unable to fulfill a financial pledge.

## GLOSSARY OF TERMS

**PERMANENT STRUCTURE** – any structure (or portion thereof) erected on any Olympic College campus with the intent that it last or remain indefinitely, that is not expected to change in status, condition, or place.

**SITE** – any physical location on an Olympic College campus, including any physical location that through its acquisition shall constitute or become part of an Olympic College campus.

*Recommended by  
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