



<b>Title:</b>	Naming of Facilities Policy
<b>Effective Date:</b>	06/11/2014
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<b>Cancellation:</b>	
<b>Office:</b>	Facilities Management (FM)

## *Naming of Facilities*

### PURPOSE

This policy and procedural guidance is designed solely to facilitate and set criteria for the naming of Northshore Technical Community College (NTCC) facilities and allows for flexibility on an independent basis. It is established to assure an appropriate reflection of the history of the College as well as consistency, fairness, relevant recognition and good value in exchange for the honor or privilege of name association with a physical aspect of the College.

### NAMING TRIBUTES

NTCC acknowledges the following two recognition categories which will generally be considered for a naming tribute:

1. ***Distinguished Service*** of time and talent that has had significant positive impact on NTCC over an extended period of time. Such honor or privilege will typically be recommended no less than five years following the end of the individual's service to the College. The Chancellor of the College is responsible for determining whether the proposed person is worthy of the honor.
2. ***Financial Support*** – For naming recognition of financial donation or other gifts of economic value appropriate to the facility, program, or fund being named.

The following are excluded from eligibility for naming tributes:

- A. Current public office holders or candidates for office, or
- B. Current members of the LCTCS Board of Supervisors or past members for a period of two years from service on the Board.

### GOVERNING AUTHORITY

NTCC has developed this policy in accordance with the Louisiana Community and Technical College System (LCTCS) Board Policy and state law. Only the LCTCS Board of Supervisors, upon recommendation of the President of the LCTCS, has the final right of approval for the naming of a facility, portion of a building, program, or fund of the College.



## PROCEDURES

NTCC, under the authority and upon approval of the LCTCS Board of Supervisors:

1. May provide a naming tribute for a College building or any section, division, or other area of campus buildings and facilities, through development and signage of an agreement(s) with donors/honorees for naming tributes.
2. Shall determine how the facility or portion of a facility will be marked. This includes the right to approve the color, design, and size of any physical marker or signage that provides information about the designee or donor and/or the nature of the gift or honor.
3. Shall determine how a donor will be recognized for their gift. This includes determining the content, timing, location and frequency of any announcement associated with a gift.
4. Shall determine how to resolve donor dispute once a facility or portion of a facility has been named in his/her recognition. The Chancellor, upon approval by the LCTCS Board of Supervisors, reserves the right to remove or withdraw the privilege of name association with NTCC if, in his/her opinion, particular acts and circumstances warrant such action. Any legal impropriety or other act which brings dishonor or embarrassment to the College on the part of the donor or honoree [individual or Corporation], will result in the gift and naming being subject to reconsideration by the College.
5. May provide additional naming opportunities. Naming associated with a particular facility, space, endowment or program will not preclude further naming within the facility, space, endowment or program.
6. Shall determine the renaming of facilities that have been demolished or substantially rebuilt due to natural disasters, change of function or building dilapidation. When a building has been previously named and the facility must subsequently be demolished or substantially rebuilt, the name on the demolished facility may be moved to another appropriate place as determined by the Chancellor and approved by the LCTCS Board of Supervisors. In accordance with Louisiana law, prior to naming any newly created institution or renaming any existing institution of public education, the LA Board of Regents shall obtain legislative approval of any proposed name change by concurrent resolution adopted by a vote of at least a majority of the membership of each house of the legislature.
7. Shall determine the use and reservation of a named facility or portion thereof.
8. May accept monetary contributions that lead to naming tributes for the College which must be contributed to the LCTCS Foundation.

## OPPORTUNITIES

Naming Opportunities exist in the form of:

1. Facilities/Portions of Facilities-newly constructed buildings, existing buildings, portions of facilities, including but not limited, to classrooms, laboratories, student lounges, fountains, hallways, and other features or spaces on College grounds. These may be named in honor or memory of an individual, a



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family, a corporation, or a nonprofit organization, which has provided a financial donation or other gifts of economic value appropriate to the facility. Individuals who have provided extraordinary time and talent that has had significant positive impact on NTCC and its mission over an extended period of time.

2. Endowments-endowed funds established for a variety of purposes may also bear the donor's name.
3. Scholarships/Programs-scholarships and programs may be established in the name of a donor for specific reasons upon approval by the Chancellor.

### PHYSICAL PROPERTY

Sponsorship of physical property on campus through financial support may occur:

1. To pay for all or part of a new College facility or project improvement; or
2. In conjunction with fundraising efforts on the part of the LCTCS Foundation.

Giving levels for the naming of physical property should be established through consultation with the College Chancellor and the Chancellor's Cabinet. Some general guidelines include:

1. Newly constructed buildings may be named in honor of an individual, a family, a corporation, or a nonprofit organization with a minimum gift of not less than 51 percent of the total cost of the building or project. Opportunities that exceed a substantial dollar amount, as determined by the Chancellor, may be submitted in installments of up to three consecutive years. Upon receipt of the first installment payment and a signed contract of intent for the remaining installment payments, the College will make an official announcement publicizing the investment at the discretion of the Chancellor. The College reserves the absolute right to rescind a naming if at any time the installment is determined by the College to be fully or partially unfulfilled, subject to any terms included in the written agreement for that pledge.
2. Existing campus buildings or facilities may be named in honor of an individual, a family, a corporation, or a nonprofit organization with a minimum gift of 51 percent of the current fair market value. Opportunities that exceed a substantial dollar amount, as determined by the Chancellor, may be submitted in installments of up to three consecutive years. Upon receipt of the first installment payment and a signed contract of intent for the remaining installment payments, the College will make an official announcement publicizing the investment at the discretion of the Chancellor.
3. Portions of a facility or designated area may be named in honor of an individual, a family, a corporation, or a nonprofit organization that has made a substantial contribution to the College. This may include but is not limited to, classrooms, laboratories, student lounges, fountains, hallways, and other features or spaces on College grounds. Opportunities that exceed a substantial dollar amount, as determined by the Chancellor, may be submitted in installments of up to three consecutive years. Upon receipt of the first installment payment and a signed contract of intent for the remaining installment payments, the College will make an official announcement publicizing the investment at the discretion of the Chancellor. Opportunities that do not exceed a substantial dollar amount, as



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determined by the Chancellor, may be submitted using a company or personal check at which time an official announcement publicizing the investment will be made at the discretion of the Chancellor.

### FINANCIAL SUPPORT

Financial donations or other gifts of economic value appropriate to the College must be realized, preferably in cash, by the College before naming becomes official or any further action is performed. Donations of non-cash gifts of economic value, such as land, bequests, trusts, or other liquid assets will be considered; however, those items shall be subject to confirmation through independent appraisal and valuation as determined appropriate by the College. The College shall retain the absolute right to acquire independent appraisals and/or valuations of such donations to verify the fair market value of the non-cash gift. Acceptance of donations will be in compliance with the College's and LCTCS Foundation's donation policies and procedures.

### FINAL AUTHORITY

The NTCC Chancellor along with the LCTCS Board of Supervisors has final authority for any naming, memorial, or tribute opportunity. The procedural guidelines set forth in this policy are not to be deemed all-inclusive. The College Chancellor and the LCTCS Board of Supervisors reserve the right to consider any and all factors regarding the privilege of name association with a program, fund, or physical property aspect of NTCC as particular acts and circumstances may warrant.

#### *Policy Reference:*

*LCTCS Naming of Facilities Policy #4.003*  
*LCTCS Private Contributions Policy # 5.030*  
*LCTCS Foundations Policy # 5.017*  
*Louisiana Revised Statute 49:1101*

#### *Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Approval Date</b>
X	LCTCS Board of Supervisors	05/28/2014	06/11/2014
X	Chancellor's Cabinet	04/16/2014	04/21/2014

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