

## **Delaware Technical and Community College Policy on Naming College Assets**

### Naming Authority

The Board of Trustees of Delaware Technical and Community College recognizes its authority and responsibility to determine the appropriate naming of new and existing buildings owned by the College.

1. The Board of Trustees must approve all naming of College buildings.
2. The College President may approve all naming opportunities requiring donations of \$25,000 or more such as classrooms and laboratories.
3. The Campus Director, in conjunction with the Vice President for Institutional Effectiveness and Development, may approve naming opportunities requiring less than the \$25,000 such as benches, theater seats, or trees.

### Naming Opportunities

When donations are made to Delaware Technical and Community College or the Delaware Technical and Community College Educational Foundation with the intent to name a building or specific areas in a building or on a campus, the following guidelines, as well as the gift acceptance policy, will be used:

1. A new building may be named by a donor or group of donors who contribute at least 50% of the construction costs of that building.
2. An existing unnamed building may be named by a donor or group of donors who contribute a minimum of \$500,000. A greater amount may be required depending on the building.
3. High visibility areas, such as a learning lab, library, gymnasium, athletic field, cafeteria, dining room, and conference area or lecture hall may be named after a donor who contributes a minimum of \$150,000 to \$500,000 depending on the area. A greater amount may be required for widely used or large spaces.
4. Small areas such as a classroom, seminar room, and laboratory, may be named after a donor who contributes a minimum of \$25,000 to \$150,000 depending on the room. A greater amount may be required for widely used spaces.

The Board of Trustees has the authority to grant exceptions in situations that require its approval when this action is deemed to be in the best interest of the College or the Foundation. The President has the authority to grant exceptions for situations that do not require Board approval when it is deemed to be in the best interest of the College or the Foundation.

When gifts for a naming opportunity are made across multiple years, the donor agreement will outline specifics related to payment schedule and timeframe for naming the building or area.

## Due Diligence

Prior to approval, the Board of Trustees, College President, Campus Director, and Vice President for Institutional Effectiveness and Development shall have reasonable assurance that:

1. The proposed name shall bring honor and distinction to the College.
2. Any philanthropic commitments connected with the naming shall be realized.

The College President may require that a background check is performed on a donor (living or deceased) or designee based upon particular facts and circumstances. The donor, donor's executor, or designee shall be required to sign an authorization allowing the background check, if a background check is determined to be necessary.

In those cases where facilities are named for people, such facilities should be named for distinguished individuals who are preeminent in their field of endeavor or have contributed meaningfully to Delaware Technical and Community College.

## Definition of Donor

A donor is a person or entity who makes an irrevocable gift to Delaware Technical and Community College or to the Delaware Technical and Community College Educational Foundation. For purposes of naming, multiple donors may pool funds to recognize or honor someone such as a memorial naming. A donor who arranges for donations from others for the purpose of a naming may choose the name with the agreement of all the donors.

## Permanency of Names

When a gift from an individual or family is involved, a facility receives a designation that shall last the lifetime of the facility, subject to the following:

1. Demolition or significant renovation (requiring 50% or more of the replacement value) shall terminate the designation.
2. When a gift from a corporation is involved, the corporation shall be given the opportunity to purchase a naming license with a name subject to approval by the Board of Trustees for a period of time to be negotiated by the College and the donor.
3. Any legal impropriety or other act which brings dishonor to the College on the part of any donor or a corporate donor who is no longer in existence shall make the gift and naming subject to reconsideration and removal by the College. No part of the donation or license fee will be refunded in the event that a naming is removed under those circumstances.