



2.8P Naming Opportunities Procedure

Category: Administration

Name of Responsible Office: Monroe Community College Foundation, Inc.

Title of Responsible Executive: Vice President, Institutional Advancement and Executive Director, MCC Foundation

Date Established: August 17, 2015

Date Last Approved: May 19, 2025

Process

Procedure

- A. The MCC Foundation, Inc., is responsible for creating guidelines for naming opportunities for physical and non-physical assets.
- B. A Naming Committee comprised of representatives from the MCC Foundation and Administrative Services will be charged to inventory, create and maintain a comprehensive list of physical and non-physical assets by campus with associated value for naming.
- C. The guidelines should be reviewed at least every five years with the College president and shared with SUNY as a courtesy.
- D. The MCC Foundation, Inc., in collaboration with the Marketing, Web & Social Media and Community Relations departments, shall maintain a record of all named physical and non-physical assets.
- E. The MCC Foundation, Inc., is responsible for securing written gift agreements.
- F. Each naming opportunity should be reviewed carefully for compliance with applicable law, including law related to prohibited gifts and ethical principles, especially where there is some direct or indirect business or other continuing relationship between the donor and the College, its officers or employees.
- G. Procedure must be in line with SUNY policies.

Contact Information

Vice President, Institutional Advancement and Executive Director, Monroe Community College Foundation, Inc.

Related Information

- Monroe Community College Naming Opportunities Policy
- Monroe Community College Foundation Naming Guidelines