

Klamath Community College
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FISCAL MANAGEMENT GOALS

600.0000

POLICY

The Board of Education will review the needs of the College annually, considering needs in instruction, capital outlay, facilities, personnel, and operating expense. It will act to assure the fiscal integrity of the College and District.

PURPOSE

The Board of Education assumes fiduciary responsibility for the assets and resources of the College and District.

IMPLEMENTATION

Multi-Year Financial Projections 600.0100

The Administration shall develop and annually update a multi-year financial projection for use in resource allocation decisions by the Board.

Sufficient Fund Balance 600.0200

The goal of the Board is to maintain a fund balance equal to ninety days of cash requirement within the General Fund in a budgetary year.

BUDGETING AND PLANNING

610.0000

POLICY

Each year the President, with the assistance of the Vice President of Administrative Services and input from staff, shall propose a fiscal year budget of revenues and expenditures for the College. The budget shall strictly conform with applicable state and federal law.

PURPOSE

The creation of an annual budget reflecting the resources, needs, Values, Vision, Mission and Goals of the District is an essential element in assuring fiscal integrity.

IMPLEMENTATION

Fiscal Year 610.0110

The fiscal year of the College shall begin on the first day of July and end on the thirtieth day of June in each year.

District Budget 610.0120

The district budget will serve as the financial plan of operation for the district and will include estimates of expenditures for a given period and purpose and the proposed means of funding the estimated expenditures.

The district budget will be prepared in full compliance with Local Budget Law. The Vice President of Administrative Services will be designated as budget officer and will be responsible for the preparation of the budget document.

Funds Sufficiency 610.0130

The Budget shall reflect sufficient resources to meet all planned expenditures including 90 days cash within the General Fund.

Interfund Transfers 610.0135

All transfers between funds shall be in compliance with ORS 294.361. The district budget shall specify the amounts, origin and destination of each transfer. Appropriate information will be included to document the necessity of the transfer.

Transfers from the General Fund to other funds shall be for the following purposes:

- Annual debt service (principal and interest) on outstanding obligations
- Accumulation of resources in Reserve Funds for future expenditures
- Capital improvements including construction, maintenance, and acquisition of facilities and/or real property used by the district in support of its mission
- Matching funds for grants and contracts
- Providing matching funds for financial aid as necessary in addition to Board scholarships
- Contractual and legal obligations to employees and retirees for compensation and benefits

- Other needs considered appropriate and necessary by the Board for fulfilling the obligations and responsibilities of the district

Contingency 610.0140

A budgetary contingency shall be included in the General Fund's adopted budget.

Interfund Loans 610.0145

Loans from one fund to another shall be in compliance with ORS 294.460 and be authorized by the Board. Interfund loans may not be from a Debt Service fund, a Financial Aid fund, employee/retiree benefit fund, or funds legally restricted to specific uses.

There are two types of Interfund Loans - Capital and Operating. For an interfund loan that is a capital loan, repayment must be budgeted according to an approved schedule and at a stated rate of interest. Full repayment shall occur no later than five years from the date of the loan if the funds are to be used to acquire or improve real or personal property (capital loan).

For an interfund loan that is an operating loan, money loaned shall be budgeted and repaid to the fund from which the money was borrowed by the end of the ensuing year.

Adoption 610.0150

The Vice President of Administrative Services shall comply with Oregon Budget Law publication and meeting requirements. After public hearing and Board adoption of an annual budget, the Vice President of Administrative Services shall take such steps as necessary to certify the finally adopted budget and levy.

FINANCIAL ACCOUNTABILITY

620.0000

POLICY

The college shall employ sound and generally accepted practices of governmental accounting in its financial dealings.

PURPOSE

The generally accepted practices of governmental accounting provide a framework within which the Board and public can be assured of appropriate and authorized use of District resources.

IMPLEMENTATION

Accounting For Funds - System of Accounts 620.0100

The Vice President of Administrative Services is responsible for developing and maintaining an accounting system that provides full disclosure of the results of financial operations and effective internal controls of revenues, expenditures, funds, property and other assets.

Monthly Financial Report 620.0110

The Vice President of Administrative Services shall present a monthly report to the Board which summarizes the activity within the various accounts of the College operating funds.

Capital Asset Inventory 620.0120

The College will maintain a capital asset inventory of all items with an initial purchase price of \$5000 or more and with a life expectancy of one or more years.

College Audit 620.0130

An audit of the College financial affairs will be made on an annual basis by an independent auditor, appointed by the Board. The selected auditor must be on the roster of accountants authorized by the Oregon State Board of Accountancy to conduct municipal audits.

INVESTMENTS 620.0200

Investment of Funds 620.0210

At certain times during the course of the fiscal year, and during the implementation of long term plans, there will be available funds that are in excess of immediate operational and capital needs of the College. The Board of Education authorizes the College to invest such excess funds in accordance with applicable Oregon Revised Statutes.

Scope

Administration of investments for Klamath Community College District applies to all funds budgeted and accounted for in the district's annual financial report. This policy does not apply to deferred compensation plans and investments of employees' retirement funds.

Investments of any tax-exempt borrowing proceeds and any related debt service funds will comply with all arbitrage requirements in all applicable Internal Revenue Codes.

Funds held by the county treasurer during tax collection periods will be governed by the county's investment policies and are not subject to the provisions of this policy.

Objectives

There are three principles that will guide the portfolio manager in implementation of this policy (listed in order of priority):

1. Safety: The primary objective of investment activities is the preservation of investment principal. The objective will be to mitigate credit risk and interest rate risk.
2. Liquidity: Investments should provide adequate liquidity to meet all operating requirements.
3. Yield: The portfolio should optimize investment earnings, and minimize uninvested surplus cash while maintaining compliance with the preceding objectives. Return on investment is of secondary importance as compared to the safety and liquidity objectives described above.

Investment Risk

Credit Risk: Klamath Community College District will minimize credit risk, the risk of loss due to the financial failure of the security issuer or backer, by:

- 1) Limiting exposure to poor credits and concentrating the investments in the safest types of securities.
- 2) Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- 3) Actively monitoring the investment portfolio holdings for rating changes, changing economic/market conditions.

Interest Rate Risk: Klamath Community College District will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- 1) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- 2) Investing operating funds primarily in shorter-term securities or short-term investment pools.

Concentration Risk: Klamath Community College District will minimize the risk of concentration of non-government backed securities. This risk is to be mitigated through diversification of both the financial instruments themselves, and the diversification of investments within those instruments where applicable.

Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is to be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.

Authority

The Board delegates to the Vice President of Administrative Services or his/her designee the responsibility of investment portfolio manager as derived from ORS 294.035 to Chapter 294.053, Chapter 294.125 to Chapter 294.145, and Chapter 294.810. The portfolio manager is responsible for investment decisions and activities under the direction of the President.

Personal Liability

The Vice President of Administrative Services and/or his/her designee shall not be held personally liable for changes in the market that affect the portfolio, as long as he/she follows the policies set forth.

Ethics and Conflicts of Interest

The Vice President of Administrative Services, and his/her designee responsible for the management of investments, and others involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment portfolio, or impair their ability to make impartial decisions. Employees and investment officials shall disclose to the President any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS 244.

Internal Controls

The investment officer is responsible for establishing and maintaining an adequate internal control structure designed to reasonably protect the assets of the College from loss, theft, or misuse. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Methods and Guidance

Investments are not to be speculative in nature or contain unreasonable investment risk, thereby placing investment principal at risk. Instead, the portfolio manager will follow the Prudent Investor Rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

List of Authorized Investments:

The following investments will be permitted by this policy:

Time Deposit Open Accounts, Certificates of Deposit, and Savings Accounts in insured institutions as defined in ORS 706.008 that are located and licensed to do banking business in the State of Oregon.

U.S. Treasury securities and other lawfully issued general obligations of the United States

State of Oregon Local Government Investment Pool organized pursuant to ORS 294.805 through 294.895. Participation in the Pool shall not exceed the maximum limit annually set by ORS 294.810, which as of August 2008 was \$42,220,131.

Other Investments: Other investments as allowed by ORS 294.046, the Oregon State Treasurer's list of acceptable investments of agencies and instrumentalities of the United States that a political subdivision may invest in pursuant to law.

It is the intent of the College that the foregoing list of authorized securities is strictly interpreted. Any deviation from this list must be pre-approved in writing by the President.

Maturities:

Except as noted above and as noted in ORS 294.135 where anticipated use is more than 18 months after the funds are invested, investments are to have maturity dates not exceeding eighteen (18) months from the date of purchase.

Custody/Safekeeping of Assets:

The College will not normally take delivery of investment securities purchased, but instead will use a third party custodian as evidenced by safekeeping receipts.

Public Funds Collateralization Program:

The State of Oregon's Treasury Department requires banks that accept public funds to post collateral for public funds deposits in excess of deposit insurance amounts (FDIC). The College will verify that deposit accounts in excess of deposit insurance limits are only maintained at financial institutions included on the list of qualified depositories found on the Treasurer's web site. The College will report annually, or within 3 days of a change, the banks they conduct business with and the contact information for the public official.

Delivery:

Investment securities shall be purchased using the delivery versus payment method. That is, funds shall not be wired or paid until verification has been made that the security has been received by the safekeeping/clearance agent.

Maximum Percentage of Investments:

<u>Instrument Diversification:</u>	<u>Maximum % of Portfolio*</u>
U.S. Treasury Obligations	100%
Federal Instrumentality Securities	75%
Local Government Investment Pool (up to statutory limit)	
Time Certificates of Deposits, Money Market Accounts and Savings	100%
Accounts	100%
Obligations of the States of Oregon, California, Idaho, and Washington	25%

*As determined on the settlement date.

Performance Standards

The performance of the District's portfolio will be measured against the performance of the Local Government Investment Pool (LGIP) and the yield of the 91-Day U. S. Treasury Bill.

Investment of Bond Proceeds

620.0215

Oregon Revised Statutes Section 294.135 and 294.052 generally requires a local government to have its investment policy reviewed by the Oregon Short Term Fund Board ("OSTFB") before the local government adopts the policy and makes investments that are longer than 18 months from their purchase date. Should Klamath Community College District wish to invest its bond proceeds longer than 18 months to match investment maturity dates to the expected schedule for payment of construction costs, it will submit a Short-Form Investment Policy to the OSTFB after adoption by the Board of Education.

Short-Term Borrowing

620.0220

Due to the disparity in revenue inflow and scheduled expenditures, the College may, from time to time, need to borrow to fund short-term cash flow deficits.

Short-term borrowing may be authorized by Board resolution containing the minimum requirements of Oregon law.

Deposit of Receipts

620.0230

All receipts shall be deposited promptly in an appropriate bank account insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation. Account balances exceeding F.D.I.C. or F.S.L.I.C. insurance amounts shall be collateralized.

INSURANCE

620.0300

Property, Casualty, and Liability Insurance Programs

620.0310

The Vice President of Administrative Services, in conjunction with the Director of Human Resources, and the College's Agent of Record, shall establish and maintain an adequate property, casualty, and liability insurance program (including Workers' Compensation) to

mitigate the potential losses to the College from undue risk of liability loss and to protect insurable College property against major perils. The amount of coverage shall be reviewed annually by the Board.

Bonded Employees and Officers

620.0320

All College employees responsible for funds, fees, cash collections or inventory control will either be bonded or covered by expanded crime coverage policy, to protect the college against loss in an amount determined by the Board and upon recommendation of the College's agent of record. In compliance with Oregon statutes and administrative rules, the Vice President of Administrative Services, Comptroller, and Financial Aid Specialist will have individual fidelity bond coverage or equivalent substitute coverage. The College will pay the cost of such bonds.

RESOURCES

630.0000

POLICY

The Board of Education will explore all appropriate sources of available funding to provide resources for District and College operation.

PURPOSE

The Board of Education's statutory authority provides powers to establish various income sources for operations. The Board's use of all available sources in funding the District and College will best serve the public interest.

IMPLEMENTATION

Tax Rate 630.0100

For each fiscal year, the Board shall set the rate at which local property taxes are to be imposed for the College at the permanent tax rate specified by the State of Oregon, after the Budget Committee has approved a motion to approve the permanent tax rate.

Tuition 630.0200

Tuition is used as a means to transfer a portion of the costs of education to the user. A tuition rate of \$150.00 per credit hour shall be the permanent tuition rate. Tuition rates are reviewed annually by the Board of Education of Klamath Community College and reduced or increased to reflect current conditions.

Non-credit Tuition

Administration will set the rate of non-credit tuition based on costs.

Tuition - In State 630.0210

Klamath Community College shall charge a uniform tuition for Oregon residents.

Tuition - Out of State 630.0220

The Board shall act annually to set out-of-state tuition.

Tuition - International Students 630.0230

The Board shall act annually to set tuition for international students.

Reciprocity 630.0240

Residents of the states of Washington, Nevada, Idaho and California may attend Klamath Community College at In-State tuition rates, within the funding support provided by the state.

Adult Basic Education Level-One Tuition 630.0250

No tuition will be charged for students determined to be Level-One Learners, in accordance with federal regulations.

Fees 630.0260
The Board of Education shall set a rate for common fees (those fees that apply to all students) and/or any technology fees. All other fees shall be set by Administration to provide for cost recovery.

Tuition and Fee Refunds 630.0270
The Business Office calculates refunds for students. Students receive a full or complete refund of tuition if they withdraw during the add/drop period of each term at Klamath Community College. When students funded by federal student financial aid withdraw from classes, all refunds must be applied back to the federal student aid programs using the refund distribution defined by the U.S. Department of Education. Some fees are not refundable.

Returned Checks 630.0280
Klamath Community College District shall impose a reasonable fee on all checks returned to it due to insufficient funds in the drawer's account or for any other reason that the check is not paid. Administration will set the charge annually.

Grants 630.0300
It is the purpose of the Klamath Community College District to provide programs and services that fulfill the institutional mission statement. Funding for these activities come from multiple sources. The College, as an institution, takes responsibility to actively seek resources to support these activities. Faculty and staff will be encouraged and supported by the Board of Education and Administration to seek and obtain grants from a variety of appropriate sources (federal, state, local, and private). All grants will be reviewed and approved by the Vice President of Administrative Services or the President.

Contributions to Klamath Community College District 630.0400
All donations of equipment, property, services, cash, etc., to Klamath Community College District shall be receipted through the Klamath Community College Foundation Office or, through the office of the Vice President of Administrative Services, after acceptance.

EXPENDITURES

640.0000

POLICY

The Administration is to pay all authorized expenses related to District and College operations.

PURPOSE

Prompt review, authorization, and payment of expenditures is integral to maintaining the ongoing operation. Moreover, it is an essential element of the Board's accountability.

IMPLEMENTATION

Payment of Bills

640.0110

All claims for payment from College funds will be processed under the supervision of the Vice President of Administrative Services. Payment will be authorized against properly submitted invoices properly supported by approved purchase orders, requisitions, other appropriate supporting documentation, or in accordance with salaries and salary ranges approved by the Board of Education.

The President will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

Purchasing Authority

640.0120

The Business Office will assist staff as needed in the purchasing of equipment, materials or services for the College.

- A. Purchasing will occur when Board approved, budgeted funds are available and authorized by appropriate staff with budgetary authority.
 - 1. Procedures for purchasing are governed by:
 - a. Oregon state law;
 - b. KCC Board policy;
 - c. KCC Public Contracting and Procurement Rules.
 - 2. Failure to comply with established procedures may cause the liability to become a personal one.

- B. Purchase orders are required for all capital outlay purchases and those purchases which are greater than or equal to \$100 including freight, shipping and all incremental charges.
 - 1. Capital outlay expenditures are for:
 - a. The acquisition of, or the increase of, visible, tangible property of a non-consumable nature; and
 - b. Items with a unit cost of \$500 or more and a useful life of one year or greater; and
 - c. Software with a unit cost of \$500 or more.
 - 2. Purchases under \$100 must utilize one of the following options:
 - a. Purchases must be documented with an invoice on file in the Business Office and have an authorized signature and expense account number.

3. Purchases equal or greater than \$100 require a purchase order, and must:
 - a. Be issued through the College's electronic purchasing system; and
 - b. Be approved by appropriate staff with budget authority for the respective account.
4. Exceptions to the purchase order process may occur when waived by the Vice President of Administrative Services or his/her designee with such waiver(s) placed on file in the Business Office, or for the following types of expenditures:
 - a. For authorized employee travel vouchers and advances related to travel;
 - b. For continuous utility and monthly services; e.g., phone, power;
 - c. Personal services contracts;
 - d. Contracted services;
 - e. Facility rentals;
 - f. Dues/Memberships;
 - g. Conferences/Accommodations;
 - h. Reimbursements.

Purchase Contracts

640.0130

The President and the Vice President of Administrative Services shall be authorized to enter into purchase contracts. Routine purchases shall be accomplished in conformance with the Purchasing Authority policy 640.0120.

Petty Cash Accounts

640.0140

In order to expedite refunds and minor purchases of \$20 or less, revolving petty cash accounts may be established at the discretion of the President. Expenditures against these funds must be itemized and accounted for with appropriate records and receipts. Budget codes along with approving signatures of individuals authorized to expend College funds must be included on a petty cash accounting report.

Credit Card Use

640.0150

The Board of Education authorizes the securing of credit cards for use by employees for out-of-town travel. Receipts are required to be submitted upon the return of the credit card. Lost receipts are the responsibility of the credit card user. The employee will be liable for payment of the charges on the credit card until the receipts are returned.

If the credit card is lost, it is the responsibility of the user to immediately notify the credit card company, the Vice President of Administrative Services, and the President.

It will be the responsibility of each Vice President to ensure compliance with the Credit Card Use Policy.

There shall be one credit card secured solely for the purpose of purchasing supplies.

Bidding Requirements

640.0160

Bids or proposals shall be called for on all purchases, lease or sale of personal property, public improvements or services other than agreements for personal service in accordance with applicable competitive procurement provisions of Oregon Revised Statutes, Oregon

Administrative Rules, and the Klamath Community College Public Contracting and Procurement Rules.

In its capacity as the Local Public Contract Review Board, the Board of Education shall adopt rules in response to Oregon's AG Model Rules.

Relations with Vendor 640.0180

Only salespersons of materials, equipment, or services which normally would be used in the College are to be admitted to the College. The setting up of displays of those admitted must have approval of the appropriate administrative officers. In no case may salespersons disturb employees during work hours without approval. All salespersons and company representatives must be cleared through the appropriate administrative officers before consulting with any employee of the College.

Authorized Signatures 640.0190

The Board of Education authorizes the Vice President of Administrative Services and the College Comptroller to sign College checks. The Board also authorizes the use of facsimile signatures of these individuals.

Expense Reimbursements 640.0210

College employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved Reimbursement Request Form and receipts as required by the President or the Vice President of Administrative Services.

Such expenses must be incurred and approved in line with budgetary allocations for specific types of expenses.

Recognition Meal Costs 640.0220

The President may authorize recognition dinner(s) each year held for elected and appointed officials, students, employees, or volunteers of the College. An annual recognition dinner may be held separately for employees of each department, or separately for volunteers, or any of these in combination if authorized by the Board.

Payroll 640.0310

Preparation of payroll, including time schedules and payroll periods, shall be done in accordance with state and federal laws and applicable personnel policies. Mandatory payroll deductions will be withheld as required by state and federal law and those outlined in Human Resources Policy 515.0500.

Automatic deductions, other than those outlined above, may be made from an employee's pay with authorization of the Vice President of Administrative Services and the employee.

Payday Schedule 640.0320

All employees of the College shall be paid on the last working day of each month on which the Business Office is open. Deviations from this schedule must be approved by the President.

Advance Salary Payments

640.0330

There shall be no advance salary payments issued to College employees.

DEBT MANAGEMENT POLICY

650.0000

POLICY

The Board of Education shall be fiscally prudent in approving short-term and long-term debt.

PURPOSE

The Board of Education, in its role as elected public officials, assumes fiduciary responsibility for the resources and liabilities of the College and District.

IMPLEMENTATION

Communication of Debt 650.0100

The District will follow a policy of full disclosure in its annual audit. The District will also follow a policy of full disclosure in the Official Statement and offering document when issuing debt.

Commitment for Repayment of Debt 650.0110

The District commits to repay all indebtedness consistent with each executed agreement.

Short-Term Debt 650.0120

According to ORS 341.715 (1) “the board of a community college district may contract indebtedness by the issuance of short-term promissory notes for the purpose of meeting current expenses, retiring outstanding bonds or warrants, or paying the interest thereon.” The District shall not incur Short-Term Debt to fund current operations, with the exception of 1) issuing Anticipation Notes for lapses in receipt of budgeted resources, such as State Aid payments; and 2) entering into capital projects or equipment acquisition that exceeds the threshold outlined in the College’s Public Contract Review Board Rules.

Long-Term Debt 650.0130

The District, when issuing Long-Term Debt, will limit the length of the debt issuance to a period of time equal to or less than the expected useful life of the project or equipment.

Bonded Debt Limitation 650.0140

Oregon Revised Statute (ORS) 341.675 (3) limits the aggregate amount of bonded indebtedness to no more than “one and one-half percent (.015) of the real market value of all taxable property within the district, computed in accordance with ORS 308.207”.

General Fund Debt 650.0150

The District will not incur General Fund debt which places an unreasonable drain on resources available for educational purposes or adversely impacts the District’s ability to maintain its desired fund balance as per Board Policy 600.0200. General Fund debt will not exceed ten percent (10%) of annual General Fund revenues, excluding Fund Balance.

NAMING OF BUILDINGS, FACILITIES, AND CAMPUS GREEN SPACES

660.0000

PURPOSE

This procedure sets forth college-wide guidelines for gift naming opportunities at Klamath Community College (KCC) and defines the procedures for acceptance of gifts. The Klamath Community College Foundation is the point of contact for all gift-based naming opportunities. Although such recognition may take many forms, this procedure seeks to establish guidelines for the naming of buildings, facilities, and campus green spaces in recognition of donors.

These named gift recognition guidelines are designed to:

- Provide guidance/rationale for determining the appropriate recognition of a major donor.
- Provide guidance to prospective donors and to College and Foundation staff about the size and structure of gifts necessary to attain various levels of naming recognition.
- Provide a mechanism for evaluating proposed major naming gifts.
- Promote appropriately consistent naming recognition levels and procedures for College departments and units.

GUIDELINES FOR NAMING

660.0100

KCC will consider the following when deciding to name buildings, facilities, and campus green spaces:

- a. a generous gift,
- b. devotion, or
- c. Distinguished service.

The naming of any KCC buildings, facilities, and campus green spaces is only appropriate when a generous gift is received. The merits of naming any KCC building, facilities, and campus green spaces will be determined by carefully weighing one's devotion, distinguished service, and philanthropy, and should be able to stand the test of time. All naming requests should confirm that the honoree or donor meets the highest values and societal standards. For organizations, this means their work and values are consistent with the mission of the College.

All naming procedures are negotiable, and The KCC Foundation recognizes that notwithstanding this procedure, The KCC Foundation Board with approval by the President and the KCC Board of Education retain its discretion to make exceptions or alter criteria or conditions as appropriate to the circumstances.

Named buildings will be carried through the useful life of the building. If demolished, there is no obligation to rename the replacement building, although The KCC Foundation Board with approval by the President and the KCC Board of Education may choose to do so. When possible, the College President will inform a family member or other appropriate representative of the former namesake about a decision to demolish or change the use of a facility. If deemed appropriate by The KCC Foundation Board in coordination with the President and the KCC Board of Education, the former namesake may be recognized with a plaque in the new or renovated facility.

It will be the general standard that the naming of any KCC building, facility, and campus green space (including benches) will be limited to no more than two families or defined groups of associates and any other restrictions or guidelines defined in the Gift Agreement with the donor. This might include character counts, desired naming language, or other donor specifications within the policy.

Should a naming opportunity come about involving more than two families or groups of associates, the Board of Education may approve an exception to this general standard.

The College, through approval by the KCC Board of Education and in consultation with the KCC Foundation Board, reserves the right to prohibit the naming of or to remove names from KCC buildings, facilities, and campus green spaces due to ethical or legal breaches by individuals named that negatively affect the reputation of the college at a level deemed unacceptable to the KCC Board of Education.

The naming of any KCC building, facility, or campus green space is indefinite as defined by the life of the building or object named. An exception may be if the KCC Board of Education approves removal of a name due to an ethical or legal circumstance that negatively affects the reputation of the college at an unacceptable level. Notwithstanding the process outlined in this policy, the KCC Board of Education reserves its right to unilaterally name KCC buildings, facilities, and green spaces when it deems necessary to accomplish the College mission.

TYPES OF GIFTS FOR NAMING COMMITMENTS

660.0110

If the naming opportunity is based on a generous gift to the Foundation for the College's benefit, the following guideline will apply:

Any and all combinations of gifts, pledges, and irrevocable deferred gift arrangements are acceptable for naming commitments.

GUIDELINES FOR FUNDING

660.0200

The donor, in response to a formal solicitation or on his or her own volition, indicates an interest in making a gift of significance to benefit the College. The Executive Director in the Advancement/Development Office determines the exact nature of the gift intention and discusses the Named Gift Program procedures with the donor to identify naming opportunities of interest.

Once the Advancement/Development Office Executive Director determines the exact nature of the gift intention and the interest in naming opportunities, the Executive Director then discusses the application of the Named Gift Program procedures with the President of the college.

The Foundation Executive Director reviews the gift materials presented, determines appropriate naming opportunities available, and makes a recommendation to the President according to the following procedure: Klamath Community College welcomes occasions to honor those of high distinction, distinguished service and devotion, or philanthropic contribution to the College. The College, working with The KCC Foundation, establishes procedures for the acceptance of gifts associated with naming rights for buildings, facilities, and campus green spaces in recognition of donors.

The Klamath Community College Foundation is the point of contact for all gift-based naming opportunities and where appropriate, upon recommendation by the Foundation to the President and the College Board of Education, approves permanently named Klamath Community College buildings, facilities and campus green spaces. The College President in coordination with the KCC Board of Education and suggestions from the Foundation Board, has the authority to name interior spaces within buildings such as labs, classrooms, hallways, conference rooms, and student study areas. The President will take into consideration the gift levels established by The KCC Foundation to recognize donors.

Once the naming opportunity is approved at all required levels, a formal contractual commitment will be executed with the donor outlining parameters of the gift to the Foundation in support of the College (as well as the nature of the named recognition). This Gift Agreement will detail the terms of understanding regarding the payment of the funds to the Foundation and the naming and any related issues about the use, recognition, and publicity of the gift.

Recognition steps are then set in motion by the Foundation Executive Director, including appropriate media announcements, signage installation, campus ceremonies, etc. (consistent with the wishes of the donor). Throughout the review and approval process, the donor's intentions will be held in strict confidence.

The named gift will be registered in the College's official register of named placed on the campus, maintained by the President's office and is marketed as such in appropriate publications and future announcements concerning this newly designated area.

Facilities **660.0210**

Existing Buildings **660.0211**

Older existing facilities (more than 10 years old) funded with public money should be named only in exchange for gift commitments of at least 20% of the building's current value or replacement cost. Total costs on the building's value include architectural, planning, and construction fees; site clearance and landscaping; furnishing; and equipment.

Newer existing facilities (less than 10 years old) funded with public money should be named only in exchange for gift commitments of at least 25% of the building's current value or replacement cost. Total costs include architectural, planning and construction fees, site clearance and landscaping; furnishing; and equipment.

Each named gift should be accompanied by a **Gift Agreement** that has been approved and signed by the donor or designated donor representative(s) and Executive Director of The KCC Foundation. Each **Gift Agreement** specifies the pledge period to reach the funding level, the purpose of the gift, and any restrictions within Foundation and College guidelines, as to distribution from the fund.

Klamath Community College's President's Office and The KCC Foundation shall be responsible for maintaining a record of named rooms, buildings, grounds, and other spaces.

New Building Structures

660.0212

Private Funding of Buildings and Structures.

If a new building is to be funded 100% from private funds, the gift to name the building must be at least 60% of the total construction cost of the facility. The gift should fund 50% of the construction budget as well as an endowment fund (10% of total construction costs) to provide for programs and maintenance of the facility.

Private/Public Funding of Buildings and Structures.

If the new building is dependent upon private funding component, the gift to name the building must be at least 50% of the total dollars raised to fund a portion of the construction budget as well as an endowment fund (10% of total construction cost) to provide for programs and maintenance of the facility.

Public Funding of Buildings and Structures.

If the new building is constructed entirely from public funds, a private gift may still be used to establish a naming opportunity. The private gift to name the building should be 25% of the total construction cost of the facility.

Typically, the gift will establish an endowment fund restricted for use of the program and maintenance of the facility.

Academic Teaching Space (Note: *suggested minimum funding levels*)

Classroom - \$50,000

Laboratory - \$150,000

Auditorium - \$500,000

Non-Academic Space (Note: *suggested minimum funding levels*)

Faculty Offices - \$5,000 - \$10,000

Student Study Spaces - \$10,000

Conference Rooms - \$25,000

Foyers/Lobbies and Pre-Function Areas - \$50,000

Naming of Programs

In order to name a Program, Center, Institute or Academic Unit, the gift should be proportional to the amount of endowment as determined and recommended by the President of the College and approved by the KCC Board of Education (\$100,000.00 minimum / endowment X 5 percent annual payout) that would be necessary to sustain or propel the program to new heights on a permanent basis, based on a 20 year naming plan.

However, if an academic program is being named for someone of unparalleled scholarly distinction, community devotion or that the name should bring great honor as well as promise to the program so that the naming enhancement is a value-added act of goodwill and thoughtfulness, as well as a magnet for additional financial resources.

**SPECIAL ACKNOWLEDGEMENT
OR MEMORIAL OPPORTUNITIES**

660.0300

From time to time, it may be appropriate to create a naming opportunity at KCC for an individual or organization that has not reached the minimum gift requirements outlined in this procedure. In these instances, the President of the College or Chair of the Foundation may make recommendations to name buildings, facilities, or campus green spaces in honor or memory of individuals who have distinguished themselves in their service to the College. With this in mind and upon recommendation by the President, Executive Director, for approval by the KCC Board of Education in the naming of a building, facility, or campus green space.

**APPROVAL PROCESS FOR NAMING
OF FACILITIES OR PROGRAMS**

660.0400

All proposed names for buildings and other facilities will be held in confidence during the review and approval process. There will be a minimum of communication about the proposed naming before granting appropriate approval.

The KCC Foundation naming commitments, as well as all major gifts, whether recognized by naming rights or not, are reflections on the ideas and reputation of KCC. Accordingly, each gift and naming commitment will receive a careful review for full compliance with applicable laws

and ethical principles. This is especially true where there is some direct or indirect business or other continuing relationship between the donor and the College, its officers or employees. Any questions about the applicability of state or federal laws on conflicts of interest and other ethical considerations should be referred to appropriate Foundation or College legal counsel.