

TEXAS STATE TECHNICAL COLLEGE  
STATEWIDE OPERATING STANDARD

<b>No. GA 4.7</b>	<b>Page 1 of 6</b>	<b>Effective Date: 01/20/2021</b>
<b>DIVISION:</b>	<b>General Administration</b>	
<b>SUBJECT:</b>	<b>Naming of Buildings and Other Specified Entities</b>	
<b>AUTHORITY:</b>	<b>Minute Order #58-15</b>	
<b>PROPOSED BY:</b>	<b><i>Beth Wooten</i></b>	
<b>TITLE:</b>	<b>Executive Vice President</b>	<b>Date: 01/20/2021</b>
<b>RECOMMENDED BY:</b>	<b><i>Gail Lawrence</i></b>	
<b>TITLE:</b>	<b>Executive Vice Chancellor</b>	<b>Date: 01/20/2021</b>
<b>APPROVED BY:</b>	<b><i>Original Signed by Mike Reeser</i></b>	
<b>TITLE:</b>	<b>Chancellor</b>	<b>Date: 01/20/2021</b>

**STATUS:** Approved by the BoR 11/05/15 MO #58-15

**HISTORICAL STATUS:** Approved by EMC 1/20/2021  
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 Approved 9/25/1993 by BOR MO #113-93  
 Approved 09/23/1993 by MC

**I. STATEWIDE STANDARD**

**POLICY:** It is the policy of Texas State Technical College (TSTC) that the College acknowledge major contributions or outstanding service to TSTC by individuals and/or organizations by naming buildings, definable portions of buildings, geographic areas, or other TSTC assets for those individuals or organizations.

## II. PERTINENT INFORMATION

The [Texas Government Code, Section 2165.005](#), generally outlines the procedures for naming a building owned by the state; however, [Section 2165.002](#) specifically exempts institutions of higher education from these provisions.

## III. GENERAL GUIDELINES

The naming of tangible and intangible TSTC assets shall be facilitated through the Asset Naming Committee (ANC) and The TSTC Foundation. Nominations must first be approved by the Chancellor and then submitted to the TSTC Board of Regents (BOR) for final approval.

The Chancellor, or his/her designee, may approve informal or functional naming of buildings or other specified entities or designations of facilities that do not contain the name of a donor or a person providing an extraordinary level of non-monetary support or service.

## IV. DEFINITIONS

**Annual Scholarship:** A monetary gift made each year on a repeated basis by a donor for the purpose of providing financial support to TSTC students.

**Asset:** An item of value to TSTC. Assets may be tangible or intangible.

**Asset Naming Committee (ANC):** A committee composed of a TSTC Provost, members of the TSTC Leadership Team, and the Chief Executive Officer (CEO) of The TSTC Foundation. The ANC convenes to consider nominations for TSTC asset naming.

**Donor:** An individual or organization that provides monetary gifts or grants to benefit TSTC and TSTC students. Types of donors include, but are not limited to, the following:

1. Agencies - Governmental entities that provide funds through grants;
2. Corporate donor - A for-profit corporation or company;
3. Individual donor - A single person or family; and
4. Organizational donors - Foundations, fraternal groups, business consortiums, social or business clubs, or trade organizations.

**Endowed Scholarship:** A monetary gift made by a donor for the purpose of providing financial support to TSTC students. The total amount of the monetary gift is invested as a permanent fund and the proceeds of the investment are granted as student scholarships as the investment matures.

**Institutional Advancement:** A division within TSTC that manages the processes regarding gifts and grants to TSTC.

**Intangible Assets:** Assets that include, but are not limited to, scholarships, grants, honorary designations, awards, chairs, titles, departments, programs, extensions, academies, and other operating entities of TSTC that do not typically have a physical form.

**Leadership Team (LT):** A team consisting of the Chancellor and Vice Chancellors.

**Tangible Assets:** Assets that include, but are not limited to, buildings, portions of buildings, other types of real estate, capital assets of all types, physical areas, and other physical objects that are of value to TSTC.

**The TSTC Foundation:** A separate 501(c)3 non-profit organization tasked with the statewide mission of fostering relationships with Texas leaders, businesses, organizations, individuals, and alumni for the financial support of TSTC and its visionary success.

## **V. DELEGATION OF AUTHORITY**

The BOR has the final authority to approve the names of all TSTC assets. The Chancellor and the CEO of The TSTC Foundation have the authority and the responsibility to implement the policies and procedures regarding naming of buildings and other specified entities.

## **VI. PERFORMANCE STANDARDS**

Naming nominations are processed in a timely manner under proper controls, with utmost consideration to donors and nominees.

## APPENDIX

### VII. RELATED STATEWIDE STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[Texas Government Code, Section 2165.005](#)  
[Texas Government Code, Section 2165.002](#)  
[FA 3.1 Acceptance of Gifts and Bequests](#)  
[GA 1.24 College Committees](#)

### VIII. OPERATING REQUIREMENTS

Corporations, agencies, organizations, or individuals that wish to support TSTC's mission through a generous donation may designate those funds to support the development of facilities, classrooms for student instruction, or other related purposes. Such an entity or individual may then elect to honor an organization or an individual of their choosing, including their own organization or themselves. Such naming shall not guarantee that the name shall be maintained in perpetuity.

Levels of this support shall be as follows:

Naming of a classroom or laboratory	50 percent of the total value of the classroom or lab
Naming of departmental facilities	Range/negotiable
Naming of a campus building	50 percent of the asset's value

The process of establishing and or naming a TSTC asset must be established as a cooperative and collaborative endeavor between the donor and the ANC. The Committee shall be convened on an as-needed basis to consider nominations that are funded and have been appropriately submitted for the naming of TSTC assets.

#### Approval Process:

ANC voting members shall consist of the relevant TSTC Provost, members of the LT designated by the Chancellor, and the CEO of The TSTC Foundation. The ANC shall be facilitated by staff from The TSTC Foundation. Decisions and/or actions taken by the ANC must be approved by a unanimous vote of all voting members.

Should the ANC approve a naming nomination for an *intangible or a tangible* asset, the Chancellor shall consider the nomination for his approval. Should the Chancellor approve the naming nomination, the nomination must be brought before the TSTC BOR for final approval.

Neither the ANC, the Chancellor, or the TSTC BOR shall be obligated to approve a naming nomination, even though the nomination meets the minimum monetary guidelines contained in this SOS. Other criteria may be required for consideration. Either the ANC, the Chancellor, or the TSTC BOR may reject a nomination that is, in their sole discretion, not in the best interest of TSTC.

Nomination Process:

Nominations shall be made to the ANC via the Office of Institutional Advancement.

Nominations may originate from a member of the BOR, any member of the TSTC executive staff, a TSTC Provost, or a member of The TSTC Foundation Board.

A nomination shall include the following:

1. Name of the individual, family, business, organization, or agency being nominated;
2. Name, title, and phone number of the person(s) making the nomination;
3. Reasons for the nomination;
4. Specific tangible or intangible asset to be named;
5. Proposed name; and
6. Amount of the gift and terms.

Current members of the TSTC BOR, current elected officials of the State of Texas, or current TSTC administrators or senior staff shall not be eligible for nominations. However, TSTC employees who are not administrators or senior staff may qualify for nomination by fulfilling the monetary guidelines. These individuals shall be subject to the same approval process as any other nomination.

In the very rare cases in which an employee or supporter of TSTC displays an extraordinary level of non-monetary service or support to TSTC, the ANC may consider such support or service as grounds for naming a TSTC asset. The Chancellor and the TSTC BOR must approve such non-monetary naming nominations for both tangible and intangible assets.

Informal Naming Process:

Any informal or functional naming of buildings or other specified or designation of facilities on a TSTC campus shall be based upon a consistent methodology and set of general guidelines that are reviewed and approved by the Chancellor. These guidelines shall be made available upon request through the Office of Institutional Advancement.

**Texas State Technical College**  
**ASSET NAMING CONVENTION SCHEDULE**

**Facilities and other Tangible Assets**

Named Classroom/Lab	50 percent of the total value of the classroom or lab; Naming shall not guarantee that the name shall be maintained in perpetuity.
Named Residential Facility	50 percent of named asset value
Named Portion of a Building	50 percent of named asset <i>pro-rata</i> value
Named Building	50 percent of named asset value

*The value of an asset shall be determined by TSTC.*

*This schedule was approved by the TSTC Board of Regents on 11/05/15 and remains in effect until amended or rescinded by the TSTC Board of Regents.*