

Bemidji State University Policies

Policy Name: Facilities And Programmatic Areas Naming Policy	Effective Date: 6/1/2012
Policy Owner: President	Last Review: 4/1/2019
	Next Review: 9/1/2022

Policy

The purpose of this policy and procedure is to provide guidelines for private gift solicitation and fund raising initiatives associated with the naming of facilities and programmatic areas that are state property or under lease agreement with the university.

Definitions:

Naming opportunities shall typically include; buildings, common areas, sites, structures, thoroughfares, classrooms, laboratories, studios, offices, performance spaces, athletic venues, recreational locations and other spaces. Programmatic areas may include; departments, schools, colleges, centers, galleries and other like units.

Procedures

The procedural guidelines of Bemidji State University for naming are as follows.

Eligibility

1. A naming can be for a living or deceased person who is not currently employed by the State of Minnesota or currently serving as an elected state official.
2. The individual, family, organization or entity to be considered for naming recognition will typically have been associated with the institution, achieving distinction that will bring enduring honor to the university, exhibits behavior consistent with the values of the university.
3. The nominator must be an alumnus, emeriti or current member of the university faculty or staff or a member of the Bemidji State University Alumni & Foundation Board of Directors.

Selection

All gifts involving construction require the approval of the university vice president for finance and administration prior to presidential consideration.

Naming of Buildings, Sites and Common Areas to be accomplished under Minnesota State Board of Trustee Policy 6.8 and Procedure 6.8.1 when the naming opportunity concerns

construction of a new building or major renovation of an existing building, site or commons area, a donor will generally be required to provide fifty percent of the appraised value or fifty percent renovation of the completed project cost.

Naming of facility interiors, or non-major buildings, sites and common areas as set forth in Minnesota State Board of Trustee Procedure 6.8.1 as a private gift(s), fund-raising drive or contractual agreement, will typically base the amount on fifty percent of the appraised value of the space, structure or area. Naming may be granted in perpetuity or for a specified period of time based on the size of the gift. If the space, structure or area were to be demolished or substantially replaced, any previous naming designation may not endure.

Naming of a proposed programmatic area in the form of a gift will be based on an amount comparable to similar areas at peer institutions. Naming may be granted in perpetuity or for a specified period of time based on the size of the gift. Changes in the organization resulting in the elimination of programmatic units render existing naming null and void.

Rationale

Minnesota State Colleges and Universities System Board of Trustees Policy 6.8 Procedure 6.8. Naming Buildings, Sites and Common Areas "provide(s) states policy for" the naming of major buildings, sites and common areas." However, in all other instances involving university naming policies and procedures not directly associated with Minnesota State Board of Trustee Policy 6.8 or Procedure 6.8.1 Naming of Buildings, Sites and Common Areas the university president shall have the authority for naming in accordance with the criteria and procedure described below.

Presidential authority for naming beyond MnSCU Board of Trustee Policy 6.8 and Procedure 6.8.1 Naming Buildings, Sites and Common Areas is guided by considerations associated with private gift solicitations and fund raising initiatives that will contribute to the university's mission and vision, heritage and culture, and/or a significant event. All proposed naming recognition opportunities must be approved in advance of any private gift solicitation or fund raising initiative by the university president.

Supporting documents

Minnesota State Board Policy 6.8 Naming Buildings, Sites and Common Areas

<http://www.minnstate.edu/board/policy/608.html>