

Subject: Naming of College Facilities

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1. Purpose

This policy provides for the naming of college facilities consistent with the policy of the Virginia Community College System ([VCCS Policy Manual, Section 2A-2.9.07c](#)).

2. Policy

The Tidewater Community College Board ("Board"), upon recommendation of the College President, shall approve the naming of any of the college's State-owned facilities. In those cases where college facilities have been named prior to the implementation of this policy, the names shall be considered to have been so adopted

a) Criteria: College facilities may be named after:

1. Individuals who have provided significant service to Tidewater Community College or the communities it serves.
2. Individuals or corporations from the private sector that have contributed major gifts to the college such as land, buildings, or major financial contributions.

Such recognition should typically occur after the gift has been received rather than on a prospective basis. Individuals employed within the Virginia Community College System or serving on the Tidewater Community College Board, or the State Board for Community Colleges are not eligible for such recognition. A separation from such employment or service of at least one month is a prerequisite for eligibility for the recognition afforded by a facility naming.

b) Suggested Monetary Levels for Naming Opportunities:

Facility Commemoration Opportunities	Suggested Gift Ranges
Campus	\$10,000 minimum
Off-Campus Center	\$5,000 minimum
New Building	Negotiable
Existing Academic/Administration Building (<30 KSF)	\$1,000,000 minimum
Existing Academic/Administration Building (30-60 KSF)	\$1,500,000 minimum
Existing Academic/Administration Building (>60 KSF)	\$2,000,000 minimum
Campus Student Center	\$1,500,000 minimum
Academic Program (i.e., Nursing, Engineering, IT)	\$1,000,000 minimum
Endow a Specific Initiative (i.e., Distance Learning, Dual Enrollment)	\$500,000 minimum
Endow a Specific Program (i.e., Pathways Programs, STEM, CMVE)	\$500,000 minimum
Miscellaneous Options (roadways, ponds, rooms, auditoriums)	\$100,000 - \$250,000

c) Nomination

Nomination for a proposed dedication and/or memorial for an individual or a group will be made to the TCC College Board by the President. The fact that a memorial or a proposed dedication is being considered by the Board will be considered confidential.

d) Permanency of Names

1. When a gift from an individual or family is involved, a facility receives designation that shall last the lifetime of the family as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance, subject to the following:
 - i. Demolition or significant renovation of the facility may terminate the designation.
 - ii. Any legal impropriety or other act which brings dishonor to the College on the part of the donor shall make the gift and naming subject to reconsideration by the College.
2. When a corporate donor makes the gift, the corporation keeps the

designation until the corporation is no longer in existence as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance, subject to the following:

- i. Demolition or significant renovation of the facility may terminate the designation.
- ii. Any legal impropriety or other act which brings dishonor to the College on the part of the corporation shall make the gift and naming subject to reconsideration by the College.

e) Funds Received

All funds received through this policy will be received by the TCC Educational Foundation. The Educational Foundation will distribute the funds per the donor's direction.

3. Responsibilities

The Vice President for Administration & Chief Financial shall develop and maintain procedures that are consistent with this policy.

4. Procedures

No procedures are associated with implementation of this policy.

5. Definitions

No definitions are associated with the implementation of this policy.

6. References

[VCCS Policy Manual](#)

7. Review Periodicity and Responsibility

The Vice President for Administration and Chief Financial Officer shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions. The policy shall also be reviewed when changes to the relevant policies and procedures are made.

8. Effective Date and Approval

The revision of the policy is effective upon its approval by the College President on April 15, 2024.

Policy Approved:

Dr. Marcia Conston
President

Procedure Developed:

Heather Hardiman
Vice President for Administration &
Chief Financial Officer

9. Review and Revision History

The initial version of this policy was approved April 18, 2019.

Revision	Description	Date Approved
1	Reflects updated position titles.	April 15, 2024