

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

Policy No. D - 2

Facility Naming Policy

1. General Information:

1.1 Scope: This policy is applicable to all members of the Mountwest Community & Technical College community including faculty, staff, board of governors, alumni, other agents and representatives, institutes and centers.

This includes all private fundraising efforts toward individuals, corporations, businesses, community or private foundations or other entities on behalf of scholarship, general or specific program, event or capital support.

1.2 Authority: W.Va. Code §18B-1-6

1.3 Passage Date: March 18, 2011

1.4 Effective Date: April 18, 2011

1.5 Controlling Over: Mountwest Community & Technical College

2.1 Introduction: The naming of any physical facility, campus grounds or academic program is usually only appropriate when a significant gift is received.

The merits of naming any physical facility or space should be determined by carefully weighing the named individual's devotion to the institution, distinguished service or high academic scholarship and should be able to stand the tests of time.

All naming requests should support that the honoree or donor meets the highest values and societal standards.

2.2 Types of Gifts for Naming Commitments: Any and all combinations of gifts, pledges and irrevocable deferred gift arrangements are acceptable for naming commitments.

2.3 General Principles and Guidelines: Buildings, campus grounds or other campus facilities will generally not be named for individuals currently employed by Mountwest Community & Technical College or the State of West Virginia unless a donor(s) provides a sufficient gift in honor of that individual.

- I. When the person to be honored is living and no financial gift is being provided, at least three years should pass following any formal association with Mountwest Community & Technical College, MCTC Foundation or the State of West Virginia. Such affiliation includes time spent

as a student; compensated member of the faculty/staff; a paid state, county or city employee; or as a member of the Board of Governors.

- II. The contribution associated with the naming of a building, wing, room, etc., is dependent upon size, age, prestige, location, original cost, etc. However, Mountwest Community & Technical College and the MCTC Foundation follow these general guidelines:
 - a. Existing – Facilities funded with public money shall be named only in exchange for gift commitments of at least 10 percent of the building's current value or replacement cost. Total costs include: architectural, planning, construction, fees, site clearance, landscaping, furnishing and equipment.
 - b. New construction – Facilities funded with public money shall be named only in exchange for gift commitments of at least 25 percent of the building's current value or replacement cost. Total costs include: architectural, planning, construction, fees, site clearance, landscaping, furnishing and equipment.
 - c. Unscheduled or unplanned – Facilities that are constructed at the donor's request require a 100 percent gift commitment, in addition to an endowed maintenance fund.
 - d. Small physical spaces – The minimum gift for a naming commitment for spaces such as classrooms, laboratories, offices and conference rooms shall be based on the size of the space and equipment necessary

2.4 Approval for Naming Facilities: All permanently named facilities shall be reviewed and approved by the Mountwest Community & Technical College president and Board of Governors following the recommendation of the MCTC Foundation Board of Directors, when appropriate, and subject to the approval requirements as listed below.

Mountwest Community & Technical College shall fully adhere to the following principles during the naming process:

- I. Confidentiality – All proposed names for buildings and other facilities shall be held in confidence throughout the review and approval process. There shall be a minimum amount of communication about the proposed naming before final approval has been granted.
- II. Maintenance – The naming of buildings, grounds or endowed funds in recognition of a donor or honoree is a promise to that donor or honoree that the space, site, facility or other form of tangible recognition will be permanently maintained. If a change in the donor's naming rights is unavoidable, alternative and equal means of recognizing the donor or honoree must be found.
- III. Records – The MCTC Foundation and Mountwest Community & Technical College shall be responsible for maintaining a record of named rooms, buildings, grounds and other spaces.
- IV. Integrity – Naming commitments are reflections on the ideals and reputation of Mountwest Community & Technical College. Therefore, each gift and naming commitment shall be carefully reviewed by the above-mentioned parties for full compliance with applicable laws and principles. This is especially true when a direct or indirect business or other continuing relationship exists between the donor and Mountwest Community & Technical College, the MCTC Foundation, its officers or employees. Any questions regarding the applicability of MCTC Foundation policies or state or federal laws on conflicts of interest and other ethical considerations should be referred to Policy MCTC-IBOG-G-6 or MCTC-F-02 (corresponding Conflict of Interest policies) or appropriate legal counsel.

Should the corporation or entity for which a facility is named cease operation, Mountwest Community & Technical College reserves the right to review the naming agreement with that entity in order maintain the integrity of the College's facilities and reputation.